

**C A W O A**  
**CANADIAN AMATEUR WRESTLING OFFICIALS**  
**ASSOCIATION**

**Constitution and Policy and Procedures Manual**

**Section 18 – CAWA Policy Manual**

Approval Information

CAWOA Constitution – May 3, 2001  
CAWOA Policy and Procedures Manual – May 1, 2003  
CAWA Policy Manual – June 2003

## TABLE OF CONTENTS

### CHAPTER 1: CAWOA CONSTITUTION - as of May 3, 2001

ARTICLE 1	
1.1 NAME .....	5
1.2 DEFINITION .....	5
ARTICLE 2	
2.1 INSIGNIA .....	5
2.2 COLOUR .....	5
ARTICLE 3	
3.1 PURPOSE .....	5
3.2 AIMS AND OBJECTIVES .....	5
ARTICLE 4	
4.1 REGULAR MEMBER .....	6
4.2 HONORARY MEMBER .....	6
ARTICLE 5	
5.1 OFFICERS .....	6
5.2 DUTY OF OFFICERS .....	7
5.2.1 PRESIDENT .....	7
5.2.2 VP INTERNATIONAL .....	7
5.2.3 VP NATIONAL .....	8
5.2.4 SECRETARY/TREASURER .....	9
5.2.5 PAST PRESIDENT .....	9
5.3 AUDITOR .....	10
5.4 EXECUTIVE COMMITTEE .....	10
5.4.1 Executive Committee .....	10
5.4.2 Executive Committee Quorum .....	10
5.4.3 Powers of the Executive Committee .....	11
5.5 DISCIPLINARY ACTION .....	11
ARTICLE 6	
6.1 BIENNIAL AND SPECIAL MEETINGS .....	11
6.2 ARRANGEMENTS .....	11
ARTICLE 7	
7.1 GOVERNING BODY .....	11
7.2 OUTSIDE ORGANIZATIONS .....	12
ARTICLE 8	
8.1 AMENDMENTS TO CONSTITUTION .....	12
8.2 AMENDMENTS TO THE POLICIES AND PROCEDURES .....	12
ARTICLE 9	
9.1 FEES .....	13
ARTICLE 10	
10.1 GRIEVANCES .....	13
10.2 DISCLAIMER .....	13
10.3 RECORDS .....	13
10.4 GENERAL .....	13

Appendix 1: ORDER OF BUSINESS AT THE BIENNIEL MEETING .....	14
Appendix 2: ORDER OF BUSINESS AT ALL OTHER MEETINGS .....	14
Appendix 3: PARLIAMENTARY PROCEDURE .....	14

## CHAPTER 2: POLICIES AND PROCEDURES MANUAL – as of May 1, 2003

### Article 1: General

1.1 General Philosophy .....	15
1.2 Rules of Wrestling within Canada .....	15
1.3 Code of Ethics .....	15
1.4 Sanctions .....	16
1.5 Dress and Personal Appearance .....	16
1.6 Tournament Responsibilities .....	16
1.7 Membership Responsibilities and Benefits .....	17
1.7.1 Membership Fees & Financial Obligations .....	17
1.7.2 Attendance Requirements .....	18
1.7.3 Membership Benefits .....	19
1.7.4 Governing Body Funding to Biennial General Meeting .....	20
1.8 Policy Regarding: Abuse of Officials .....	20

### Article 2: National Development

2.1. Description of Canadian Rating System .....	21
2.1.1 National Aspirant On-Mat (“ASP”) .....	21
2.1.2 National Aspirant (“ASP Pairing”) .....	21
2.1.3 Canada C On-Mat (“Can C”) .....	21
2.1.4 Canada C Pairing Master (“PM-C”) .....	21
2.1.5 Canada B (“Can B”) .....	22
2.1.6 Canada B Pairing Master (“PM-B”) .....	22
2.1.7 Canada A (“CAN A”) .....	22
2.1.8 Canada A Pairing Master (“Can PM-A”) .....	22
2.1.9 Canada AE (“Can AE”) .....	22
2.2. Evaluation Procedure and Grading Philosophy .....	23

### Article 3: National Tournaments and Championships

3.1 National Control Tournaments .....	25
3.2 Canadian Championships .....	25
3.2.1 General Assignment of Officials .....	25
3.2.2 Senior Championships .....	26
3.2.3 Cadet/Juvenile and Junior Championships .....	26
Officials’ Quota Tables .....	28
3.2.4 C.I.S. Championships .....	29
3.2.5 Canada Games .....	29
3.2.6 CAWOA Support to Developing Regions .....	29

3.2.7 CAWOA’s Expectations of National Tournament .....	29
3.2.8 Selection of Clinicians and Head Officials .....	30

### CHAPTER 3: CAWOA CLINICIAN PROGRAM

1.1 Clinician’s Training Program .....	31
1.2 Qualifications and Responsibilities of Clinicians .....	31
2.1 On Mat Clinicians .....	31
2.1.1 Tier I Clinicians .....	31
2.1.2 Tier II Clinicians .....	31
2.2 Pairing Clinicians .....	31
2.2.1 Tier 1 PM Clinician .....	31
2.2.2 PM Clinician .....	32
2.3 List of Clinicians .....	32
2.4 Clinic Protocol & Guidelines .....	32
2.4.1 Clinician’s Duties: On-mat and Pairing .....	32
2.4.2 Clinic Format .....	32
2.4.3 Evaluation of Officials .....	33
2.4.4 Evaluation of Mat Chairmen .....	33
2.4.5 Evaluation of Clinicians .....	33
2.5 Duties and Responsibilities .....	33
2.5.1 On-mat Clinician .....	33
2.5.2 Head Official .....	33
2.5.3 Pairing Master Clinician .....	34
2.5.4 Pairing Master .....	34
2.5.5 Assistant to the Pairing Master .....	34

### CHAPTER 4: INTERNATIONAL OFFICIALS PROGRAM

1.1 International Goals .....	35
1.2 International Requirements .....	35
1.3 International Assignments and Support .....	35
1.4 Prerequisites for Application for Sanction .....	36
1.5 Systematic Travel Assignment Process (STAP) .....	37
1.5.1 Prerequisites .....	37
1.5.2 Pairing Master STAP .....	37
1.5.3 On-Mat STAP .....	38
1.5.4 Declining an Opportunity .....	38
1.6 Officials Support to National Team Events .....	39

### Appendices

Appendix A: Board of Directors .....	40
Appendix B: Executive .....	40
Appendix C: CAWOA Clinicians .....	41
Appendix D: Bursaries & Awards .....	42
Appendix E: Detailed Responsibilities – Head Official .....	45

## **Chapter 1 – CONSTITUTION**

### **ARTICLE 1**

#### 1.1 NAME

The organisation name shall be the Canadian Amateur Wrestling Officials Association (CAWOA). The Association is to be an affiliated member of the Canadian Amateur Wrestling Association (CAWA).

#### 1.2 DEFINITION

CAWOA is the amateur wrestling officials' Governing Body in Canada. In response to the wishes of its members, CAWOA shall control the affairs of the national wrestling officials' program throughout Canada

### **ARTICLE 2**

#### 2.1 INSIGNIA

This Association shall have such official insignia as the Governing Body may decide

#### 2.2 COLOUR

The colours of this Association are red and white

### **ARTICLE 3**

#### 3.1 PURPOSE

This is a non-profit organisation designed to foster the development of amateur wrestling officials at the provincial, national and international levels. Members work for the advancement of amateur wrestling. CAWOA exists to provide officials with an opportunity to contribute to that advancement. These purposes are to be fulfilled through the implementation of the Policies and Procedures approved by the executive and Governing Body

#### 3.2 AIMS AND OBJECTIVES

- To improve the skill and technical knowledge of officials in CAWOA
- To stimulate people's interest in becoming officials in the CAWOA
- To unify and co-ordinate the efforts of all provinces and regions interested in promoting officiating and to permit them a voice in the development of an official's Association in Canada

- To create and maintain projects that will benefit all parties interested in officiating by up-dating officiating techniques
- To provide a clearing house for the distribution of officiating literature, files, research materials and rules
- To give prompt attention to valid suggestions on how to improve wrestling officiating in Canada
- To establish national and regional wrestling officials' clinic;
- To train and certify competent officials nationally and international; and To supply and recommend officials for national and international competitions to the CAWA

#### **ARTICLE 4**

##### **4.1 REGULAR MEMBER**

Membership in the Association shall include any individual (referee/judge or pairing master) who has successfully participated in a national up-grading clinic and who has been recommended/rated by a National Clinician, is a member in good standing with their provincial or regional officials' Association, and has paid their current CAWOA Membership fee

##### **4.2 HONORARY MEMBER**

Any Individual who had previously been a Regular Member of the Association for fifteen (15) years or greater, had attain the highest level in the Association (Can AE/PM-A), as well as a Tier I Clinician, and having been nominated and accepted by the Governing Body, in recognition of their exceptional work and dedication to the sport and the CAWOA. Honorary members shall be entitled to all the benefits the Association has to offer its members except for the privilege of active officiating. No membership fee will be assessed for any Honorary Members.

#### **ARTICLE 5**

##### **5.1 OFFICERS**

The officers of this Association shall consist of

President  
Past President  
V.P. International  
V.P. National  
Secretary/Treasurer

## 5.2 DUTY OF OFFICERS

### 5.2.1 President

- i. The Association shall have a President elected by the majority of the votes cast by the delegates present at the Biennial meeting of the Association.
- ii. The newly elected President shall assume office after the completion of the "Election of Officers."
- iii. The President shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two- year term.
- iv. The President or his representative shall preside at all meetings of the Association.
- v. The President shall be responsible for the affairs of the Association and with the assistance of the Executive Committee shall execute and administer the policies established by the Governing Body.
- vi. The President shall co-ordinate the activity of the members of the executive and work to implement the program approved by Governing Body.
- vii. In conjunction with the VP International, the President shall be responsible for international operations, including but not limited to the activity of the international officials and correspondence with the Federation Internationale des Luttes Associées (FILA).
- viii. In conjunction with the VP National, the President shall be responsible for national operations, including but not limited to the activity of the national officials and correspondence with the CAWA.
- ix. In conjunction with the Secretary/Treasurer, the President shall be responsible for the submission and allocation of all grants and budgets.
- x. The President shall regularly evaluate the operations of the Association and the performance of its members.
- xi. It shall also be the President's duty to ensure that the other officers of the Association perform their duties strictly in accordance with the constitution.

### 5.2.2 VP International

- i. The Association shall have a VP International elected by the majority of the votes cast by delegates present at the Biennial annual meeting of the Association.

- ii. The newly elected VP International shall assume office after the completion of the "Election of Officers."
- iii. The VP International shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two-year term.
- iv. In the event that the President is unable to perform the duties of office, the VP International will assume the duties until such time as the President is able to resume these responsibilities.
- v. The VP International shall have the responsibility for international operations; develop the necessary programs for the recruitment and training of international officials and co-ordinate the activity of these officials (under the President's supervision).
- vi. The VP International shall assist the President in executing and administering the policies of the Associations.
- vii. The VP International shall regularly report upon and evaluate the performance of the international officials and the international programs.

#### 5.2.3 VP National

- i. The Association shall have a VP National elected by the majority of the votes cast by the delegates present at the Biennial meeting of the Association.
- ii. The newly elected VP National shall assume office after the completion of the "Election of Officers."
- iii. The VP National shall serve a two year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two year term.
- iv. In the event that the President and VP International are unable to perform their duties, the VP National shall assume their duties until such time as the President and the VP International are able to assume their responsibilities.
- v. The VP National shall assist the President in executing and administering the policies of the Association.
- vi. The VP National shall have the responsibility for national operations; develop the necessary national programs for the recruitment and training of national officials and co-ordinate the activity of these officials (under the President's supervision).
- vii. The VP National shall regularly report upon and evaluate the performance of the national officials and the national programs.

#### 5.2.4 Secretary/Treasurer

- i. The Association shall have a Secretary/Treasurer elected by the majority of the votes cast by the delegates present at the Biennial meeting of the Association.
- ii. The newly elected Secretary/Treasurer shall assume office after the completion of the "Election of Officers."
- iii. The Secretary/Treasurer shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two-year term.
- iv. The Secretary/Treasurer shall be responsible for all moneys of the Association and any other financial matters delegated by the Association. A financial statement shall be completed in full for the Biennial meeting, annually, and at other times as requested.
- v. The Secretary/Treasurer must be able to give on demand a general analysis of the Associations financial standing.
- vi. The Secretary/Treasurer shall present at the Biennial Meeting/Executive Meeting to the executive prior to the end of any fiscal period a proposed operating budget for the ensuing fiscal year, and more often if required.
- vii. The Secretary/Treasurer shall be responsible for the preparation of all operating budgets as required by Sport Canada.
- viii. The Secretary/Treasurer shall keep an inventory of the equipment/materials necessary for the members' use.
- ix. The Secretary/Treasurer shall collect all fees and dues as required of the members.
- x. The Secretary/Treasurer shall keep an up to date record of names and addresses of all members of the Association and shall make them available at all times to members entitled to view these records.
- xi. The Secretary/Treasurer shall prepare revisions to the constitution for recommendation to the CAWOA Governing Body as needed.
- xii. The Secretary/Treasurer shall be responsible for the minutes of all meetings of the Association and forward a copy to each member of the Executive and Governing Body.

#### 5.2.5 Past President

- i. The Association shall have a Past President, who shall be the person who held the position of President immediately prior to the Election of the President at the Biennial meeting.

- ii. The President shall assume the office after the completion of the “Election of Officers.”
- iii. The Past President shall have the responsibility for the administration of the awards of the Association (under the President's supervision). The awards include, but are not limited to, the following: Honorary Memberships, CAWOA Bursaries, nomination to the CAWA Hall of Fame and other external awards which the CAWOA may nominate one of its members.
- iv. The Past President shall serve a two-year term and may serve an additional two-year term based on the president serving a second two-year term.

The Past President shall have the duty of advising the Executive Committee of the history of the Association and shall take on such duties as requested by the President.

### 5.3 AUDITOR

The Executive Committee shall each year appoint a member to audit the accounts of the Association. No member will serve in the capacity of auditor for more than one year consecutively. The auditor shall review the financial records of the Association and conduct whatever tests necessary to satisfy himself/herself that the financial statements of the Association accurately and materially reflect the financial transactions and affairs of the Association, and make a report to the Executive Committee and Governing Body annually. These tests shall not create any financial cost to the Association.

### 5.4 EXECUTIVE COMMITTEE

#### 5.4.1 Executive Committee

The executive committee shall consist of the President, the Past President, the VP International, the VP National and the Secretary/Treasurer. The Executive Committee shall meet at least annually. Other meetings shall be called when requested. The Executive is responsible to the national membership of the Association, and may exercise all such powers on behalf of the CAWOA, including: acting upon existing bylaws, recommending new bylaws, creating and implementing Policies and Procedures required to be exercised in order to manage and direct the affairs of the Association.

Where a member of the Executive Committee resigns prior to the Biennial General Meeting, the Executive shall have the discretion to replace the Committee Member. In General, where the position is to be filled, it should be from the General Membership, based on nominations from the Governing Body (30 days notice), which will then be voted upon by the Governing Body (by Mail)

#### 5.4.2 Executive Committee Quorum

An executive committee quorum shall exist when three of the five elected members are present at a meeting.

#### 5.4.3 Powers of the Executive Committee

The executive committee shall have the power to impose and enforce suspensions and/or penalties for any violation of the constitution, by-laws and/or regulations or the edicts of the President. Such penalties must be agreed upon by a majority of the executive committee.

#### 5.5 DISCIPLINARY ACTION

When immediate disciplinary action is needed the President shall appoint a disciplinary committee. The Committee should include a minimum of any five CAWOA members. The Committee will normally be the Executive Committee unless there is a conflict of interest. The Disciplinary Committee shall act within requirements of the Association's Policies and Procedures.

### ARTICLE 6

#### 6.1 BIENNIAL AND SPECIAL MEETINGS

The place and date of Biennial meetings of the Association shall be decided by the Executive Committee. It shall under normal circumstance be held in conjunction with the Senior National Championships. At all meetings of the Association, voting shall be done by a show of hands. However, should a member ask for a secret ballot, such a vote will be held without any further discussion of the process. Executive meetings may be held as deemed necessary. These meetings are open to the Governing Body, as observers.

#### 6.2 ARRANGEMENTS

All plans, arrangements, programs, budgets and like subjects affecting the welfare and policies of the Association shall be prepared and actuated by the executive body.

### ARTICLE 7

#### 7.1 GOVERNING BODY

The Association shall have one Governing Body. One elected representative from each province/territory (in good standing) and the elected President of the CAWOA shall constitute this body. Each of the provincial or territorial branch memberships shall nominate or elect a member in good standing from their provincial body to be a member to the Governing Body, not later than thirty days prior to the Biennial meeting. The Governing Body shall meet at least every two years, Special meetings shall be called when requested in writing and approved by a 2/3 majority of the Governing Body membership. The cost of special meetings shall be born by the Branches attending the meeting. The Biennial meeting shall be scheduled at the time that is convenient for the membership. Thirty days prior to the meeting, the President shall notify the membership of the place, date and time of the meeting. Representation by 2/3's of the Governing Body shall

constitute a quorum for the transaction of business. The President is authorised to conduct mail, telegraphic, telephonic, fax, and in some instances, e-mail polls of the Governing Body. When balloting is completed, the President shall be charged with counting the votes and reporting the results to the Governing Body members by mail, telephone or telegraph. The Governing Body must discuss upon written request of the individual, disciplinary actions taken by disciplinary committee. Should the Governing Body find that they are unable to support the actions taken, then they are responsible for deciding what further actions must be taken. The Governing Body shall ensure that all dues and moneys are collected for the Association to expend the same.

## 7.2 OUTSIDE ORGANIZATIONS

The Association is responsible for training and providing officials for national and international competitions. The program for training and certifying officials will be organised through this Association within the guidelines approved by CAWA. The Association will work co-operatively with CAWA and FILA.

## ARTICLE 8

### 8.1 AMENDMENTS TO CONSTITUTION

The constitution may be amended, at any Biennial annual meeting of the Governing Body, by two-thirds of the votes of the delegates present and voting following the latest edition of Robert's Rules of Order, or by special unanimous resolution of the Governing Body. Proposed amendments shall be submitted to the President and the Secretary - Treasurer at least forty-five days prior to the meeting at which the amendments are to be considered. The President shall mail a copy of any proposed amendments to the membership of the Governing Body, no later than thirty (30) days preceding any such meeting.

### 8.2 AMENDMENTS TO THE POLICIES AND PROCEDURES

The POLICIES AND PROCEDURES may be amended at a Biennial meeting, a special meeting of the Governing Body or by the Executive in alternate years to the Biennial Meeting . Voting is by a majority of votes of those members present and voting. Proposed amendments shall be submitted to the President and the Secretary - Treasurer at least thirty days prior to the meeting at which the amendments are to be considered or at the meeting In the case of a policy change by the Executive, the change shall be circulated immediately to the governing body.

**ARTICLE 9**

**9.1 FEES**

There shall be an initial membership fee payable to become a member of the Association, plus a fee to be paid each year thereafter. The annual membership year is January 1st to December 31st. All dues must be paid in accordance with the policies of the CAWOA. Fees shall be paid to the Secretary/Treasurer by cheque or money order. The fiscal year of the Association shall end on the 31st day of March.

**ARTICLE 10**

**10.1 GRIEVANCES**

All grievances shall be forwarded to the President of the Association in writing and shall be dealt with by the Executive Committee. Members concerned should attend these meetings. In the event of a grievance from a third party who is not a member of CAWOA, the third party must be informed by carbon copy of all proceedings including the initial charge. Should the third party be a member of this Association, the member shall be invited to attend the meeting and shall be informed in writing of the proceedings.

**10.2 DISCLAIMER**

This Association is not responsible or liable for any expenses incurred by any official, unless same is authorised by the President or Secretary/Treasurer of the CAWOA.

**10.3 RECORDS**

Each officer shall, at the end of their term of office, hand over to the successor such records pertaining to that office. All records and correspondence shall be reviewed once a year and those found to be of no value shall be destroyed by two-thirds (2/3's) majority vote of the general body of the Association.

**10.4 GENERAL**

The Association meetings shall at all times be free of all political and theological discussions.

Certified to be a true copy of the revised by-laws of the Canadian Amateur Wrestling Officials Association duly enacted by the Association at its Annual General Meeting held in the City of Coquitlam , on the 3rd day of May, 2001.

Signed: \_\_\_\_\_

Dale Clancy, President, CAWOA

\_\_\_\_\_

Herbert Matis, Secretary/Treasurer,  
CAWOA

## APPENDICES

### APPENDIX 1: ORDER OF BUSINESS AT THE BIENNIAL MEETING shall be:

- Roll call
- Reading of minutes and correspondence
- Business arising from minutes
- President's Report
- VP International Report
- VP National Report
- Secretary/Treasurer's Report
- Resolutions
- Election of officers
- General and new business
- Adjournment

### APPENDIX 2: ORDER OF BUSINESS AT ALL OTHER MEETINGS shall be:

- Roll call
- Reading of minutes and correspondence
- Business arising from the minutes
- Secretary/Treasurer Report
- Payment of bills
- New business
- Adjournment

### APPENDIX 3: PARLIAMENTARY PROCEDURE FOR A MAIN MOTION

DEFINITION: Proposition for the members of the membership to have the Governing Body consider.

#### REQUIREMENTS:

1. It must be in order; it must be made at a time when no other business is before the meeting and in the proper order of the business; and it must be made by the member who has the floor,
2. It must be seconded,
3. It must be stated by the President,
4. It may always be discussed,
5. It must be disposed of in any way acceptable to the members present, and;
6. Discussion is not in order until after motion is seconded and after it has been stated by the President.

NB: All meetings shall be conducted under the procedure laid down in the most recent edition of Robert's Rules of Orders, except where these are in conflict with the Constitution).

## **Chapter 2 - POLICIES AND PROCEDURES MANUAL**

### **ARTICLE 1 - GENERAL**

#### **1.1 GENERAL PHILOSOPHY**

The wrestling official exists to ensure that the participants act within the letter and intent of the laws governing the sport as interpreted by the Canadian Amateur Wrestling Association (CAWA); and to help encourage and instil an attitude of determination and drive for competitive excellence while promoting a spirit of good sportsmanship. An official may be either an On-mat official or a Pairing Master or both, but they must earn their rankings independently for each category and may not do both duties at the same tournament.

On-mat officials are to conduct a bout smoothly, efficiently, and in a manner compatible with the concept of “Total Wrestling,” award points based on the actions of the wrestlers and ensure the safety of the wrestlers. Pairing Masters are to pair competitors according to the rules of the CAWA, and to facilitate the scheduling of the tournament to meet the requirements of the tournament committee.

#### **1.2 RULES OF WRESTLING WITHIN CANADA**

CAWOA follows the approved CAWA rules, based on FILA rules, and as published in the latest edition of the CAWA Rule Book, and any addendum published and distributed by CAWA. The CAWOA provides recommendations to the CAWA Rule Book each year.

#### **1.3 CODE OF ETHICS**

An Official shall not publicly criticise the actions or appearance of another official agree with negative comments about another official, argue with coaches, wrestlers or spectators, publicly encourage or coach any athlete (during a competition), or let personal feelings affect the way the job is performed on the mat. Where an official believes that the actions of another official are inappropriate or against the Code of Ethics, the official shall document the concerns and forward it to the President, or their designate.

In rare circumstances, where an official is compelled by legal obligations to comment about the actions of another official in their capacity as a wrestling official, the official is required to first notify the Association and the other official, or officials, of the intention to do so.

Note: Any official who commits a flagrant violation of the code of ethics will be recommended for a demotion to a lower category by the Clinician of that tournament at which the incident occurs, or to the Executive in situations not related to a National Championship or Clinic.

## 1.4 SANCTIONS

Any grievance against an official should be directed to the CAWOA President. Following a hearing of the Disciplinary Committee, disciplinary procedures may include a letter of reprimand by the CAWOA President, a suspension of the member for one major tournament (i.e. - National Championships/event or international event), suspension for a term of 3,6,12 months or life, and/or demotion to a lower category. Sanctions may be appealed to the Governing Body through the President or Past President within 30 days of the hearing.

## 1.5 DRESS AND PERSONAL APPEARANCE

### On-mat

- Light blue short-sleeved shirt
- Grey pants
- Black shoes (runners) and belt
- Clean and well-groomed appearance
- Red and blue arm bands and a whistle
- **FILA Blue Jacket and appropriate tie (Senior National Championships only)**

### Pairing Master

- Light blue short-sleeved shirt
- Grey pants
- Black shoes (runners) and belt
- Clean and well-groomed appearance

## 1.6 TOURNAMENT RESPONSIBILITIES

Before the event, an official should arrive at the site well in advance of the starting time (no wrestler should have to wait for the official to appear), meet the off-mat personnel and ensure that they understand their duties and responsibilities, check the equipment and facilities to ensure that no elements are present which might cause injury, delay of the bout, or an unfair application of the rules, become familiar with the location of the medical facilities, pairing room, and the tournament director's room.

After the event, an official is encouraged to discuss and analyse issues, situations, or circumstances, which arose during the event. This is done with a view to develop a better understanding of officiating, and help all officials however and whenever possible to develop and improve everyone's knowledge, understanding, interpretation and the philosophy behind each rule.

## 1.7 MEMBERSHIP RESPONSIBILITIES

### 1.7.1 Membership Fees & Financial Obligations

All members (provincial/territorial and individual) must pay the required annual dues of the association, as established from time to time. Officials will pay these dues directly to their Provincial/Territorial Officials' Association, which, in turn, will redirect these fees to the CAWOA Secretary-Treasurer. For 2001 and subsequent years, until amended by either the executive committee or by the board of directors, the fees are set at \$75 for provincial/territorial association membership, \$75 for individual membership, and an additional \$120 for individual members having a FILA license. Aspirant fees for the first year of membership are set at \$50.

Aspirant officials shall pay their dues at their first national clinic in the season (it will be reimbursed if they are not being recommended for a national rating at that tournament). Officials who let their membership lapse and wish to reapply for membership in the association will start at the level of national aspirant.

As part of the annual registration process, each Provincial/Territorial Association is responsible for submitting a list of officials (including addresses, telephone numbers, fax numbers, and E-mail addresses) to the Secretary/Treasurer within the specified guidelines.

The provincial/territorial association that traditionally remits CAWOA membership dues for, and has developed an individual to CAWOA membership status, retains the "provincial affiliation rights" to that individual member, until such time as the individual, by notification in writing to the CAWOA Secretary-Treasurer, elects to transfer his/her affiliation to that of their new province/territory of residence, subject to the acceptance of the new provincial / territorial association.

For 2001 and subsequent years, until amended by either the executive committee or by the board of directors, an early payment reduction of 33.3% (one-third) will be applied to membership fees and registrations received by January 31 of that year.

In addition, to the above costs, the provincial/territorial associations are equally responsible and will be billed annually for the over budget costs of the National Championships/Biennial BOD/Executive Meetings of the association based on the following criteria:

- Determine the amount of the overage in total (in reference to the CAWA budget line for officials travel to the senior national championships);
- Determine any plane ticket in excess of the minimum airfare (six weeks in advance of the flight);
- Allocate any Biennial Meeting overage amongst the Provinces/Territories who have plane tickets in excess of the minimum fare to the total of the excess amount;
- Divide any remaining overage amounts amongst all Provincial/Territorial members attending.

See Sections 1.7.4 and 3.2.2 for funding formulas and invitation criteria to the Biennial Meeting and/or to the senior national championships.

Any members (provincial/territorial or individual) having any outstanding amounts not received by the Secretary/Treasurer by the later of 30 days from the invoice/notification date, or by March 1, will not receive funded travel to the Senior National Championships, and/or to the Biennial Board of Directors Meeting.

Any members (provincial/territorial or individual) having any outstanding amounts not received by the Secretary/Treasurer by the later of 30 days from the invoice/notification date, or by April 15, will result in the immediate suspension of membership privileges. This would include participation at the Senior National Championships; attendance at the Biennial Board of Directors Meeting; Sanctioning for International Travel/Tournaments.

Notwithstanding the above, privileges, except funded travel, can be restored, if payment in full is received by the Secretary/Treasurer, at least 30 days prior to the Biennial meetings or to the Senior National Championships, as may be applicable.

#### 1.7.2 Attendance Requirements

Each national official must attend a minimum of one national control (grading) tournament or national championship at least once every two years.

Both National A and National AE officials must attend at least one National Championship every two years.

In addition, National AE On-Mat Officials must also attend the Senior National Championship at least once every three years.

Officials, who have not attended a control tournament during the year, will be identified with an “asterisk” rating. The asterisk (\*) designation simply provides special notice that the official must attend a control clinic during the next year or be demoted one grade. Officials who have been asterisked and then demoted must attend another control tournament in the subsequent year or be demoted another grade. The only exception to the above, is in the case of a PM-C, where the official is only required to work a national control tournament every two years (does not need to be evaluated by a PM Clinician).

Allowing for a transition/phase-in period, National A officials who have not attended a national championship in 2001, nor in 2002, will be demoted at the end of the 2002 season. National AE officials are already on a two year cycle for national championships, i.e. 2000 & 2001; and on a three year cycle for the Senior Nationals i.e. 1999, 2000 & 2001 (possible demotions at end of 2001 season).

The Canadian Amateur Wrestling Officials Association includes the C.I.S. and the Canada Games wrestling championship as National Championships, and affords those members

who attend this event the same credit as the other National clinics already listed in this article.

In order to receive credit for a tournament, the official must attend weigh-ins, the entire clinic, and the entire event including both styles where applicable. If an official does not attend the clinic or weigh-ins, the official will NOT receive credit, and does not work the finals.

At National Championships, this includes officiating at the Freestyle and Greco-Roman Events. Officials will be obligated to make their travel arrangements with consideration to the end of the Greco-Roman Event. However, officials are not expected to incur an additional day to meet this commitment. Where an official has booked the last flight that will have them home by 12:00 midnight of the last day of the national championships, and has the prior approval of the V.P. National, the official will be allowed to leave prior to the end of the Greco-Roman Event. He/she will be given credit for the event.

In the case of an act of God where an official misses the weigh-in and/or the clinic, they will still be eligible to work the tournament, including the finals, and will count for the purposes of provincial quotas, and in fulfilling their national championship attendance requirements.

In the case of an act of God where an official misses the weigh-in and/or the clinic, they will still be eligible for upgrading providing they have another recommendation during the season.

### 1.7.3 Membership Benefits

All new officials will receive a letter welcoming them to CAWOA, along with a copy of the CAWOA Policy and Procedures Manual and a list of the Board of Directors, Executive Committee and Clinicians.

Newsletters issued by the Executive Committee will be sent only to the Provincial Chairpersons. The Provincial Chairperson will be responsible to forward all such information to national officials. Newsletters with time-urgent information or request for information from a member may be sent directly to the membership.

Benefits of being a CAWOA member include:

- Access to Executive Committee newsletters and being kept informed of the activities of the association,
- Privilege of officiating National Championships,
- Potential funding assistance,
- Eligibility to attend FILA tournaments subject to meeting the requirements,
- Opportunity to contribute to the sport at the national level,
- Prestige of earning a national rating, and;
- Recipient of benefits and services of the Board of Directors, Executive, clinicians and working committees, and membership (and therefore a voice) in CAWA.

The CAWOA also offers various programs funded by the CAWOA Trust fund. These programs are designed to foster the development of officiating within Canada. The number of programs offered by the CAWOA is determined by the Governing Body (biennially) or the Executive Committee (annually) and funds must be utilised within the next 18 months by the selected official. Contact the CAWOA for a listing of the current bursary programs offered.

#### 1.7.4 Governing Body Funding to Biennial General Meeting

CAWOA shall support representation to the Biennial general meeting. Full funding of transportation will be provided to all provincial and territorial Associations with a minimum of five members. For those associations with less than five members, CAWOA will cover the cost of travel based upon 20 percent per national member. In all cases, transportation will be by the lowest possible economy airfare, or equivalent.

See Section 1.7.1 for financial obligations of provincial/territorial members.

### 1.8 ABUSE OF OFFICIALS

Coaches, wrestlers and officials are all involved to promote the sport of wrestling. Therefore, officials cannot be expected to tolerate abusive or unsportsmanlike behaviour by wrestlers, coaches, or anyone closely involved in the action. Anyone not adhering to this philosophy should be ejected from the competition area. After such action has been taken, the referee must (at the earliest convenience) submit a written report to the provincial official's chairperson and the tournament director with a brief description of the incident. The Provincial Chairman and/or the director will then be responsible for deciding what further action is necessary.

The CAWOA recognises and supports a sport environment free of harassment and which provides for equal opportunity for all of its members. This environment shall include all meeting of the Association, communication between officials, National Wrestling Tournaments including the Venue and associated receptions and social functions. The Association will not accept or tolerate any form of harassment and shall take necessary steps to protect its members for harassment which is based on race, ancestry, religion, sex, or sexual preference, disability, age or other forms as set out in either the CAWA Harassment Policy (November, 1993), the various provincial human rights codes or the Canadian Charter of Rights and Freedoms. Behaviour by officials including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or groups of individuals, shall not be tolerated by the CAWOA.

Where a member has been harassed within the CAWA, the CAWOA shall work closely with the official to aid in a quick resolution of the official's concern.

Any tournament head official that is a member of CAWOA will file a report regarding any ejection from competition, governed by CAWOA (i.e. National Championships or grading tournaments), due to abusive or unsportsmanlike behaviour by a coach, athlete or an other official. The tournament head would file this report official to the VP National of CAWOA who will forward a copy of the report to the CAWA Technical Director for disciplinary records. The CAWOA recommends that the provincial associations adopt a similar policy - the Head Official at all tournaments governed by provincial associations will file a report with the provincial association, who will forward a copy to the CAWA Technical Director for disciplinary records.

## **ARTICLE 2 - NATIONAL DEVELOPMENT**

### **2.1 DESCRIPTION OF CANADIAN RATING SYSTEM**

#### **2.1.1 National Aspirant On-Mat (“ASP”)**

This provincial official has earned and received the sanction of their provincial association to attend a national upgrading clinic and tournament. This official may referee at the Canadian Cadet Freestyle Championships and at the Canadian Juvenile Greco Championships if they have previously attended a national upgrading clinic during that year and have received a recommendation for the “Can C” rating at such an upgrading clinic.

#### **2.1.2 National Aspirant Pairing (“ASP Pairing”)**

This provincial official has earned and received the sanction of their provincial association to attend a national upgrading clinic and tournament.

#### **2.1.3 Canada C On-Mat (“Can C”)**

This is an acceptable level of officiating for the national level; but this person still requires considerable guidance and would not feel comfortable with a high-pressure final match. A “Can C” may officiate at any national grading tournament and at the Canadian Juvenile Championships (Freestyle & Greco), and is eligible for upgrading at any of these tournaments.

#### **2.1.4 Canada C Pairing Master (“PM-C”)**

This is a Pairing Master, who is proficient at all supportive functions in the pairing room, such as drawing and setting up pairing sheets, writing bout sheets, recording match results and posting wall charts. A “PM-C” may function as a PM at any National Control Tournament or as an assistant at a national championship. A “PM-C” is eligible for upgrading at any national upgrading tournament (under the direction of a PM clinician).

### 2.1.5 Canada B (“Can B”)

This is a solid official who is deemed to be able to handle difficult situations but requires more activity at the senior level. A Can B may officiate at any national grading tournament and at the Canadian Juvenile/Cadet and Junior Championships. A Can B is eligible for upgrading at any of the tournaments through the recommendation of a Clinician preferably at a National championship but not exclusively, at the Canadian Junior Championships.

### 2.1.6 Canada B Pairing Master (“PM-B”)

In addition to being proficient at all duties of a “PM-C”, this official must be capable of training assistants at tournament clinics, demonstrate knowledge of the rules and disciplines of proper pairing, and be able to direct the total pairing process of one age group at a National control tournament including pairing, bout sheet control and correct placement of all contestants. A “PM-B” is eligible for upgrading at any national upgrading tournament (under the direction of a PM clinician).

### 2.1.7 Canada A (“Can A”)

This official now has several years’ experience at the senior level, and has demonstrated poise and good judgement in virtually all situations, with the confidence and maturity to handle the most difficult matches at the senior level. Finally, this category means that after this official has attended at least one Canadian Senior Freestyle and Greco-Roman Championships, they are eligible to obtain the CAWOA endorsement to join FILA and represent Canada at international tournaments. A “Can A” may officiate at any national grading tournament and at any Canadian National Championships.

### 2.1.8 Canada A Pairing Master (“PM-A”)

In addition to being proficient at all duties of a “PM-B”, this official should be capable of controlling the entire pairing room at a national championship, including the direction of all assistants with positive leadership and communications skills, and be familiar with rules and disciplines necessary to conduct a national tournament. A “PM-A” should be able to demonstrate the ability to control the flow of an entire tournament, including the paper flow and all personnel in conjunction with staging, floor management and tournament control. A Can PM-A may work in a support role at FILA Tournaments hosted in Canada.

### 2.1.9 Canada AE (“Can AE”)

In addition to being proficient at all duties of a “Can A”, this category is reserved for senior officials who are judged by their peers to be exceptional in the role of referee, judge and mat chairman. Upgrades to this level can only be received at the Canadian Senior Championships, based on a recommendation from a majority of the Tier I clinicians in attendance.

## 2.2 EVALUATION PROCEDURE AND GRADING PHILOSOPHY

The intent of all evaluation is to fairly and consistently evaluate officials with a focus on learning. The evaluator should emphasise the strong points observed and, through discussion of errors, help the official recognise and improve in areas of weakness. Each evaluator should discuss their evaluation in detail with the officials. All initial evaluations will be conducted by a qualified CAWOA Clinician based on guidelines established in the Clinician's Handbook, summarised by the VP National, and approved at the end of each season by the Governing Body of the CAWOA biennially (Executive Committee on alternate years).

The philosophy of the CAWOA is to upgrade officials as soon as they meet the criteria, and downgrade officials who cannot repeat or maintain that level of performance. This also illustrates the need to maintain the honesty and integrity of the grading system, which is designed to recognise performance and not seniority.

Recognising the level of commitment that all officials (especially CAN As and AE's) have devoted to the sport, a decision to demote an official shall not be taken lightly. If a demotion is warranted, it should be followed through to maintain the integrity of the evaluation system. Officials, who are demoted, should be given every opportunity to be promoted in the future. FILA officials demoted to a Can B rating will have their FILA license suspended.

While various tournaments are used for grading purposes, CAWOA members must remember that the National Championships are selection tournaments for Senior and Junior World Championships and Olympic Games. It is essential that athletes receive the highest level of officiating at these tournaments.

The traditional progression will normally be C to B to A, but in extenuating circumstances and only if the official has attended two (2) national clinics during that year (one of which must be a national championship), the progression may be accelerated.

All officials should attend at least one national control tournament per year, under the supervision and evaluation by the assigned CAWOA clinician. In order for officials to receive credit for a control clinic, they must be present at the entire clinic and work the corresponding tournament including the Greco Roman portion if applicable.

Tournaments vary in the calibre of matches, and some are not able to sufficiently test officials for promotion. It is recommended that all officials aspiring for promotion attend a National Championship. To assist the VP National in making a recommendation to the CAWOA Governing Body, it is acceptable for the clinician to attach 'plus' or 'minus' grades for exceptionally strong or borderline recommendations. In addition, clinicians may give 'conditional' recommendations (a conditional recommendation signifies that the clinician would support an official's upgrade only if they also receive another recommendation at a later tournament). In cases where an official has received different recommendations during

the year, there is no formula to determine a final rating, but generally, the following principles apply:

- a) National championships are preferred to other tournaments as a better testing ground for officials.
- b) Tournaments later in the year are more reflective of the official's development.
- c) The recommendations of Tier 1 clinicians will generally be weighted higher than Tier 2 clinicians. Bouts with senior athletes are generally more difficult to officiate than juniors, which are more difficult than Cadets are.

## ARTICLE 3 - NATIONAL CONTROL TOURNAMENTS AND CHAMPIONSHIPS

### 3.1 NATIONAL CONTROL TOURNAMENTS

These tournaments are designated and published annually as part of the CAWOA Directory. CAWA has established tournament guidelines for officials (including fees, travel allowance, and provisions for meals) for national championships and tournaments (see Tournament Contract on next page). The Organising Committee shall ensure the provision of three qualified officials per mat, plus a certified pairing master. The Head Official should be a Can AE or the most senior ranked official in attendance. Organising Committees of national grading tournaments are responsible for expenses of a Head Clinician (excluding honorarium). Provinces are encouraged to negotiate some form of compensation. If the tournament is also a FILA clinic, the officials' fees may go towards the cost of the FILA delegate.

### 3.2 CANADIAN CHAMPIONSHIPS

#### 3.2.1 General Assignment of Officials

Officials will be sanctioned by their individual Provincial associations based on Provincial criteria and subject to the minimum ratings required for a given event. Unless specifically noted elsewhere, all costs will be borne by the individual officials and/or their provincial associations. Provincial quotas have been established for the Canadian Juvenile /Cadet and Junior Championships. This policy has been designed by CAWA, and supported by CAWOA, to protect the competitors and to promote the development and improvement of provincial officials. For the Juvenile/Cadet and Junior Championships, every province must send provincially funded On-mat officials as per the athlete-official ratio requirements listed on Tables 1. Should a province be unable to supply the correct number of officials, then the province must be responsible for the cost of supplying the correct number of officials. These officials should be from a neighbouring province. Should a province not comply with these guidelines, they will be fined \$650.00 per missing official. Any money collected from this fine will be shared between the participating provinces, based on the number of officials taking part.

It is CAWOA policy that at National Championships, officials be allowed to referee bouts involving athletes from their own province, but it is also acceptable to decline any bout, if for any reason, he/she does not wish to be involved.

At all events, On-mat officials will be responsible for attending the clinic, weigh-ins and the entire competition, unless specific arrangements are made with the Head Official.

### 3.2.2 Senior Championships

Funding to the Canadian Senior Championships is by invitation through CAWOA and CAWA. One senior Tier 1 official will be selected as the Head Official, a Tier I PM as the Pairing Master Clinician and a Tier 1 Clinician to act as the On-mat Clinician. Other officials will also be invited by the CAWOA Executive to participate.

The organising committee is responsible for the meals and accommodation of the PM Clinician and the Head Official. The meal and accommodation expenses for the On-mat Clinician, Pairing Master and the other invited officials are borne by their provincial association. Only National A and AE officials are permitted to work as On-mat officials at the Senior Championships.

The Senior Championship will normally be designated as the site of the CAWOA Biennial General Meeting. The provincially designated Representatives to the Governing Body will attend the Senior National Championships in those years designated for the Biennial General Meeting. The CAWOA Executive will also attend the Senior National Championships to complete the yearly business of the association. In addition, all FILA E's, Tier I Clinicians and additional officials as maybe designated by CAWOA to ensure both quality and geographical representation shall also attend the Senior Nationals. For these individuals, the CAWA/CAWOA will provide return economy (low cost) transportation for each invited official. Invited individuals will ensure that airfares are at the lowest possible cost and they are encouraged to book flight with the CAWA Office a minimum of 6 weeks in advance.

The CAWOA will pass on to the provincial body any and all overage for the Biennial General Meeting Air Travel based on the following criteria:

- Determine the amount of the overage in total (in reference to the CAWA budget line for officials travel to the senior national championships);
- Determine any plane ticket in excess of the minimum airfare (six weeks in advance of the flight);
- Allocate any Biennial Meeting overage amongst the Provinces/Territories who have plane tickets in excess of the minimum fare to the total of the excess amount;
- Divide any remaining overage amounts amongst all Provincial/Territorial members attending.

See Section 1.7.1 for financial obligations of provincial/territorial members.

### 3.2.3 Juvenile/Cadet and Junior Championships

CAWA does not provide funding for the Juveniles/Cadets. The host Organising Committee is responsible for return transportation, meals and accommodations for the Head Official, the On-Mat Clinician, the Pairing Master Clinician and Head Pairing Master. The On-Mat Clinician and Head Official shall be Tier I Clinicians. The Pairing Master Clinician shall be a Tier 1 PM Clinician. The Head Pairing Master shall have a minimum rating of Canada A Pairing Master. These officials are preferably from the host province.

At the Junior Championships, the host Organising Committee is be responsible for return transportation, meals and accommodations for two Tier I clinicians to serve as Head Official and Clinician and a Tier 1 PM Clinician. The CAWA/CAWOA budget subsidises the host Organising Committee for the travel costs of the PM Clinician and Pairing Master for this event.

Each provincial association must send a predetermined number of on-mat officials based on the following minimum requirements. Individual provinces may send more officials than listed below and the CAWOA ratings may be higher. The Head Official, PM Clinician, On mat Clinician and all Pairing masters are not included in number of on-mat officials that each province must send to these tournaments. In the event that a province does not have officials of the required rating to meet the requirements of the Officials quotas, than they shall send their most qualified officials that meet the minimum requirements. The buying of officials shall be dealt with only through the highest senior ranking officials attending the event.

**Table 1: Requirements of on-mat officials for the Junior National Championships, with the weigh-in quota, to a total of 225 provincial participants.**

Athletes	Officials	Junior	Weigh-ins
1-6	0	None	<i>None</i>
7-13	1	A or B	1
14-22	2	1A, 1B	2
23-31	3	1AE, 1A, 1B	3
32-49	4	1AE, 1A, 2B	3
50-69	5	1AE, 2A, 2B	4
70-89	6	2AE, 2A, 2B	5
90-109	7	2AE, 2A, 3B	5
110-129	8	2AE, 3A, 3B	6
130-149	9	2AE, 3A, 4B	7
150-174	10	2AE, 4A, 4B	8
175-199	11	2AE, 4A, 5B	9
200-225	12	2AE, 4A, 6B	9
<b>OVER 225</b>		ABOVE + 1 PER ADDITIONAL 25 ATHLETES	9

**Table 2: Requirements of on-mat officials for the Juvenile/Cadet National Championships, with weigh-in quota, to 200 provincial participants.**

Athletes	Officials	Juvenile/Cadet	Weigh-ins
1-6	0	None	<i>None</i>
7-13	1	A,B,C or Asp*	1
14-22	2	1B,1C or Asp*	2
23-32	3	1B, 1C, 1 Asp*	3
33-43	4	1A, 1B, 1C, 1 Asp*	3
44-65	5	1A, 1B, 1C, 2 Asp*	4
66-78	6	1A, 1B, 2C, 2 Asp*	5
79-92	7	1A, 2B, 2C, 2 Asp*	5
93-117	8	2A, 2B, 2C, 2 Asp*	6
118-133	9	2A, 2B, 2C, 3 Asp*	7
134-150	10	2A, 2B, 3C, 3 Asp*	8
151-179	11	2A, 3B, 3C, 3 Asp*	9
180-200	12	3A, 3B, 3C, 3 Asp*	9
<b>OVER 100</b>		ABOVE + 1 PER ADDITIONAL 25 ATHLETES.	9

**Note:** Provinces may send a one Pairing Master as a part of their Provincial Quota

\* Asp must have attended another national grading clinic prior to the National Championship clinic and have been recommended for a National C.

### 3.2.4 C.I.S. Championships

The C.I.S. provides travel for 5-7 officials and honoraria of \$60.00/day. The host provides meals (\$27.00 per day) and accommodations for On-mat and Pairing Master Officials, and on-site travel (including transportation to and from the venue, hotel and airport.) Only National A and AE officials are invited to work this event as on-mat officials. Invited participants are selected by the VP National and ratified by the executive. Travel for all named officials is to be co-ordinated through the C.I.S. Travel Agent in Ottawa, and officials are asked to fly on Air Canada, a sponsor of the C.I.S.. At the conclusion of the Championship, officials are asked to forward their ticket to the C.I.S. Office.

### 3.2.5 Canada Games

Travel, meals and accommodation paid for by Sport Canada. CAWA has set a minimum standard of six National A officials. The CAWOA VP National will try to ensure an adequate mix of A and B officials once this minimum standard is met, based on nominations from the Provincial Official Association. Provinces may be asked to upgrade their initial nomination. The officiating team will consist of 1 Head Official/Clinician, 1 Pairing Master/Clinician, and 14 officials based on 1 per province (as per qualifications) and remainder from host province (more from host province if cancellations.) This is a unique tournament and provincial representation is critical, for provincial development purposes. All tickets must be booked through CAWA Office.

### 3.2.6 CAWOA Support to Developing Regions

The CAWOA policy is that the expenses for national clinicians are the responsibility of the host province. In exceptional circumstances, where there is a demonstrated need for an out-of province clinician, CAWOA may provide a grant of up to \$500.00 per year to fund travel and accommodations. This grant may be split between two national grading tournaments. The region is responsible for any cost overrun and must pay for meals and honoraria. The request must include the name of a prospective clinician, a prioritised list of alternates, and be received by the VP National at least 30 days prior to the Biennial General or to the Executive meeting. All clinician assignments and funding amounts must be approved at the Biennial General/ Executive Meeting.

### 3.2.7 CAWOA's Expectations of National Tournament

CAWOA's expectations of National Tournament Organisers and National Championship Organising Committees will provide meals for officials if there is not a proper break between sessions. A meal/snack must be provided for the longer sessions. A banquet ticket will be given to each official. Ground transportation to and from the airport and before and after each session, will be provided. A lockable change room will be provided at the competition site. The organising committee will provide a minimum of 1 timer and 1 scorer per mat, plus appropriate runners and support staff to ensure the success of the Tournament.

### 3.2.8 Selection of Clinicians and Head Officials

Clinicians, Head Officials and Pairing Masters will be selected based on the closest available person qualified to work in these capacities.

## **Chapter 3 - CAWOA CLINICIAN PROGRAM**

### **ARTICLE 1**

#### **1.1 CLINICIAN'S TRAINING PROGRAM**

CAWOA clinicians are responsible for conducting clinics to fairly evaluate and upgrade officials and for providing rule interpretations to coaches and wrestlers. The CAWOA Governing Body based on the recommendation of the VP National selects clinicians. Clinicians are selected based on both their ability to perform as well as their ability to teach. Generally, the number of clinicians is self-limiting, based on needs. Every clinician may not be selected to lead a grading clinic each year, but an assignment will normally be at least once every two years. There is presently no formal training program for clinicians. The VP National is responsible to ensure that clinicians have received the new rule interpretations that will be in effect for the entire CAWA season. The list of grading tournaments is to be distributed by the VP National each year.

#### **1.2 QUALIFICATIONS AND RESPONSIBILITIES OF CLINICIANS**

Given the very different needs of on-mat officials and the pairing masters, separate clinicians will be used for on-mat clinics and pairing clinics. In addition, both groups will have two levels of clinicians to reflect the need for different clinic levels, and to provide developmental training.

### **ARTICLE 2**

#### **2.1 ON MAT CLINICIANS**

##### **2.1.1 Tier I Clinicians**

These Can AE officials are able to act as either the head official or clinician at a National Championship, and have the mandate to recommend promotions to Can A at a national clinic and Can AE at the Senior Nationals.

##### **2.1.2 Tier II Clinicians**

These Can AE officials are able to act as the head official or clinician at a National Grading Clinic, and have the mandate to be able to recommend a promotion to Can A.

#### **2.2 PAIRING CLINICIANS**

##### **2.2.1 Tier 1 PM Clinician**

These PM-A officials are able to act as either the pairing master or pairing master clinician at a National Championship, and have the mandate to recommend promotions to PM-B at a national clinic and PM-A at a National Championship event.

### 2.2.2 Tier 2 PM Clinician

These PM-A officials are able to act as either the pairing master or pairing master clinician at a National Control tournament, and have the mandate to be able to recommend a promotion to PM-B at a national clinic.

## 2.3 LIST OF CLINICIANS

The number of clinicians should generally be based on the opportunities within their geographical region and the number of grading tournaments. Clinicians are assigned to instruct, train and evaluate officials at control tournaments. Clinicians must also participate at other national tournaments in Canada. The Clinician list will be published annually as part of the CAWOA Directory.

## 2.4 CLINIC PROTOCOL AND GUIDELINES

### 2.4.1 Clinicians Duties: On-mat and Pairing

The Clinician is responsible to collect the membership fee from all aspirant officials, and provide them with a written receipt. Clinicians are responsible for obtaining names, addresses and telephone numbers of all aspirant officials at the Clinic. The Clinicians will conduct clinics and provide the attending officials with feedback on their performance. Within 14 days of the event, the Clinician will send the clinic reports (attendance sheet including the record of fees and recommended rating for all officials) to the VP National (funds, names, addresses and phone numbers will then be forwarded to the CAWOA Secretary/Treasurer). All other Clinicians at a rating tournament are required to write a brief report evaluating the tournament clinicians performance. If no clinicians are present, the tournament clinician will appoint a person(s) to do this. Copies are to be sent to the VP National and the clinician. Failure to properly execute the duties and responsibilities of a clinician will result in a suspension of control and national clinic assignments for that individual the following year. Further complications will result in the loss of clinician status.

### 2.4.2 Clinic Format

No two clinics will ever be the same due to the ever-changing nature of the rules and variation in aspects of officiating that require attention. Instruction during the clinic is dependent on the level of the clinic, experience of participants, time of year, etc., but should focus on both theoretical and practical application of the rules. Clinics should vary throughout the year but the rule interpretations are standardised in the annually updated CAWA Rule Book. The following are some suggested methods of conducting an official's clinic. Each clinician should choose the most appropriate method or combination of methods depending on the level of experience of the clinic participants.

Classroom lecture (use handouts, Rulebook, transparencies, blackboard).

- On mat clinic.
- Use the exam as a learning tool to discuss the rules.
- Use situation analysis
- Use videotape analysis
- Use simulated pairing

#### 2.4.3 Evaluation of Officials

At all clinics the purpose in evaluation is to improve the quality of the officiating, and to provide the attending officials with constructive feedback on their performance, and provide the VP National with a recommended rating based on the individual's performance at that event. There is no formal method of conducting the evaluation/feedback process; it often includes a combination of theory, discussion, and practical performance. This should always been done as a positive learning experience and not as a reprimand.

#### 2.4.4 Evaluation of Mat Chairmen

A form for the evaluation of mat chairperson by the officials has been devised by the CAWOA and will be distributed at each tournament and will be forwarded to the VP National.

#### 2.4.5 Evaluation of Clinicians

A form for the evaluation of the clinicians by the officials has been devised by the CAWOA and will be distributed annually by the VP National.

### 2.5 DUTIES AND RESPONSIBILITIES

#### 2.5.1 On-mat Clinician

Give the On-mat officials in attendance at a National Grading Tournament, National Championship a clinic regarding the Rules of Wrestling. In conjunction with the Mat Chairmen, ensure verbal and written critique to all On-mat officials regardless of rating. Evaluate all On-mat officials, make appropriate recommendations for upgrade, downgrade, or remain at their current rating.

#### 2.5.2 Head Official

The Head Official will record attendance of On-mat officials at clinic, oversee competition (including venue set-up), and weigh-ins (including assignments). The Head Official also serves on the Protest Committee at tournaments.

### 2.5.3 Pairing Master Clinician

Give the Pairing Master officials in attendance at a National Grading Tournament, National Championship a clinic regarding the pairing rules, theory and methodology. In conjunction with the Pairing Master, ensure verbal and written critique to all Pairing Masters and Assistants regardless of rating. Evaluate all Pairing Master officials, make appropriate recommendations for upgrade, downgrade, or remain at their current rating.

### 2.5.4 Pairing Master

The Paring Master is responsible for the accurate completion and overall co-ordination of the draw. By assigning tasks to the various assistants, they will ensure preparation and completion of the original pairing charts, wall charts, bout sheets, announcements and result package. They will also work with the Tournament Organiser and the Head Official to determine the format and the efficient operation of the event.

### 2.5.5 Assistant to the Pairing Master

In order to complete the draw, assistants will be assigned pairing tasks by the Paring Master.

## CHAPTER 4 – INTERNATIONAL OFFICIALS’ PROGRAM

### 1.1 INTERNATIONAL GOALS

The goal of the International Program is to foster the development of Canadian On-mat Officials to all levels of the Fédération Internationale des Luttes Associées (FILA). CAWOA supports and encourages on mat Officials to obtain their international license, in order to meet our commitments to the CAWA to provide officials at international events and to support the international aspirations of CAWOA Members.

FILA do not require Pairing Masters to have an international license to work internationally. CAWOA supports Pairing Masters through an internal framework, with respect to international assignments within Canada without the requirements of an international licence.

### 1.2 INTERNATIONAL REQUIREMENTS

Each year, FILA will publish the requirements for each international level. Notwithstanding some support from the CAWA/CAWOA, it remains the responsibility of each official to meet these requirements to retain their rating, and should they so desire, to seek promotion. Each official is responsible to make a personal commitment to the international program and to obtain entry into FILA. Officials are individually responsible to meet the annual minimum requirements to retain their ranking.

### 1.3 INTERNATIONAL ASSIGNMENTS AND SUPPORT

The CAWOA V.P. International is responsible to recommend to the CAWOA Executive international assignments based on the procedures outlined below. The CAWOA Executive shall review and approve all assignments.

All Officials, regardless of the source of funding, must have the sanction of the CAWOA before attending FILA sanctioned events. In order to receive sanction, the official will make an application to the V.P. International at least 30 days in advance of the event. The V.P. International may grant sanctioning within the 30-day window at his discretion. The official must also indicate in their request if they wish to seek a promotion (including initial application to FILA) at the event. The VP will review the request and ensure that the official complies with the prerequisites. The VP International will then provide the official with a letter of sanction as well as a letter supporting promotion, if applicable. If the VP International determines that the official is not in compliance, then the VP International will immediately notify the CAWOA Executive and the official, and provide the reasons for declining the request.

The nature of International assignments varies, as does the level of financial support. In order to ensure the needs of the CAWOA and the individual members are met in a fair, open and equitable balance, the CAWOA will determine assignments based on a Systematic Travel Assignment Process (STAP) as outlined below. On Mat and Pairing Master Officials' will each have their own separate process.

By virtue of their category, FILA E officials have numerous opportunities to attend international events. For this reason, FILA E officials will not be considered for other events where officials of a lower category may participate, except in a case where it is in the best interest of the CAWOA or the CAWA to do so, as determined by the CAWOA Executive. FILA I officials will receive most of the limited opportunities to travel as part of a Canadian Team. At the discretion of the Executive, and upon the recommendation of the VP International, the CAWOA may identify travel opportunities for FILA II officials. All other FILA officials are expected to individually gain promotion and/or maintain their FILA status from other resources.

Pairing Masters will be assigned to International events in Canada, other than the Clansman Invitational, the Bison International and the Canada Cup, based on their STAP. For the Canada Cup, Bison and Clansmen a PM will be assigned based on negotiations with individual Organising Committees.

#### 1.4 PREREQUISITES FOR APPLICATION FOR SANCTION

All FILA Aspirants must attend at least one National Senior Championship and have obtained the endorsement of the majority of Tier I National Clinicians before applying for sanction to obtain their FILA license.

All FILA officials must have attended a National Championship or international tournament within Canada in the past 12 months in order to seek sanction to attend a FILA event outside of Canada. Any official that also wishes to apply for a promotion in their FILA rank, must have also attended the Senior Nationals in the past 24 months and obtained the endorsement of the majority of Tier I National Clinicians, at the Senior Nationals to apply for a promotion.

In order to apply for CAWOA sanctioning to attend an international event as a pairing master, the official must be a PM-A, and have attended one Senior National Championship within the past 24 months. In order to be assigned as the head Pairing Master at an International event, the PM must have also worked at least one other FILA event as an assistant within the past 36 months.

## 1.5 SYSTEMATIC TRAVEL ASSIGNMENT PROCESS (“STAP”)

The STAP is a systematic method to identify those individuals that have demonstrated a personal commitment to both the National Program and the International Program. The goals of the STAP are to ensure assignment opportunities to those officials who continue to demonstrate a high level of dedication to CAWOA’s goals and it’s mandate. The process is based on the various categories, which are deemed to be the most desirable and required attributes for international officials within the CAWOA framework. The STAP converts these attributes to a numerical score that provides a transparent and quantitative ranking system. This ranking will be used in contacting officials and determining their willingness to attend a tournament. Unless the event has a minimum FILA ranking required, the STAP ranking will be used to determine a priority list. Where a minimum ranking is required, only those individuals eligible will be considered in that specific priority list.

### 1.5.1 Prerequisites

An official is required to work at least one of the National Championships and one FILA event within the previous year in order to be considered for the STAP. For the purpose of STAP, the year is a calendar year and is from January 1<sup>st</sup> to December 31<sup>st</sup>.

### 1.5.2 Pairing Master STAP

<b>National Commitment</b>	Support of the National Program and an individual’s activity to gain experience within Canada is divided into two key aspects. Using a 3-year window, the individual shall receive 2 merit points per Senior Nationals and 1 point per each age group nationals (Cadets/Juveniles and Junior National Championships)	Seniors # x 2 <b>plus</b> Others # x 1 <b>Maximum of 10</b>
<b>Rotation</b>	Acknowledges the need for individuals to continue to be seen internationally and gain experience in working within the National Team at international tournaments. Based on a two year period the following is used to defined rotation	0 trips 10 1 trips 5 2 trips 0
<b>Location</b>	For many Organizing Committees, local involvement of the Pairing Masters is a desirable. Given the need to be fiscally responsible and to foster teamwork between the PM and the Organizing Committee.	Inside the Province 4
<b>Note: Ties</b>	In the event of a tie with two or more officials, tie-breaking criteria should be as follows: <ul style="list-style-type: none"> <li>▪ Highest Rank</li> <li>▪ Fewest assigned trips in the past 2 years.</li> <li>▪ The longest period since the last assigned trip within previous assignment years.</li> <li>▪ The most Senior National Championships in the past 3 years.</li> <li>▪ The number of Junior National Championships within the past 3 years.</li> <li>▪ The number of Juvenile /Cadet National Championships within the past 3 years.</li> </ul>	

## 1.5.3 On-Mat STAP

<b>FILA Rating:</b>	A value is assigned based on the official's current FILA rating.	E 80 1 50 2 25 3 10 ASP 0
<b>Promotion Potential.</b>	An annual evaluation will be undertaken, to identify those individuals that are deemed ready based on observable skill levels. The entire Tier 1 and Tier 2 on-mat clinicians shall submit an annual review based on work at National Championships and International Events when requested by the V. P. International. Points will be awarded based on the feedback by the majority of clinicians:	Ready: 5  Not Ready:0
<b>Current Tenure.</b>	While not necessary to obtain promotion, tenure in a position is a factor considered by FILA as part of their promotion factors. The value assigned is based on having tenure of a minimum of 2 years in the current or higher category.	Less than 2 years: 0 2 years or greater : 5
<b>International Commitment</b>	Initiative by International Officials is required for promotion within FILA as well as their personal development. The CAWOA expects their International Officials to take the initiative to find alternative funding sources and to attend International events. This will be measured through attendance at a minimum number of non-CAWOA funded events. The minimum is 2 for last year and 4 over the past 2 years.	Past Year (min 2): 7  <b>plus</b> Past 2 Years (min 4): 3
<b>National Commitment</b>	Support of the National Program and an individual's activity to gain experience within Canada. Using a 3-year window, the individual shall receive 2 merit points per Senior Nationals and 1 point per each age group nationals (Cadets/Juveniles and Junior National Championships).	Seniors # x 2 <b>plus</b> Others # x 1 <b>maximum of 10</b>
<b>Rotation</b>	Acknowledges the need for individuals to continue to be seen internationally and gain experience in working within the National Team at international tournaments. Based on a two year period the following is used to defined rotation	0 trips 10 1 trips 5 2 trips 0
<b>Note: Ties</b>	In the event of a tie with two or more officials, tie-breaking criteria should be as follows: <ul style="list-style-type: none"> <li>▪Highest Rank</li> <li>▪Fewest assigned trips in the past 2 years.</li> <li>▪The longest since the last assigned trip within previous assignment years.</li> <li>▪The most Senior National Championships in the past 3 years.</li> <li>▪The most Junior National Championships within the past 3 years.</li> </ul> The most Juvenile /Cadet National Championships within the past 3 years.	

## 1.5.4 Declining an Opportunity

An official may decline an opportunity in the first instance without affecting his or her merit ranking. However, in the case where the clinic level is a type 3, if all FILA 1 officials have declined, the event will be offered a second time starting with the FILA 1 official with highest STAP rank. Where any official accepts the assignment on the second offer, that official will not be charged as having been assigned a trip within the rotation component of the next STAP.

## 1.6 OFFICIALS SUPPORT TO NATIONAL TEAM EVENTS

The On-Mat officials assigned to a National Team event are an integral part of the Canadian team and are involved in all aspects of the Team Events. They may be asked to attend training sessions and daily staff meetings when available and shall make every effort to be available to the balance of the support staff. Officials will brief the coaching staff on the latest rule interpretations. In particular, this will be important as the competition progresses and rule interpretations become clearer or evolve. They shall make reasonable attempts to be available to advise the support team on technical questions during the event. When a Canadian athlete is competing, the official should attempt to observe the action and pay particular attention to the technical assignment of point. As part of the support team for the tournament, the official needs to be prepared to offer advice on aspects of a match that may be protested.

**Appendix A - CAWOA Board of Directors 2002 – 2003**

NF Bennett, Gerard 8 Island Pond Drive, Kippens, NF A2N 3N9 H 709-643-5330 W 709-643-5101 F 709-643-5103 [gibennet@calvin.stemnet.nf.ca](mailto:gibennet@calvin.stemnet.nf.ca)

PE Landrigan, James 7 Swallow Drive, Stratford, PE C1A 7Y3 H 902-569-1486  
[jlandrigan73@hotmail.com](mailto:jlandrigan73@hotmail.com)

NS Fraser, Anne R.R. # 1, Bear River, NS B0S 1B0 H 902-467-3103  
[fraserannie00@hotmail.com](mailto:fraserannie00@hotmail.com) ; [gafraser@tartannet.ns.ca](mailto:gafraser@tartannet.ns.ca)

NB Kingston, Bill 184 Liberty Crescent, Moncton, NB E1A 6K6 H 506-859-8803  
[kingswig@nb.sympatico.ca](mailto:kingswig@nb.sympatico.ca)

QC Betz, Walter 81 Rose Avenue, Pierrefonds, QC H8Y 2B8 H 514-684-1762  
[walterbetz@hotmail.com](mailto:walterbetz@hotmail.com)

ON Melanson, Rick 3352 Brenda Street, Val Caron, ON P3N 1A2 H 705-897-1384 W 705-682-6107 F 705-682-6465 [rmelanson@inco.com](mailto:rmelanson@inco.com)

MB Petreny, Gale 188 Charing Cross Crescent, Winnipeg, MB R2N 1P6 H 204-254-7375 W 204-984-7109 [petrenyg@nisa.gc.ca](mailto:petrenyg@nisa.gc.ca)

SK Forsberg, Ryan 152 Dalgliesh Drive, Regina, SK S4R 5S9 H 306-545-2707  
[rforsberg@sasktel.net](mailto:rforsberg@sasktel.net)

AB Delanoy, Kelly 171 Westridge Close, Okotoks, AB T0L 1T4 H 403-652-2027 W 403-933-4373 F 403-933-4988 [delanoyk@fsd38.ab.ca](mailto:delanoyk@fsd38.ab.ca)

BC Thiessen, Shaun 22570 Hinch Crescent, Maple Ridge, BC V2X 7H6 H 604-462-1259 W 604-942-5420 F 604-944-8340 [shaunthiessen@telus.net](mailto:shaunthiessen@telus.net)

**APPENDIX B – EXECUTIVE 2001-2003**

Position	Name	Address	Home Phone	Work Phone	Fax	Email
President	Dale Clancy	227 Tennant Cres. Saskatoon, SK S7H 5A9	(306) 477-0512	(306) 975-2549	(306) 975-2971	dale.clancy@ city.saskatoon.sk.ca
VP Int	Gerry Badger	23395 124 <sup>th</sup> Ave Maple Ridge, BC V2X 4K3	(604) 476-9342	(604) 590-2950	(604) 590-8814	Gerry_badger @telus.net
VP Nat	Karen Wurr	808-870 Cambridge St. Winnipeg, MB R3M 3H5	(204) 284-4437	(204) 256-5092		Karenwu @mb.sympatico.ca
Sec-Treasurer	Herbert Matis	88 Marilyn Street, P.O. Box 201 Caledon East, ON LONIE0	(905) 584-0595	(905) 457-9000	(905) 584-0578	<a href="mailto:matis@stn.net">matis@stn.net</a> herbert.matis @almag.com
Past President	Kelly Rich	1824 Thornbird Rd Airdie, AB T4A 2C5	(403) 912-1525	(403) 297-8209	(403) 297-8461	kelly.rich@gov.ab.ca <a href="mailto:krich@cad.vison">krich@cad.vison</a>

**Appendix C - CAWOA Clinicians**

<b>Tier I Clinician</b>	<b>Tier II Clinician</b>	<b>Tier 1 PM Clinician</b>	<b>Tier 2 PM Clinician</b>
Jay Bradbury	Neville Dawood	Coralee Roy	Barb Church
Kjeld Brodsgaard	Gale Petreny	Karen Wurr	Lesley BeauParlant
Lee MacKay	Gerry Badger	Melissa Davidson	Cathy Holder
Herbert Matis	Jeff Reath	Diane DesChatelets	
Jim Mitchell	Lenis Thokle		
John Dawson			
Dale Clancy			
John Cook			

## Appendix D- Bursaries

**Recipients of any bursary award are not again eligible to receive another bursary for the next two award cycles, i.e. only one award every three years is possible.**

Program	Amount	Deadline for nomination	Goals	Criteria
Dave Rendall	\$350	March 31	Normally, CAWOA is unable to fund FILA III officials to accompany the national team on international trips. This award recognizes and help promote talented and dedicated officials with an opportunity to be upgraded. The recipient is given \$350.00 towards the cost of travel and accommodation to a FILA clinic-tournament and must be used within 18 months of receiving the award.	The Honour Award is meant as a development grant for FILA III & CAN A officials. Candidate will be assessed on (i) dedication to officiating, (ii) activity of the official at the national level, and (iii) potential of the candidate to be upgraded
Mike Sharrett	\$350	March 31	To recognize and reward the achievements of and provide further training to individuals which best exemplify the aims and objectives of CAWOA. Bursary can be used to fund their costs to a national championship, an international tournament (not necessarily for upgrade), or to attend a course.	Outstanding accomplishments in training and developing national officials, or the national officiating program Individuals which: (i) improve the skill and technical knowledge of national officials; (ii) stimulate the interest in people to become national officials; (iii) provide national or provincial officials clinics; (iv) prepare literature, videos or rules clarifications; (v) develop and coordinate projects which unify and coordinate the efforts of provinces or regions interested in promoting officiating; and (vi) contribute to the improvement of wrestling officiating in Canada. <u>Eligibility.</u> CAWOA members. Past or present CAWOA Executive are not eligible, unless it is solely for an initiative undertaken outside the term of office ends. Provincial Clinicians that train provincial officials merit provincial recognition but do not qualify for this award.
Toni Stokes	\$350	March 31	To recognize and reward the achievements of and provide further training to individuals which best exemplify the aims and objectives of CAWOA. Bursary can be used to fund their costs to a national championship, an international tournament (not necessarily for upgrade), or to attend a course.	Outstanding accomplishments in training and developing national officials, or the national officiating program Individuals which: (i) improve the skill and technical knowledge of national officials; (ii) stimulate the interest in people to become national officials; (iii) provide national or provincial officials clinics; (iv) prepare literature, videos or rules clarifications; (v) develop and coordinate projects which unify and coordinate the efforts of provinces or regions interested in promoting officiating; and (vi) contribute to the improvement of wrestling officiating in Canada. <u>Eligibility.</u> CAWOA members. Past or present CAWOA Executive are not eligible, unless it is solely for an initiative undertaken outside the term of office ends. Provincial Clinicians that train provincial officials merit provincial recognition but do not qualify for this award.

**Bursary Procedures**

1. Nominations must be submitted to the Past-President by March 31.
2. Nominations must be accompanied by a rationale
3. The nominations will be voted upon at the Biennial Meeting and the CAWOA Executive Meeting. These awards will be given annually.

**Eurchuk Bursary (FILA E (1970-1984) and Member of the CAWA Hall of Fame-Official)**

The achievement of promotion to the FILA Exceptional Rating is the culmination of many years of dedication to the sport. Few officials accomplish this lofty goal. Officials aspiring to this level must make a long-term personal and financial commitment towards achieving this goal. This bursary is dedicated to assisting qualified FILA 1 officials in meeting this commitment and aspiring to the FILAE rating.

Amount: \$500 towards the cost of attendance at a Type 3 clinic outside of the Americas.

Qualification: 1) Officials must have completed the following:

- Minimum of 6 of the following: World Championships, Continental or Commonwealth Championships or Games;
- Minimum of 3 Type 3 Clinics where an upgrade was applied;
- Minimum of 20 International Tournaments; and,
- Minimum of 5 Tournaments outside of North America.

2) Applicants must not have received this Bursary in the prior 2 years.

Application: Interested applicants must apply to the CAWOA (c/o the Past President) by March 31 each year. The applicant should identify the clinic they propose to attend, along with a projected budget.

Determination: The CAWOA Past-President, based on the following criteria, will determine the successful applicant.

Type 3 Clinics in past 3 years.	3 points per clinic
Number of events outside of the Americas in the past 3 years.	4 points per tournament
Number of FILA events in past 5 years	1 point per tournament
If there is a tie, use the following	- Years as a FILA 1 official - Least years as a FILA Official.

## **CAWOA Long Term Service Awards**

The CAWOA will have three levels of Long term Service Award, being 20, 25 and 30 year levels. In recognition of some of our members' leadership and long term service, the awards will be named in recognition of these individuals. The awards will be developed through the membership records of the CAWOA on an annual basis. An annual list will be developed by the Past President, in conjunction with the Secretary-Treasurer, and presented to the Board of Directors/Executive at the Annual meeting for their ratification prior to the Senior Nationals.

Don Marrin (FILA E (1988-1996) and Member of the CAWA Hall of Fame-Official)

This level of recognition will be 20 years of membership with the CAWOA. The CAWOA will acknowledge such individuals at the Senior Nationals Clinic annually. The CAWOA president will also send each recipient a letter of Acknowledgement, as well as present them with a small gift of appreciation.

Kjeld Brrdsgaard (FILA E (1988-Present) and Future Member of the CAWA Hall of Fame)

This level of recognition will be 25 years of membership with the CAWOA. The CAWOA will acknowledge such individuals at the Senior Nationals Clinic annually. The CAWOA president will also send each recipient a letter of Acknowledgement, as well as present them with a small gift of appreciation.

Jay Bradbury (FILA E (1976-1996) and Future Member of the CAWA Hall of Fame and Charter Member of the CAWOA)

This level of recognition will be 30 years of membership with the CAWOA. The CAWOA will acknowledge such individuals at the Senior Nationals Clinic annually. The CAWOA president will also send each recipient a letter of Acknowledgement, as well as present them with a small gift of appreciation.

## Appendix E - Detailed Responsibilities

### ARTICLE 1 - HEAD OFFICIAL

#### 1.1 GENERAL

The goal of the head official is to communicate and work with the on mat clinician, mat chairs, pairing master, Tournament personnel, CAWA Representative and Protest Committee at the weigh-ins, meetings and the venue to ensure the safe, swift and efficient competition of the tournament. The following are the specific responsibilities of the Head Official.

#### 1.2 WEIGH-IN

- Review the weigh-ins set up, ensure sufficient officials (in uniform) to properly complete the weigh-ins.
- Ensure that the process for performing medicals is in place and that medical staff is performing medicals prior to weigh-ins.
- Obtain and distribute the weigh-ins sheets, draw numbers and other materials to officials.
- Meet with the officials to ensure that the weigh-in procedure to be followed is clearly understood.
- Obtain all documentation including the weigh-in sheets and registration forms and deliver the documentation to the CAWA Representative (to permit seeding).

#### 1.3 AT THE CLINIC

- Identify from the sign-in sheet all officials by province and ensure that quotas for officials are being met as per policy. Note any exceptions and notify the CAWA Representative.
- Meet with the Pairing Master to discuss and resolve concerns surrounding the tournament including: the number of mats, direction for the draw and in the case of the Cadet Juveniles, determine which mats the aspirants can be assigned (Aspirant can not work Juvenile matches).
- At some point during the clinic, be available to meet with the coaches at the coaches meeting. Outline any concerns noted at the clinic and answer any questions the coaches may have regarding rules or requirements.
- Prior to the next morning develop mat assignments and review with the Clinician.

#### 1.4 VENUE

- Review the site with the CAWA Representative and the Venue Committee member to discuss any safety concerns or other issues involving the officials.
- Meet with the officials to discuss assignments and ensure that officials are on their mat to start the tournament on time.
- Be available to discuss rules with coaches and officials as required.

- Ensure that the rules are being enforced.
- Evaluate and discuss with the clinicians and mat chairs any inconsistencies between mats, when they are identified.
- Co-operated and ensure the proper breaks, meals for the officials on site.
- Enforce disciplinary protocols including: expulsion of an athlete for the competition, expulsion (red carding) of a coach and other issues involving athletes, coaches, officials, spectators and tournament organisers.
- Provide input to officials on performance when time permits.
- Co-operate with the Clinician in providing input into the officials evaluation process when requested by the Clinician.

### 1.5 PROTESTS

- Receive the protest.
- Judge its validity (Sole responsibility of the Head official).
- Ensure that it is in writing on the CAWA Protest Form, accompanied by a Video of the entire match unless the protest is on clear technical grounds, accompanied by \$100.00 protest fee (held by the CAWA Representative) and delivered within 30 minutes of the conclusion of the match
- Notify the Pairing Master of the Protest.
- Notify the CAWA Representative who will intern assemble the Protest Committee.
- Notify the opposing wrestler's coach of the protest.
- Discuss the situation with the officiating team (In the protest room when possible).
- Chair the protest committee and the meeting to make the decision on the protest.
- Draft a written response to the protest.
- Notify the coaches of the decision of the protest committee.
- Provide all documentation of the outcome to the CAWA Representative.
- Notify the pairing master of the outcome.
- Discuss the outcome of the protest with the Clinician and officials in a positive manner to provide a learning environment.