

# BCLOA Minor Head Referee Guide

Submitted to the BCLOA  
By  
Doug Wright

April 24, 2005

The purpose of this document is to assist Head referees in understanding their role within local minor lacrosse associations. This guide is also designed to serve as a reference for new and prospective head referees so that they may understand the tasks that will be expected of them.

## Index:

Section:	Page Number:
Introduction.....	3
Recruitment and Retention.....	3
Registration.....	3,4
Allocation.....	4,Appendix E
Preseason training and evaluation.....	5
Ongoing evaluation and training.....	5
Referee's Reports.....	6
Identification of referees for Provincials.....	6
Post season evaluation.....	6
Local executive, Zone and BCLOA meetings.....	6
BCLOA Special Sessions.....	7
Technical Workshop.....	7
Conclusion.....	7
(Appendix A) Head Referee Timeline.....	8
(Appendix B) Sample Referee's Report.....	9
(Appendix C) Referee Evaluation Guide.....	10
(Appendix D) Referees Report Guidelines.....	11
(Appendix E) Referee's Evaluation Criteria.....	12
(Appendix F) Referee Allocation Grid.....	13
(Appendix G) Fee Schedule NOCP Certification levels.....	14

## **Introduction:**

The head referee within each local Association is elected or appointed at the local level and their primary duty is to represent the BC Lacrosse Officials Association at the local level. In addition they are responsible for the recruitment, training, and management of all the minor officials within their association. Further the head referee is to act as an advocate for the minor referees within his association.

The specific duties of a head referee are divided into several basic categories they are as follows:

- Recruitment and Retention
- Registration
- Allocation
- Preseason training and evaluation
- Ongoing evaluation and training
- Report gathering
- Identification of referees for Provincials
- Post season evaluation
- Local executive, zone and BCLOA meetings
- BCLOA special sessions
- Technical workshop

## **Recruitment and Retention:**

One of the tasks a head referee should be performing throughout the year is that of recruitment and retention. Whenever an opportunity arises a head referee should be looking for prospective referees within their association, and should be encouraging their participation. Further to this the head referee should also be taking what steps he or she can to retain the referees there currently working in an association.

Recruiting new referees is an ongoing process that takes place throughout the year not just during the season or the weeks prior to the start of play but throughout the year. Generally speaking clinics for new referees begin in the spring often in February or March however it is never too early to get people interested in the process.

The minimum age for a minor referee is twelve years old as of December 31 of the year of that playing season. However it may be necessary to limit the number of brand new referees in a given season, if there are too many new referees starting at one time there may not be enough game time to keep them interested or to improve their skills.

Another important task for a head referee is to retain the officials that are currently working for their association. There are a number of steps that can be taken to help minimize the loss of officials. Some of these steps will be outlined below; however, when looking to retain officials it is important to identify the reasons why officials decide to quit.

Often a referee's decision to quit is based upon abuse or the general lack of support within their association. If this is the case a head referee should look to the sources of abuse and see what can be done to change the situation; also, steps should be taken to support officials if they raise an issue that is hindering their ability to officiate within an association.

## **Registration:**

Prior to the start of the season each association must register their officials for a referee certification clinic. The dates for these clinics are generally published in January and it is the head referees responsibility to ensure that the

information is circulated to all the referees within their association and to ensure that their referees are pre-registered for and attend a clinic, prior to the start of regular season play.

Referees with a valid referee card from the previous season may officiate in pre-season games; however, they must be recertified each year prior to taking game assignments in regular season play.

Information Regarding the dates and locations of referee certification clinics can be obtained from the BCLA office or on the web under the official's link [www.bclacrosse.com](http://www.bclacrosse.com)

Each association must confirm the attendance and successful completion of the referee certification clinic by each of their officials. Initially this is done by contacting their referees directly and can be later confirmed by checking the published list of certified officials.

Once a referee has successfully completed a certification clinic they may be added to the list of active referees within that association.

### **Allocation:**

Once the registration and certification process is complete the head referee must then prepare a list of referees that will be used to allocate referees to game assignments.

It is critically important to ensure that referees are assigned to the appropriate level based upon their age, experience, and ability.

Generally speaking referees must be at least two years older than the age group they are refereeing. As an example in order to referee in the novice division (players aged 9 and 10) the referee should be at least thirteen years of age or in other words playing in the bantam division. Likewise in order to officiate in the peewee division the referee should be at least fifteen years of age or playing in the midget division.

In extenuating circumstances it is permitted for referees to officiate in games where the participants are only one year younger; however, this is not recommended as a common practice and should be avoided wherever possible.

Apart from age the other critical factor when considering and game assignments is a referees experience and ability.

The following is a general guide:

- Entry level 1 - Depending on age and ability, limit to Mini Tyke, Tyke and Novice.
- Level 1 - Depending on age and ability, limit to Pee Wee and below.
- Level 2 - Depending on age and ability, may be assigned up to Midget.

(See appendix E for a grid outlining allocation guidelines)

### **Mentoring:**

Brand new officials, or officials whom are new to a given level of play, should always be paired with a more experienced official whom has worked at that level before. Never pair 2 new officials together at the same time.

When head referees prepare a list of officials it is important to include on that list each official's age and ability. (i.e. which divisions they may officiate in). Once this list is prepared and referee would then forward this list to the referee allocator within their association.

It is recommended for most associations that they have a separate referee allocator and head referee, though it is not uncommon for the head referee to directly allocate games themselves.

Throughout the season the referee list should continually be updated with regard to the performance of each referee on the list. Referees whom excel can be moved up allowing for their age, and referees who may have difficulty can stay at their given level with support or be moved down a level. The head referee should be in frequent contact with the referee allocator, so that referees are assigned to the appropriate games.

## **Preseason training and evaluation:**

### **Mentoring (cont):**

With the start of the preseason head referees will begin the process of training and evaluation. It is particularly important that special attention be given to brand new referees. It is recommended new referees be paired with more experienced officials so that they may learn their role as a referee with the support of an older official whom had been there before.

### **New Officials:**

With entry level and new level 1 officials, one popular method of pre-season training is to invite 6 to 8 new officials to a Tyke exhibition game along with one or more experience officials, and rotate them in pairs into and out of the game for a period of time. In between their shifts you can then offer some tips and encouragement on how they can improve. In this situation they can return to the game for another shift to apply what they have learned in a non pressuring environment.

Another popular method of training for new referees is a “shadow” referee system where an experienced 3<sup>rd</sup> official is sent out on the floor to stand behind (or shadow) new referees as they work in their first games. The key to this method is that the 3<sup>rd</sup> official is there to observe and make subtle suggestions only with some coaching between periods. The 2 officials working the game are left to make decisions about penalties and other aspects of the play on their own. Developing this independence and self reliance is critical to an inexperienced referee’s training.

Also, many associations have pre-season meetings for their officials to reinforce what was taught at the referee clinic, and to go over any questions the officials might have about their role, and how the officials within that association are managed.

### **Experienced Officials:**

Officials with one or more years of experience should be closely watched during their first few games and should be given an informal evaluation/critique of their game so that they can make improvements. During the first weeks of the season it is especially important to offer support and feedback to your officials. If an official is refereeing in a higher division for the first time, or has limited experience in that division, they should always be paired with an official whom has experience within that division.

### **Utilizing officials from outside your association:**

Certified officials are permitted to officiate in any game throughout the country. Therefore it is permitted and encouraged to use officials from neighboring associations to augment the list of officials available within your association. When utilizing officials from neighboring associations it is highly recommended that you seek the cooperation of the head referees and allocators from those neighboring associations. Officials are encouraged to make themselves available first for their own association and second to other associations whom request their services.

### **Ongoing evaluation and training:**

Once the season begins, the head referee must take steps to ensure that each referee receives 2 formal evaluations throughout the season. Ideally these evaluations would be performed early and late in the season so that a comparison can be made between the two.

In addition to the formal evaluations, a head referee should whenever possible be present to provide support and informal feedback to their referees so that they may improve their games. In larger associations, try to arrange for assistant head referees to help relieve the burden of this task. Try to identify some of the more mature and patient referees working within your association and work with them in developing their ability to evaluate and later share their observations with younger referees in a positive and constructive manner.

Training evaluators is one area that a head referee can ask their local BCLOA minor zone coordinator to assist with. (For details on evaluations see appendix C)

### **Referee’s Reports:**

The head referee within each association is responsible for collecting and forwarding referee's reports to the commissioner for that league. A list of the commissioners can be obtained from the local lacrosse commission, usually through your club president.

Reports outlining disciplinary issues must be forwarded to commissioners within 24 to 48 hrs of the incident, there for it is imperative that the head referee be readily accessible so that they can receive the information in a timely manor.

Head referees must familiarize themselves with the procedures involving the writing of referees reports, if they are at all unsure about this task, they should feel free to contact their local zone coordinator with any questions they may have.

Once the report is received, the head referee should review it with the referee whom made the report and ensure that it is legible and that it clearly describes the events. Once the report is complete the commissioner is then contacted by phone, preferably the during night of the incident, and a verbal account of the report is given. Following this, the report should be faxed along with a copy of the game sheet to the commissioner. **Note: Some commissioners may require that the reports/game sheets also be mailed to them via regular post.**

(See appendix B for details on writing reports)

### **Identification of referees for Provincials:**

At the midpoint of each season, usually by the end of May, head referees are requested to submit a list of candidates for use at provincials. In order to be considered for use at a provincial a referee must be capable of refereeing at the peewee division or higher and must be a level 2 or higher official.

For each candidate a head referee must submit two formal evaluations that indicate the candidate is an above average official. Once a list of candidates is received, the Vice-Chair Minor of the BCLOA will then arrange to have an independent evaluation done on each candidate prior to their consideration for provincials. Successful candidates will then be contacted directly by the BCLOA about their attendance at Provincials.

### **Post season evaluation:**

At the end of each season it is recommended that the formal and informal evaluations of each official be accessed and that their overall ability to be gauged with a view to their recommended assignments for the following year. If a new head refereeing will be taking over prior to the next season it is imperative that in this list be reviewed with and submitted to incoming head referee.

### **Local executive, Zone and BCLOA meetings:**

In addition to the recruitment, training and evaluation officials, head referees will be required to attend a number of meetings throughout the year. The purpose of these meetings; essentially, will be to represent their officials at the local, zone, and provincial level.

At local executive meetings head referees will report on the status of their officials and will respond to any concerns raised by the local executive. Head referees can also use this forum to raise concerns that the officials may have about any members of that association, and to seek various forms of support for their officials.

In each active zone of the province, the BCLOA is represented by a local zone coordinator that may, as required, decide to hold meetings for the head referees within that zone. These meetings will often be held to deal with issues arising within the zone, or to facilitate more cooperation within each of the associations in that zone.

The BCLOA Vice Chair Minor may also hold province wide meeting to discuss issues that affect the province as a whole, usually meetings of this type only require the attendance of the head referees within the area local to that meeting, with zone coordinators or their designates representing associations from outside that area.

### **BCLOA Special Sessions:**

In September of each year the officials association holds its annual general meeting, (referred to as a special session), in conjunction with the coaches association. During this meeting issues of mutual concern to both coaches and officials are raised and discussed. In addition, proposed amendments to the BCLOA operating policy are discussed and voted upon and elections are held annually for the various executive positions within the BCLOA.

Each certified official in the province is entitled to attend and vote during these special sessions. It is highly recommended that head referees and their assistants attend this annual meeting.

### **Technical Workshop:**

In January each year a meeting is held where interested parties can raise their concerns and ideas regarding the game of lacrosse. Like the joint meeting between coaches and officials at the special sessions, this technical workshop is a productive venue that head referees are encouraged to attend.

### **Conclusion:**

The head referees primary duty is to be an advocate for their officials, and this is accomplished by seeing that they receive the support, information and positive feed back necessary to help them improve their skills as referees. The head referee is also to act as a representative of the BCLOA within their zone, and as such is there to relay information to their association from the BCLOA.

The importance of this position can not be overstated, when done properly it can greatly enhance the quality and enjoyment of lacrosse within their association, and throughout the province.

**This document is a work in progress; any and all suggestions for improvement are welcome and can be forwarded to the BCLOA at the following address:**

BCLOA  
Vice Chair Minor  
c/o BCLA  
4041B Remi Place  
Burnaby, B.C.  
V5A 4J8

## **(Appendix A) Head Referee Timeline**

### **January:**

- Recruitment and early preseason meetings.
- Meetings with local executive.

### **February-April:**

- Recruitment and registration of referees for certification clinics
- Pre Season meetings
- Meetings with local executive.

### **April:**

- Form early referee list, assigning referees to the list according to their age, experience and ability. Liaise with referee allocator to review the referee list.
- Pre-season training of new officials.
- Meet with officials to go over local issues and to introduce the head referee, allocator and asst. head referees to the local officials.
- Meetings with local executive.

### **May:**

- Conduct Informal, and formal written evaluations of officials.
- Receive and forward referee's reports to league commissioners.
- Identify candidates for provincials and ensure formal evaluations are complete b4 nomination deadline at the end of May.
- Review referee list and adjust referee assignments as necessary.

### **June:**

- Continue with formal evaluations
- Review referee list for further adjustment of assigned levels.

### **July:**

- Complete a post season list of officials with final assigned levels for use on the following year's list.
- Meetings with local executive.

### **August:**

- Prepare proposed amendments for BCLOA operation policy at September Special sessions.

### **September:**

- BCLOA Special sessions
- Meetings with local executive.

### **October:**

- BCLA AGM

### **November – December:**

- Possible development meetings to deal with issues as they arise.
- Meetings with local executive.

## (Appendix B) Sample Referee's Report

The first step in understanding how to make a proper report is determining which rules require a report and which do not. Rule 23(L) in the official C. L. A. box lacrosse rule book spells out all the rules which require a report under the CLA rules. In addition to the rules listed here there are a number of additional situations which also require a report. A complete list of the rules and situations that require a referee's report is listed below in appendix C.

When filling out referees reports it is imperative that the report be completed in such a manner so that when the commissioner or league official reads the report they will have a complete understanding of the event that precipitated the report.

When a referee submits the report to you for forwarding to the league commissioner review the report with the official to ensure that the report is clearly written and that the reader is able to understand what happened from reading this report.

The official "Referee's Game Report" form is to be used for all reports, these can be obtained from the BCLA office. Try to ensure a good supply of these are available at each arena and that every official has one or more with them at all times.

When filling out the Report and official must take a copy of the scoresheet with them to assist them in writing the report, and this must accompany the report when it is forwarded to the appropriate commissioner.

The information on the top of the sheet is self explanatory, it includes the time, location, and names of all the relevant people associated with the game.

When filling out the shaded area on the report use the following as a guide:

**Type of penalty:**

- Write in "Major" "Match" "Game Misconduct" etc...

**Penalty assessed for:**

- Write in the rule this penalty falls under and the rule number.

Player/Coach penalized:

- Write in the name of the person whom the report is written for, followed by their number and the team they are on.

Example:

Type of penalty	<u>Major and Game Misconduct</u>	
Penalty assessed for	<u>Fighting Rule #45</u> <small>(Abuse of official, spearing, fighting, etc.)</small>	
Player/Coach penalized	<u>Joe Blow</u>	No. <u>18</u>
Team	<u>Burnaby</u>	

When describing the circumstances in detail there are 4 important questions, 4 W's.

**Who, When, Where, What?**

Begin by describing where on the floor and at what point in the game the event occurred, and what was happening in the play prior to the event. Then describe the event itself with enough detail so that the reader can understand what happened. It is important to include any language that was used, spell out exactly what was said, if the person said "Fuck you ref" then you must write it out exactly that way in the report.

Describe **Who** was involved, **When** in the game the incident occurred, **Where** on the floor it occurred, and **What** happened during the incident.

Try to be detailed and thorough but also brief.

Once complete, the report must be forwarded to the league commissioner within 24-48 hours; therefore the head referee must receive the report as soon as possible.

## (Appendix C)

### BC Lacrosse Officials Association “Referee’s Report” Guidelines

---

This Guide outlines all the situations for which a full and complete report is required. Referees are directed under the following situations to write a full and complete report and submit both the report and a copy of the game sheet to their local head referee, who in turn will forward the information to the appropriate league commissioner. Senior Referees may submit reports directly to a commissioner; however they should inform the local head referee that a report has been forwarded.

**Failure to submit reports on the following situations and can result in disciplinary action as outlined in Section 9 of the BCLOA operating policy.**

**Rule 23(l) in the CLA Box Lacrosse Rule book lists all of the situations the CLA requires written reports for. They are as follows:**

- Rule 23(l) Referees shall report to the appropriate governing body promptly in the detail the circumstances of any of the following incidents:
- (i). When a player uses equipment that may cause injury. (Rule 13)
  - (ii). When no one plane personnel into the playing area without the referees permission. (Rule 17(b) & (c))
  - (iii). Any obscene gesture made by any person involved in the game. (Rule 48(a))
  - (iv). Any non playing personnel removed from the game. (Rule 28(a))
  - (v). Attempt to injure. (Rule 30)
  - (vi). When the ball is intentionally shot outside the playing area. (Rule 41(c))
  - (vii). Persons guilty of gross must conduct. (Rule 48)
  - (viii). When a player or any non-playing personnel become involved in an altercation with a spectator. (Rule 56 (a))
  - (ix). When any player(s) leaves the players’ bench or penalty bench during an altercation. (Rule 60 (b) and (f))
  - (x). When any person molests an official. (Rule 62(a) and (b))
  - (xi). When a team refuses to start play. (Rule 63(a))
  - (xii). Cases of players fighting with sticks. (Rule 64(b))
  - (xiii). When a stick is intentionally thrown outside the playing area. (Rule 69(c))
  - (xiv). When anyone receives a match penalty. (Rule 80)

**In addition to the situations outlined by the CLA rule book, the following additional situations also require a report within BC for Minor Lacrosse:**

- Butt Ending or Attempted Butt Ending where wither a major or match penalty is assessed.(Rule 35)
- Spearing or Attempted Spearing where wither a major or match penalty is assessed.(Rule 65)
- Kicking or Attempted Kicking where wither a major or match penalty is assessed.(Rule 57)
- All situations where a player or non-playing personnel are removed for abuse of an official whether a simple game misconduct is applied for “unsportsmanlike conduct” or a game misconduct for “abuse of an official” is applied. (Assessed under Rule 28) (**note: an official is defined as a referee, scorekeeper, timekeeper and or a offensive time clock operator**)
- Assault of an official. (Physical or Verbal) (Assessed under Rules 28, 48, 62) (**note: an official is defined as a referee, scorekeeper, timekeeper and or a offensive time clock operator**)
- Unnecessary Roughness for:
  - Grabbing a facemask, helmet, or chinstrap. (Rule 72(b))
  - Hair pulling. (Rule 72(b))
  - Head butting. (Rule 72(b))
- All incidents of Fighting (Rule 45)
- Fighting off the playing surface.(Rule 45(d))
- All situations where a Coach or Manager Pull a team from a floor.
- Third man in an Altercation. (Rule 67)
- Any participant suspected of being under the influence of alcohol or drugs.

## (Appendix D) Referee Evaluation Guide

### General guidelines:

- The primary purpose of performing referee evaluations is to help the referee improve as an official.
- When conducting a formal written evaluation it is important to remember that the evaluator is there to provide **POSITIVE** feedback. Negative evaluations will not benefit the official, and will often serve to undermine their confidence and degrade their subsequent performance.
- To conduct an evaluation, the evaluator will need a note pad, a rule book and situation handbook, and an evaluation form for each official. (It is usually the custom to do an evaluation on both officials in a game at the same time).
- Generally it is recommended that evaluators do not announce their presence prior to the start of the game so that they may view the official's performance in the first period without making the officials nervous. After this it may be appropriate to discuss one or two points in the evaluation with the officials during the intermissions if it is deemed necessary, or if things are going well to remain quiet until the end of the game.
- Prior to the start of the game, fill out the informational sections of the evaluation form and include your name and phone number at the bottom of the form.
- When performing an evaluation it is imperative that the evaluator observe the entire game, and base their evaluation on the referee's performance throughout that game. Do not start giving scores for the various criteria until after you have observed the majority of the game.

### Evaluation Notes:

- When making note for the evaluation it is important to take notice of both things that were done well and things that need improvement.
- With your note pad, begin observing the pre-game duties performed by the officials and make a note of any deficiencies, and things that were done well.
- Proceed to observe the game making the appropriate notes on their performance using the report guidelines printed on the back of the evaluation form, (also included below in appendix D).
- At the conclusion of the first period the evaluator may choose to introduce themselves to the referee's and discuss one or two points concerning the previous period with them; however, it is important to remain positive and to not overload the official with information. Give them one or two things for them to improve on and let them continue their game.
- **Note: It is not the place of the Evaluator to interfere in the game or with the referee's officiating within that game, referees assigned to that game must be left to handle the game. If mistakes are made include them in the evaluation and discuss them at the end of a period or at the end of a game, do not interrupt an official during a period.**
- Continue to make notes on both officials for the remainder of the game, making sure to observe the entire game before assigning scores to the various categories on the form. It is important to pay close attention to the play so that you can spot any missed calls, and or to assess the judgment of the official on calls that were made. Lacrosse is a fast game and must be watched closely.
- For new officials special attention should be focused on positioning, communication (including verbal and signals), and rule knowledge/decision making.
- For more experienced officials a broad approach can be taken with a view to helping them refine their work on the floor.
- At the conclusion of the game, be sure to inform the officials that they will be receiving an evaluation, and then proceed to review your notes and complete the form by filling in appropriate scores and including both **"positive"** and **"constructive"** feedback. Once the forms are complete, review each form with the appropriate official and answer any questions they may have.
- It is important to review the evaluation with the officials as soon as possible following the conclusion of the game so that they may directly attribute your evaluation to their performance.
- When considering scores for the various criteria, use as a reference the **"benchmark"** score which is intended to indicate the level of expected performance at any given level. Based on your notes and your judgment, if a referee's performance in the game exceeds your expectation for that level apply a score above the benchmark, if they fall short of your expectations apply a score below the benchmark.
- The purpose of the benchmark is to help maintain a level of consistency within the evaluation program, and to provide the referee with a scale by which they can measure their performance.

## (Appendix E) Referee's Evaluation Criteria BCLOA Evaluation Form Evaluation Criteria

**Scores:** Scores are marked on a scale, 1 through 5; these scores translate into the following rankings: Needs improvement, Satisfactory, Good, Very Good and Excellent. These scores are applied based on the level of proficiency expected for the caliber of play being observed. A score of 3 indicates that performance is up to the expected level for the caliber of play, 4 is given where a referee fully meets expectations. If they encountered a challenge and responded well, and or have otherwise exceeded expectations a score of 5 is given. Scores of 1 or 2 means that deficiencies were observed in the referee's performance and there is room for improvement.

### **Personal Characteristics:**

---

#### **1. Appearance, Presence and Attitude:**

This score reflects the dress and demeanor of the official. Does this official look the part and carry his or her self in a respectful and professional manner? **Attitude:** Does the referee conduct his or herself professionally? Are they courteous and polite with the game's participants and their partner? Are they open to polite communication? Do they work well with their partner? Do the referees work together as a team?

#### **2. Reaction to Pressure:**

Rate the official a **3** if there has been no pressure at all. If an official has taken an easy game and made it difficult, then you mark down accordingly. A **2** indicates the official had a tough game. **1** would indicate that the official is above their head at this level. An **4 or 5** indicates that there was pressure and that the official responded well. This characteristic is a good measure of an official's overall confidence in his or her abilities.

### **Technical Characteristics:**

---

#### **3. Pre-Game/Post-Game:**

##### **Pre-Game:**

Did the official arrive on time? Did they have a pre-game discussion with their partner? Was the floor inspected, nets, doors and boards? Was the score sheet inspected? Did the referees introduce themselves to the teams and conduct an equipment inspection?

##### **Post Game:**

Do the officials watch the teams during their hand shake? Is the game sheet handled correctly and marked with the correct notations? Are reports written when necessary and if so are they completed correctly?

#### **4. Face-offs:**

The scoring for face-offs includes quickness and asks the following questions: Does the official show courage, offer consistent support for their partner, and does the official demonstrate a strong consistent standard regarding a legal vs. illegal draw as set out by the CLA guidelines? Are the officials lining up correctly? A score of **3** is satisfactory, **1 or 2** indicate Improvement is needed, a **4 or 5** indicate smooth, fair and consistent face offs, with good communication with their partner and coverage of the floor.

#### **5. Positioning:**

A mark of **3** indicates that the official has a good grasp of the positioning guidelines. A **4** shows that the official is consistently in good position and uses positioning to his advantage. A **5** shows the official is flexible in their use of position and has a good sense of where he needs to be on the floor. A mark of **3** indicates the official meets minimum standards but has room for improvement. A mark of **2 or lower** is cause for concern, and indicates the official is out of place at this level of lacrosse and needs further instruction and coaching. Things to watch for include lead official positioning, movement with the play up the floor, and position as trail official.

#### **6. Procedures:**

This score reflects the official's proficiency in several areas including: Breaking up fights, multiple penalty application, set up after penalties and goals. Are the clocks handled properly? Does the referee apply rule 60(b) "Leaving the Player's/Penalty bench."

#### **7. Rule Knowledge:**

Based on use and knowledge of rules, score is adjusted to reflect whether or not there were errors in rule interpretation.

#### **8. Signals:**

Signals should be clear and crisp. Referees are required to signal penalties twice, once when calling the penalty and a second time when reporting it. Remember that signals communicate the referee's actions to all participants in the arena, not just the score keepers.

### **Game Management:**

---

#### **9. Rapport and Communication:**

In this area we are rating interaction with coaches, players, and within the officiating crew. Is there too much or not enough conversation? Does the official try to officiate by just talking? Do the coaches display respect for the officials? Are the official's actions clearly understood? Does the referee talk to the players, or is he or she quiet on the floor.

#### **10. Keeping up with play:**

Officials must demonstrate an ability to keep up with the play and maintain proper positioning by not being caught up in the play or lagging too far behind the play. This score reflects the frequency and degree to which this happens.

#### **11. Feel for the Game and Game Management:**

Questions addressed by this score include:

Does the official read and react to the many factors in and around the game? If it appears that the official's strategy is to "call every penalty", or at the end of the scale to, "let the boys play." A mark of **4 or 5** indicates a very strong effective and consistent penalty standard and selection. An important issue here is: Does the official stay focused and concentrate for the entire game? Were there apparent mental lapses that affected the game? A mark of **2 or 1** would alert us that the individual is not accepting or does not understand the responsibilities of an official. A score of **3** means the official has met a minimum standard but could improve. Consistency is also a factor under this category: Does the official apply the rules consistently throughout the game? Are penalties applied evenly to both teams?

#### **12. Overall Game Score:**

An overall score is provided that is a subjective grading that takes into account the referee's overall performance in the game as a whole. This score is graded on a scale of **1 – 100**, and takes into account the numeric score given, out of 150, and **converts this number into a percentage**, which is then balanced against the evaluator's overall assessment of the referee's performance. The final mark is a score that reflects the evaluator's assessment of the referee's overall performance. A score of **75+** represents a minimum level of expected performance for the given level observed in the evaluation, **69 or below**, indicates that the referee has struggled in this game or at this level and will need to be reevaluated, **80 and above** indicates the referee had a strong performance and may be considered for a higher caliber of game.

## (Appendix F) Referee Allocation Grid

Division/ (players age):	Minimum Certification Level:	Referee's Minimum Age(suggested)	Referee Currently Plays in division:	Referee's Minimum Age (required)	Suggested minimum years of experience:
Mini Tyke/(6-)	EL1	12	(2 <sup>nd</sup> year PW)	<b>12</b>	0
Tyke/(6,7,8)	EL1	12	(2 <sup>nd</sup> year PW)	<b>12</b>	0
Novice/(9,10)	L1	13	(Bantam)	<b>13</b>	1
Peewee/(11,12)	L1	15	(Midget)	<b>14</b>	1
Bantam/(13,14)	L2	17	(Intermediate)	<b>16</b>	3
Midget/(15,16)	L2	19	(Junior)	<b>18</b>	4

- Referees must be a full two (2) years older than the division they are assigned to.
- As a general rule, a referee should be one full division above the age group they are assigned to referee in, as an example a midget aged referee (15, 16) may officiate in the Peewee division.
- Allowing for **experience and ability**, a referee may be assigned to officiate in a division where they are only two years older. As an example, a 16 year old referee (second year midget) may officiate in the Bantam division, however assigning referees to a division this close to their own age is not recommended.
- The purpose for maintaining one full division of separation is not only to ensure the referee's are mature enough to officiate in that division, but is also to prevent a referee from having to officiate in a game with participants that they may have been friends or team mates with.
- Referees may not be assigned to officiate in games where a member of their immediate family is a participant. (i.e. Coach, Manager, Player etc...) If no alternative exists, a referee may officiate in a game involving an immediate family member provided the relationship is disclosed to both teams and both coaches must agree in writing on the game sheet to that arrangement. Without said agreement, replacement referees will need to be agreed upon or the game will have to be rescheduled.
- **The first concern when assigning officials to a given division is assessing their ability. Regardless of age, level or experience; an official must be competent at that level of play in order for them to be assigned to that division as a referee.**
- **Our first responsibility as referees is to ensure the safety of the players, if an official is unable to officiate in a given division, they must not be assigned to that division, regardless of need.**
- When first assigning officials to a higher division, always pair them with a more experienced official.
- When assigning games to new officials, ensure they are paired with an official whom can help them develop their skills.

## (Appendix G) Referee Fee Schedule

All contact to the BCLOA/BCLA, problems, concerns or other issues should be relayed through the local head referee, who would then contact the local Zone Coordinator of the BCLOA and or the VC Minor of the BCLOA.

There is a new fee schedule for referees as of the 2002 season, the following is the game fees for each minor division: (per game)

Mini Tyke	\$10
Tyke	\$10
Novice	\$15
Pee Wee	\$20
Bantam	\$25
Midget	\$30

### **NOCP CERTIFICATION LEVELS**

#### **Entry Level 1**

- Attendance at a Entry level 1 clinic
- New to officiating in lacrosse
- Must score at least 50% on evaluation material
- Minimum 12 years of age (By end of this year)
- Allowing for age, ability and experience, should be kept to local Novice and lower divisions

#### **Level 1**

- Attendance at a Level 1 Clinic
- Less than 2 years refereeing experience
- Must score at least 50% on evaluation material
- Minimum 14 years of age (By end of this year)
- Allowing for age, ability and experience, should be kept to local Pee Wee and lower divisions

#### **Level 2**

- Attendance at a level 2 Clinic
- Two or more years refereeing experience (including experience as an official in another sport)
- Must score 70% on evaluation material
- Minimum 16 years of age (By end of this year)
- Allowing for age, ability and experience, is eligible to referee in all minor divisions up to Midget.
- Is eligible for consideration to participate at provincials and BC summer games.

#### **Level 3 Minor**

- Attendance at a level 3 Minor Clinic
- At least 2 years at level 2 as a lacrosse official
- Recommendation by local head referee and or local zone coordinator
- Invitation by BCLOA
- Minimum 18 years of age (By end of this year)
- Allowing for age, ability and experience, is eligible to referee in all minor divisions up to Midget.
- Is eligible for consideration to participate at provincials and BC summer games.
- Is eligible to referee Juvenile division lacrosse (Jr. Lacrosse played under Minor Rules)
- Is eligible to referee up to 5 intermediate division games within BC (by invitation only)
- May obtain a senior card by paying difference in cost.(by invitation only)

#### **Level 3 to 5**

- These levels are for senior lacrosse officials, refereeing Intermediate and above. Information regarding these levels can be obtained from the Vice Chair Senior of the BCLOA.