

AAWOA POLICIES AND PROCEDURES

October 2021

Table of Contents

Article 1: Role of an Official

- 1.1 General Philosophy
- 1.2 Rules of Wrestling within Alberta
- 1.3 Code of Ethics
- 1.4 Sanctions
- 1.5 Dress and Personal Appearance
- 1.6 Event Responsibilities
- 1.7 Membership Responsibilities and Benefits
 - 1.7.1 Membership Fees and Financial Obligations
 - 1.7.2 Membership Benefits
- 1.8 Policy Regarding Abuse of Officials

Article 2: Provincial Development

- 2.1 Description of the Alberta Rating System
 - 2.1.1 Provincial Aspirant On-Mat (“ASP”)
 - 2.1.2 Provincial Aspirant Pairing Master (“PM-ASP”)
 - 2.1.3 Alberta C On-Mat (“C”)
 - 2.1.4 Alberta C Pairing Master (“PM-C”)
 - 2.1.5 Alberta B On-Mat (“B”)
 - 2.1.6 Alberta B Pairing Master (“PM-B”)
 - 2.1.7 Alberta A On-Mat (“A”)
 - 2.1.8 Alberta A Pairing Master (“PM-A”)
- 2.2 Evaluation Procedure and Grading Philosophy

Article 3: Provincial Tournaments and Championships

- 3.1 Provincial Tournaments
- 3.2 General Assignment of Officials
- 3.3 Requests for Officials
- 3.4 Schedule of Rates
- 3.5 Alberta Open Championship
- 3.6 Meals, Travel and Accommodation
- 3.7 Other Events Requiring AAWOA Assigned Officials
- 3.8 Selection of Clinicians and Head Officials

Article 4: Clinician’s Duties

- 4.1 Clinician's Training Program
- 4.2 Qualifications and Responsibilities of Clinicians
 - 4.2.1 Provincial Clinician
- 4.3 Clinic Protocol and Guidelines
 - 4.3.1 Clinician's Duties
 - 4.3.2 Clinic Format
 - 4.3.3 Evaluation of Officials

Article 5: Head Official's Roles and Responsibilities

- 5.1 On-Mat Head Official
- 5.2 Head Pairing Master

Article 6: National Officials Program

- 6.1 National Goals
- 6.2 National Requirements
- 6.3 National Assignments and Requesting Approval
- 6.4 Prerequisites of Application for AAWOA Funding to National Championships Through the AAWOA
 - 6.4.1 CAWO Junior National Quota for Officials
 - 6.4.2 CAWO U17/U19 National Quota for Officials
- 6.5 AAWOA National Championships Program Funding Structure for AAWOA Officials

Article 7: International Officials Program

- 7.1 International Goals
- 7.2 International Requirements
- 7.3 International Assignments and Requesting Approval
- 7.4 Prerequisites of Application for AAWOA Funding to International Tournaments
- 7.5 International Officials Funding

Appendices

Appendix A: AAWOA Executive

Appendix B: AAWOA Clinicians

Appendix C: Awards

Appendix D: AAWOA Honorary Members

Appendix E: Agreements

Appendix F: Schedule of Rates

Appendix G: Expense Form

Appendix H: Provincial Evaluation Sheet

Article 1: Role of an Official

1.1 General Philosophy

The wrestling official exists:

- to ensure the safety of all athletes; and
- to ensure that the competitors act within the letter and the intent of the rules governing the sport as interpreted by Wrestling Canada Lutte (WCL).

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 WCL, and to facilitate the scheduling of the tournament to meet the requirements of the tournament committee.

1.2 Rules of Wrestling within Alberta

Alberta Amateur Wrestling Officials Association (AAWOA) follows the Freestyle, Greco Roman and Grappling rules as distributed and interpreted by the WCL.

The [United World Wrestling](#) (UWW) governs the sport worldwide and as such Canadian rule interpretations may be altered from the international interpretation as per WCL and/or provincial organizations.

1.3 Code of Ethics

The AAWOA adheres to the AAWA harassment policy and shall ensure that this is reinforced at any and all times within the province of Alberta. This does not limit itself to the actions of just officials, but the actions of officials, coaches, athletes, parents, spectators, volunteers, or staff members. AAWOA officials are responsible to report any and all infringements that conflict with the policy, to the head official and/or the AAWOA executive.

An official shall not publicly criticize the actions or appear to agree with negative comments about another official, argue with coaches, wrestlers or spectators, 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, that official shall document the concerns and forward it to the AAWOA President.

1.4 Sanctions

The AAWOA requires that all members who desire to enjoy the rights and privileges of being an AAWOA member must abide by the AAWOA bylaws and AAWOA policies and procedures. Some highlights of the requirements are (but not limited to) as follows:

- Must be a member in good standing of the AAWOA and AAWA;
- Must have paid all current dues and fees;
- Must submit to the evaluation structure of the AAWOA; and
- Must be sanctioned by the AAWOA to attend and work any event.

1.5 Dress and Personal Appearance

Uniform must be clean, and the official presents a well-groomed appearance.

Official:

- Black shirt (collared preferred);
- Black dress pants;
- Black runners, dress or wrestling shoes***.

On Mat official will also need

- Red and blue arm bands;
- Whistle; and
- Face Shield

This applies only to in-province tournaments

1.6 Event Responsibilities

At an event, an official shall:

- Arrive at the site well in advance of the starting time and check in with the head official or tournament director of the event.
- Meet the off-mat personnel and become familiar with them. Ensure that they know what their duties and responsibilities are.
- Check equipment and facilities to ensure that no elements are present which might cause an injury, delay, or an unfair application of the rules.
- Become familiar with the location of the medical facilities, Pairing Masters' room, and the tournaments director's room.
- Ask questions and clarify situations before the event starts.
- Help, whenever possible, to develop and improve everyone's knowledge and understanding of the rules, their interpretation, and the philosophy behind each concept.

- Officials shall not leave until all matches are completed and they have checked out and informed the head official or tournament director of the event.

1.7 Membership Responsibilities and Benefits

1.7.1 Membership Fees and Financial Obligations

The registered officials within the province of Alberta will pay the following annual membership dues to maintain their status as follows:

- AAWA dues - \$65 per annum
- AAWOA dues - \$20 per annum
- Canadian National or Internationally ranked officials will have additional fees applied
- CAWO dues - \$75 per annum (increase based on CAWO)
- UWW dues - \$150 per annum
- *The AAWOA levy has been suspended but may be reinstated depending on fundraising to maintain association funds and programming.

1.7.2 Membership Benefits

All new officials rated at a Provincial level will receive:

- Access to the AAWOA online folder.

Any official requiring arm bands or whistles can arrange to obtain these through the VP Provincial.

Benefits of being an AAWOA member include (but are not limited to):

- The privilege of attending tournaments sanctioned by the AAWA and/or ASAA in the Province of Alberta and be eligible to receive corresponding funding assistance to attend those events;
- Being eligible to obtain membership in the CAWO, subject to meeting minimum requirements, and being able to attend the National Championships, and being eligible to receive corresponding funding assistance to attend those events. CAWO sanctioning may also be required;
- Direct voting privileges within the AAWOA (Provided the member is at least 18 years of age); and
- Training services of the AAWOA and CAWO clinicians.

1.8 Policy Regarding Abuse of Officials

Coaches, wrestlers, officials, and administrators are all involved to promote the sport of wrestling. Therefore, officials cannot be expected to tolerate abusive or unsportsmanlike behavior 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 inform the Head Official and the Head Official will then be responsible for deciding what further action is necessary. All such incidents need to be documented by the official involved and/or Head Official within the Officials report for the event and then forwarded to the President of the AAWOA, who will then forward it to the Program Director of AAWA. Depending on the level and nature of the tournament where the incident occurred it may also need to be sent to ASAA, CAWO, and/or WCL.

The AAWOA recognizes and supports a sport environment free of harassment and which provides for equal opportunity for all its members. This environment shall include all meetings of the Association, communication between officials, Provincial and National Wrestling tournaments including the venue and associated receptions and social functions.

The AAWOA supports the criteria set out in the AAWA Harassment Policy.

Where an AAWOA member has been harassed, the AAWOA shall work closely with the official to aid in a resolution of the official's concern.

Article 2: Provincial Development - need development progression

2.1 Description of the Alberta Rating System

Provincial Ratings are based primarily on recommendations of Clinicians, Can-B or higher AAWOA Officials, and the VP Provincial, based on any and all factors while representing the AAWOA during wrestling events.

2.1.1 Provincial Aspirant On-Mat ("ASP")

("ASP") This individual is applying for membership in the AAWOA as an On-Mat official at a provincial level clinic.

2.1.2 Provincial Aspirant Pairing Master ("PM – ASP")

This individual is applying for membership in the AAWOA as a Pairing Master official at a provincial level clinic.

2.1.3 Alberta C On-Mat (“C”)

This individual is at an introductory level of officiating for the provincial level, but this person still requires considerable guidance and support. A provincial “C” has a beginner level knowledge and/or interpretation of the rules. A provincial “C” may officiate at any provincial grading tournament and is eligible for upgrading at any of these tournaments.

2.1.4 Alberta C Pairing Master (“PM – C”)

This individual is at an introductory pairing level for the provincial level, but this person still requires considerable guidance and support and would not feel comfortable following a draw on their own. A provincial “PM – C” has a beginner level knowledge of the rules and draw systems. A provincial “PM – C” may draw at any provincial grading tournament and is eligible for upgrading at any of these tournaments.

2.1.5 Alberta B On-Mat (“B”)

This is a dependable official who is deemed to be able to follow match protocol at provincial level tournaments but would not feel comfortable with a difficult match. A provincial “B” has a limited working knowledge of the rules but is not consistent in their application and/or interpretation. A provincial “B” may officiate at any provincial level grading tournament and is eligible for upgrading at any of these tournaments.

2.1.6 Alberta B Pairing Master (“PM – B”)

This individual is a dependable official and deemed to be able to follow pairing protocol at provincial level tournaments, including supportive roles such as drawing and setting up pairing sheets, writing bout sheets, recording match results, and posting wall charts. A provincial “PM – B” has a working knowledge of the rules and draw systems but may not be consistent in their application and/or interpretation. A provincial “PM – B” may draw at any provincial level grading tournament and is eligible for upgrading at any of these tournaments.

2.1.7 Alberta A On-Mat (“A”)

This is an official who is deemed to be able to follow match protocol at any provincial level tournament and has proved to be comfortable during difficult matches. A provincial “A” has a solid understanding of the rules and is more consistent in both the application and interpretation of those rules. A provincial “A” may officiate at any provincial level grading tournament. Further, once the level of provincial “A” has been ratified, the official is eligible to apply for membership to the CAWO.

2.1.8 Alberta A Pairing Master (“PM – A”)

This individual is an official and deemed to be able to follow pairing protocol at any provincial level tournament and has proved to be consistent in dealing with all functions within any draw system. A provincial “PM – A” has a solid understanding of the rules and draw systems and is consistent in both the application and interpretation of those rules. A provincial “PM – A” may draw at any provincial level grading tournament. A provincial “PM – A” should be capable of controlling the entire pairing room, including all assistants, with positive leadership and communication skills. A provincial “PM – A” should be able to demonstrate ability to control the flow of an entire tournament, including paper flow and all personnel in conjunction with staging, floor management, and tournament control. Further, once the level of provincial “PM – A” has been ratified, the pairing master is eligible to apply for membership to the CAWO.

2.2 Evaluation Procedure and Grading Philosophy

The intent of all AAWOA evaluation procedures is to fairly and consistently evaluate officials with a focus on learning and growth.

The evaluator should emphasize the strong points observed and, through discussion of errors, help the official recognize areas of improvement.

Each evaluator should discuss their evaluation with the individual official. All initial evaluations will be conducted by an AAWOA Clinician.

Recognizing the level of commitment that all officials have devoted to the sport in our province, 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 have been demoted, should be given every opportunity to be promoted in the future.

While various tournaments are used for grading purposes, members should be aware that certain tournaments provide the highest opportunity for evaluation.

Included (but not limited to) in this category are:

- National Clinics in our province, including, the U of C Dino Open, U of A Golden Bear, and Alberta Open; and
- Provincial Championships, including, ASAA Provincial Championships, ASAA Rural Provincials, Calgary High School Zones, and Edmonton High School Zones.

Officials must indicate their intent and receive approval prior to attending an event. Officials who show up without prior approval will not be paid or receive credit for, unless circumstances dictate otherwise.

Due to unforeseen circumstances, officials may be cancelled from an event.

The traditional progression will be from C to B to A, with no specific time period associated with when the next progression should come. An official may have this progression accelerated.

Article 3: Provincial Tournaments and Championships

3.1 Provincial Tournaments

These tournaments are published annually as part of the AAWA Schedule, ASAA Schedule, Edmonton Metro Schedule, CSHSAA schedule, and Calgary Public, Private and Catholic schedules.

All tournaments may be found on Signup. <https://signup.com/go/QtAKZmo>

Any changes, additions, or deletions from the schedule may happen with little or no warning.

3.2 General Assignment of Officials

Officials will be assigned and approved by the AAWOA, primarily through the VP Provincial.

It is acceptable for an official to decline any bout, if for any reason, he/she does not wish to be involved.

At all events, officials will be responsible for attending the clinic, weigh-ins, and the entire competition, as assigned, unless specific arrangements have been made with the Head Official and/or clinician. Failure to attend all assigned portions of the event may be deemed as not attending without prior approval.

3.3 Requests for Officials

The AAWOA has entered a Services Contract with AAWA and ASAA that have established most of the scheduling and program grant policies.

Officials requests will be followed as per our specific agreements and/or the tournament director. Certain tournaments have a specific quota for officials.

Hosts will be billed for all officials requested for the entire duration of the tournament, unless specific prior arrangements have been made with, and been accepted by, the AAWOA (closing some mats prior to finals will not automatically dismiss AAWOA members from the tournament).

Any invoice found to be outstanding for more than 30 days is subject to a 24% per annum late fee calculating at 2% per month. Tournaments Directors that do not pay our invoices within 120 days may not be assigned officials at future events.

3.4 Schedule of Rates

See Appendix F

3.5 Alberta Open Championship

For all intents and purposes the Alberta Open Championship will apply to all age groups held at the same venue on the same date(s).

The VP National will ensure that the organizer will provide to the AAWOA, at no cost, two “clinic rooms”, which includes access to required technical hook-ups and WIFI for Friday, Saturday, and Sunday.

3.6 Meals, Travel and Accommodation

All AAWOA members travelling outside the province must have prior approval by the AAWOA Executive to attend any event.

The travel, meal and accommodation costs for AAWOA members to attend assigned events will be covered by AAWOA based on the Schedule of Rates (Appendix F).

Officials travelling to an event on behalf of the AAWOA will be compensated. In order to qualify for mileage there must be more than one official in the vehicle who has been assigned to the event, unless otherwise pre-approved by the VP Provincial or VP National. Approved lone occupancy is subject to a 50% reimbursement. Reimbursement will be provided after receipt of Expense Form (Appendix G).

Travel allowance for flight purposes will be based on the best available rates at the time of purchase and officials will be reimbursed the actual cost. Travel outside the established event dates will only be reimbursed up to the average cost, without the individual profiting, of a round-trip ticket purchased for the event. For extenuating circumstances, an official may not be reimbursed the full amount of the cost differential for travel adjustments.

Baggage, Parking and Taxi/Uber will be reimbursed after receipt of Expense Form with receipts.

Accommodation will be arranged by the Tournament Director or the AAWOA Executive. Accommodation will be based upon same gender double occupancy, unless otherwise specified. If an official should elect to opt out of double occupancy and select single occupancy, they will be charged at 50% of that current room rate including taxes.

Meals during travel for tournaments will be reimbursed as per the rates in the AAWA Accountability Agreement found in Appendix F.

- Allowance for breakfast may be claimed only if the time of departure is 7:30 am or earlier, or return time is 7:30 am or later, or the official has been required to stay overnight away from home.
- Allowance for lunch may be claimed only if the time of departure is 1:00 pm or earlier, or return time is 1:00 pm or later.
- Allowance for dinner may be claimed only if the time of departure is 6:30 pm or earlier, or return time is 7:30 pm or later.

Meals will only be reimbursed for the officials established event dates. **If a meal is provided by either the hotel or at the event an official cannot claim a meal allowance.**

3.7 Other Events Requiring AAWOA Assigned Officials:

Games (Canada Summer, Arctic Winter, Western Canada Summer, and Alberta Winter) Events are to typically have all costs borne by the sponsoring group. **The AAWOA Executive will assign officials at the request of the AAWA or event co-ordinator.**

Officials selected to these events are usually done as a bonus for their past and current participation with AAWOA.

Officials assigned to these events will not receive any direct compensation for their work from the AAWOA or the AAWA due to the incentives offered by the games host committee.

3.8 Selection of Clinicians and Head Officials

The VP Ratings working with VP Provincial, will assign provincial clinicians to each event as required, in order to coordinate provincial Clinics. The clinician must submit expense claim forms, and accompanying receipts, as well as a written report addressed to the VP Ratings. The clinic report will include a list of officials in attendance, along with any address changes the association should be made aware of, a brief synopsis of the clinic, and recommended provincial ratings for all officials at the clinic. Clinicians for provincial events will receive an honorarium of \$75 per clinic in addition to any officiating duties billed for at the event (i.e. should a clinician be assigned at the provincial championships the clinician will be reimbursed for time spent on-mat as well as the \$75 clinician fee).

The VP Ratings will then forward the attached claim and receipts to the Secretary/Treasurer for repayment to the clinician.

The VP Ratings will be responsible for providing the AAWOA President with copies of necessary documentation on the Provincial Clinic program as required by the AAWA/AAWOA agreement and funding grant requirements.

Article 4: Clinician's Duties

4.1 Clinician's Training Program

AAWOA clinicians are responsible for conducting clinics to fairly evaluate and upgrade officials and for providing rule interpretations to coaches and wrestlers.

The AAWOA will offer a minimum number of clinics at the following levels within the Province of Alberta during each Season to meet the needs of its existing and new members:

- Introductory 5
- Developmental or Pairing 3
- National 3

The AAWOA will submit to the AAWA an annual report on or about April 30 each year, summarizing the clinics.

4.2 Qualifications and Responsibilities of Clinicians

Given the vastly different needs of on-mat officials and Pairing Masters, separate clinician status will be used to reflect the need for both on-mat clinics and pairing clinics. These shall be reflected by the designation "Provincial Clinician" for On-mat and Pairing Clinicians.

4.2.1 Provincial Clinician

Provincial clinicians shall be designated by the AAWOA executive and must have a minimum rank of Can-B. Once determined by the AAWOA, these officials can act as a Clinician at select Provincial level tournaments and have the mandate to recommend provincial promotions for officials.

4.3 Clinic Protocol and Guidelines

4.3.1 Clinician's Duties

The Clinician is responsible for collecting names and contact information of all officials in attendance at the clinic. Within 2 days of the clinic, the Clinician will

send the clinic report (including attendance sheet, personal information updates, and recommended ratings) to the VP Ratings and VP Provincial.

The Clinician will conduct clinics and provide attending officials with feedback on their performance.

Any other Clinicians in attendance at the event may submit clinician evaluation and rating forms to the VP Ratings and VP Provincial as necessary.

Failure to properly execute the duties and responsibilities of a Clinician may result in suspension of Clinician assignments for that individual for the following season. Further complications will result in the loss of Clinician status. Any suspension/removal of a clinician's duties or status will be an AAWOA executive decision.

4.3.2 Clinic Format

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, with rule interpretations standardized to UWW rules, taking into account the WCL exceptions as well as local tournament rules.

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. Some methods may include:

- Classroom Lecture (use agenda, handouts, rulebook, presentation software transparencies, blackboard, etc.)
- Practical On-mat or Simulated Pairing Clinic
- Use of exams as learning tools to discuss key points
- Use of situational analysis (perhaps video analysis)

Provincial clinicians must present their clinic, topic and materials, to a Clinician Mentor group prior to delivery of the clinic to ensure relevancy.

Clinician mentor group to be determined *

4.3.3 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 to provide the VP Ratings with a recommended rating based on the individual performances 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 be done as a positive learning experience and not as a reprimand.

Article 5: Head Official's Roles and Responsibilities

5.1 On-Mat Head Official

The goal of the On-Mat Head Official is to communicate and work with the Clinician, pairing master, tournament personnel, conduct video review and Protest Committee, as required. This process could include the weigh-ins, meetings, and tournament venue to ensure the safe, swift, and efficient completion of the tournament.

The following are the specific responsibilities of the Head Official:

Weigh-in:

- Ensure that the process for performing medicals is in place and that medical staff will be performing medicals prior to weigh-ins;
- Review the weigh-in set up, ensure sufficient number of weigh-in officials to properly complete the weigh-ins;
- Meet with the officials to ensure that the weigh-in procedure to be followed is clearly understood;
- Obtain and distribute the weigh-in sheets, and other materials to officials; and,
- Obtain all documentation after weigh-ins have been completed, including the weigh-in sheets and registration forms and deliver the documentation to the Tournament Director or Head Pairing Master as required.

At the Clinic:

- Prepare mat assignments prior to the start of the tournament and review them with the Clinician; and,
- Record attendance and update any information required for membership records to submit to the Secretary/Treasurer.

At the Venue:

- Meet with the officials to discuss assignments and ensure that officials are on their mat to start the tournament on time;
- Review the site with the tournament director and discuss any safety concerns or other issues involving the officials (change rooms, meeting rooms,

- washroom facilities, locked storage, breaks, provisions for meals, protest committee composition, protest room access, video access, rule adaptations, etc.);
- Cooperate with the tournament director and Pairing Master's personnel to ensure proper breaks and 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 organizers;
 - Provide input to officials on performance when time permits;
 - Be available to discuss with the clinicians and mat chairs any inconsistencies between mats, as they are identified;
 - Cooperate with the Clinician in providing input into the official's evaluation process when requested by the Clinician;
 - Complete the timesheet for the event using the AAWOA form provided and review it with the Tournament Director and have them sign it (timesheets are required to be forwarded to the VP Provincial for collection);
 - Be available to meet with coaches and answer any questions the coaches may have regarding the rules or requirements;
 - Meet with the Pairing personnel to discuss and resolve concerns surrounding the tournament including: the number of matches and length of tournament, levels of matches on which specific mats in order to ensure adequate level of officials on each mat; and
 - Referee as required.

Video Review:

- A review must be requested by one of the participants according to the current process;
- The head official or designate, will review the video with the mat chair or designate if not a full 3 ref system is being used;
- The head official or designate will have final say in the result;
- The decision will be announced, and the correct score will be displayed;
- The head official's decision is final and can not be protested or disputed.

Protests:

- Receive the Protest (note the protest procedures as written in the WCL Rulebook);
- Judge the Protest validity (sole responsibility of the Head Official);
- Ensure that the protest is in writing and properly formatted, accompanied by the proper protest fee, and delivered within 30 minutes of the conclusion of the match;
- Ensure that the protest video, if provided, encompasses the entire match, unless the protest is on clear technical grounds;
- Notify the Pairing Master of the protest;

- Notify the Tournament Director of the protest, and in conjunction with the Tournament Director, assemble the Protest Committee (usually the Head Official, Tournament Representative, and a neutral coach);
- Notify the opposing wrestler's coach of the protest and make an announcement to the spectators;
- 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 both coaches of the decision of the protest committee;
- Provide copies of all documentation of the outcome to the Tournament Director;
- Notify the Pairing Master of the outcome and announce the outcome to the spectators; and,
- Discuss the outcome of the protest with the Clinician and officials in a positive manner to provide a learning environment.

5.2 Head Pairing Master

The Head Pairing Master is responsible for the accurate completion and overall coordination of the draw.

The Head Pairing Master will assign tasks to the other pairing master officials and volunteers. They will observe the preparation and completion of the draw, and results package.

The Head Pairing Master will also work with the Tournament Organizer and the Head Official to determine the format and most efficient operation of the event.

Article 6: National Officials Program

6.1 National Goals

AAWOA supports and encourages officials to attend WCL national events in order to meet our commitments to the AAWA.

6.2 National Requirements

Notwithstanding some support from the AAWOA, it remains the responsibility of each official to meet the CAWO requirements to retain their rating, and should they so desire, to seek promotion.

Officials are individually responsible to meet the annual minimum requirements to retain their ranking.

6.3 National Assignments and Requesting Approval

The AAWOA VP National is responsible for recommending to the AAWOA Executive national assignments. The AAWOA Executive shall review and approve all assignments.

All officials, regardless of the source of funding, must have the approval of the AAWOA Executive before attending CAWO sanctioned events. Failure to meet this process will result in disciplinary actions, to be determined by the AAWOA Executive.

In order to potentially receive sanction, the official will make an application to the VP National prior to December 31st for National Championship events and 30 days prior to any other national event.

The VP National, along with the AAWOA Executive, may make exceptions regarding notice in rare circumstances to any national event at his or her discretion.

The VP National and VP Provincial will review the request and ensure that the official complies with the prerequisites. **AAWA events must be covered before approving a national event.**

The VP National will then provide the official with a letter of approval.

If the VP National determines that the official is not in compliance, then the VP National will immediately notify the AAWOA Executive and the official, to provide rationale and reasons for declining the request.

6.4 Prerequisites of Application for AAWA Funding to National Championships Through the AAWOA

For National Championship events, to receive funding, the official must meet the following criteria:

- Work a minimum of 10 events per year. The following will be used to determine the definition of an event:
 - Of the 10 events, officials must attend 3 of the following: U of A High School, Jr. Olympics, Calgary High School Zones, Edmonton High School Zones, ASAA Rural Provincials, ASAA Provincials
- An event in this case shall refer to:
 - Being within the borders of Alberta; and,
 - Must be 2 hours or more in duration.
 - competition that is less than 2 hours in length will equal 1/3 of an event.
- Multiple events in the same day in the same venue will be considered one event
- Two-day events will be considered two events, provided they meet the above criteria

- Must not receive money allocated for national or international travel to attend the event i.e.: National Championships, Guelph Open, Canada Cup, USports, CanadaWest etc.
- Work two out of three (2/3) national clinics within the province of Alberta, unless prior authorization to miss has been given:
 - University of Calgary Dino Invitational
 - University of Alberta Golden Bear Invitational
 - Alberta Open Provincial Championships

National Championship Assignments shall be based on the current season's Attendance with the exception of National Aspirant officials, i.e.: an official's assignments for the 2019 national championships will be based upon the 2018-2019 season tournament attendance.

****Officials unable to fulfill these requirements may appeal to the AAWOA Executive by sending a letter prior to the event to the AAWOA Executive explaining why they are unable to maintain these standards.***

Funding for the National Program is based on the established budget as determined by the executive (based on tournament type and location) and the number of officials required to attend and requested to attend. When possible, the AAWOA will ensure to adhere to the AAWA/AAWOA agreement for the national championships.

The preference is to fund each qualifying official wishing to attend equally within the budgeted amount for that event. However, meeting these requirements does not guarantee funding for these events. In rare circumstances, the AAWOA executive may elect to allow specific officials to obtain funding for more than one event where those officials are needed to meet our national quotas.

Funding will only be dispersed after the official submits an expense claim and receipts to the VP National, who will then forward the expense claim and receipts to the Secretary/Treasurer for payment.

Payment will be disbursed within 30 days, unless circumstances dictate otherwise. Historically, the VP National coordinates all arrangements to ensure the best rate and individual officials are thus not required to submit receipts in such a case.

Where the VP National has made the arrangements, the VP National is responsible for submission of receipts for payment to the Secretary/Treasurer.

Only those officials that meet the minimum established criteria to attend a "National Championship" event as set by the WCL and CAWO will be eligible for funding to the event under this program.

The established standards by the WCL and CAWO are set as follows:

- Senior National Championships Canada A or AE
 - Junior National Championships Canada B, A, or AE
 - U17/U19 National Championships Canada ASP*, C, B, A, or AE
- *officials may attend after previously attending one other national clinic previously in the same season and been recommended for a "CAN C" or higher at that same event*

6.4.1 CAWO Junior National Quota for Officials

Requirements of On-Mat Officials for the Junior National Championships with weigh-in quota to 225 provincial participants:

<u>Junior Athletes</u>	<u>Officials</u>	<u>Weigh-ins</u>
1-6	None	None
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
>225	+1 PER ADDITIONAL 25 ATHLETES	9

Individual provinces may send more officials than listed above and the CAWO rankings may be higher than these minimum requirements. The Head Official, PM Clinician, On-mat Clinician, and all pairing masters are not included in the number of on-mat officials that each province must send. In the event that a province does not have officials of the required rating to meet the requirements of the quota, then they shall send their most qualified officials that meet minimum attendance requirements.

6.4.2 CAWO U17/U19 National Quota for Officials

Requirements of On-mat Officials for the U17/U19 National Championships with weigh-in Quota to 200 Provincial Participants

<u>U17/U19 Athletes</u>	<u>Officials</u>	<u>Weigh-ins</u>
1-6	0 -None	None

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
44-56	5 -1A, 1B, 1C, 2 Asp*	4
57-70	6 -1A, 1B, 2C, 2 Asp*, 1 PM	4
71-85	7 -1A, 1B, 2C, 2 Asp*, 1 PM	5
86-103	8 -1A, 2B, 2C, 2 Asp*, 1 PM	5
104-121	9 -2A, 2B, 2C, 2 Asp*, 1 PM	6
122-140	10 -2A, 2B, 2C, 3 Asp*, 1 PM	7
141-159	11 -2A, 2B, 3C, 3 Asp*, 1 PM	8
160-179	12- 2A, 3B, 3C, 3 Asp*, 1 PM	9
180-200	13 -3A, 3B, 3C, 3 Asp*, 1 PM	9
>200	+1 PER ADDITIONAL 25 ATHLETES	9

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

6.5 AAWA National Championships Program Funding Structure for AAWOA Officials

The AAWOA will establish and coordinate a funding program to maintain and improve the levels of the national officials in the province and the terms for this program are set out in the AAWA/AAWOA Funding and Accountability Agreement and the AAWOA annual budget.

The AAWOA will provide for the following number of on mat officials at the following National Championships events:

- Cadet/Juvenile: 8
- Juniors: 4
- Seniors: 3

Given the above, it is the responsibility of the AAWOA to ensure that the WCL requirements for officials = quota at these events are satisfied, or otherwise the AAWOA will cover all such penalties.

Article 7: International Officials Program

7.1 International Goals

The goal of the International Program is to foster the development of Alberta On-mat officials to all levels of the United World Wrestling (UWW).

AAWOA supports and encourages On-mat officials to obtain their international license, work at international events (especially those located domestically), and for AAWOA members to progress their international aspirations.

7.2 International Requirements

Each official is responsible to make a personal commitment to the international program and to obtain entry into UWW. Officials are individually responsible to meet the annual minimum requirements to retain their ranking.

7.3 International Assignments and Requesting Approval

All officials, regardless of the source of funding, must have the approval of the AAWOA before attending UWW international events that are CAWO sanctioned. In order to receive AAWOA approval the official will make an application to the VP International minimum 30 days prior to the international event.

The VP International may make exceptions in rare circumstances for any international event at his or her discretion. AAWA events must be covered before approving a UWW event.

The VP International will then provide the official with a letter of sanction if required or notify appropriate authorities (Example: CAWO VP International) as necessary. If the VP International determines that the official is not in compliance, then the VP International will immediately notify the AAWOA Executive and the official, to provide rationale and reasons for declining the request.

7.4 Prerequisites of Application for AAWOA Funding to International Tournaments

All officials, regardless of the source of funding, must have the approval of the AAWOA before attending UWW sanctioned events. Please note that the CAWO has specific policies regarding international sanctioning.

AAWOA members should refer to the CAWO policies and procedures manual for further reference to prerequisites for international travel. To receive AAWOA funding for international travel, the official must meet the same criteria as national travel.

The VP International presents funding allocations for international travel to the membership for ratification at the AAWOA AGM each year. The Secretary/Treasurer should only disburse funding after recommendation of the VP International.

The official must submit, to the VP International, an expense claim (along with receipts) and a written trip report of the event (cc'd to the CAWO VP International). Upon receipt of all valid information, the VP International will recommend that payment be disbursed within 30 days.

Expenses to be submitted under this program will include one upgrade fee per upgrade, to be reimbursed to the official upon successful promotion.

7.5 International Officials Funding

The total funding shall be distributed according to a “points” system, in the following manner:

All officials eligible for UWW license 4 + \$500

UWW III Officials 2 +\$500

UWW II Officials 3

UWW I Officials 3

UWW Category Olympic 2

Points are then added up from the bottom level. (i.e. UWW I equals $4+2+3+3=12$)

Each official’s points are added up to find the individual member's total points. Each individual member will add their points together to find the total number of AAWOA points allocated. The total number of AAWOA points allocated is divided into the total funding available for the Advanced Training Program to find the value of funding for each point. The value of each point is multiplied by the individual member total points to find the portion of Advanced Training Program Funding available to that individual member official. If an official does not use the full portion of allocated funding for the current year, then the remaining portion shall return to the AAWOA under general revenue.

Appendix A – AAWOA Executive (2020-2021)

President – Ella Burk
VP International – Lenis Thokle
VP National – Mike Drought
VP Provincial – Jane Burns
VP Ratings – Melissa Williams
Secretary/Treasurer - Joanne Manning
Member at Large – Roger Pike
Member at Large - vacant
Past President - vacant

Appendix B – AAWOA Clinicians

2020-2021 AAWOA Provincial On-Mat Clinicians

North

Drought, Mike
Paetsch, Paul

South

Thokle, Lenis
Pike, Roger

2020-2021 AAWOA Provincial PM Clinicians

Burns, Jane

Appendix C – Awards

AAWA Official of the Year

This award is voted on by the AAWOA membership each year at the AAWOA AGM at the Alberta Open Championships. The recipient is awarded a plaque from the AAWA.

Nominations for AAWA Official of the Year are accepted from the floor at the meeting and may be based on any number of criteria based on the Provincial Programming during the past year.

There shall only be one recipient of this award. Such criteria may include, but is not limited to:

- working an uncommonly high number of provincial events
- promoting the AAWOA provincial program above and beyond
- initiating a new program to support the AAWOA
- advancing personal skill at an accelerated pace
- mentoring and teaching younger officials
- representing the AAWOA with a high level of personal commitment and sacrifice
- other criteria as required

The President shall forward the recipients' name to the AAWA and is responsible for maintaining the relationship between the AAWA and the AAWOA regarding this award.

Recipients for the AAWOA Official of the Year:

- | | |
|------------------------|--------------------------------------|
| 1982 – Bob Lindsay | 2002 – Lenis Thokle |
| 1983 – Al Boychuk | 2003 – Alistair Keith |
| 1984 – Mike Jean | 2004 – Lenis Thokle |
| 1985 – Mike Jean | 2005 – Patrick Loyer |
| 1986 – Ted Thresher | 2006 – Kelly Delanoy |
| 1987 – Mike Keeley | 2007 – Michael Pruden |
| 1988 – Ken Lelacheur | 2008 – Liam Boyd |
| 1989 – Bill Haliburton | 2009 – Mike Drought |
| 1990 – Darcy Deering | 2010 – Jane Burns |
| 1991 – Rick Ciezki | 2011 – Dyllyn Kennedy |
| 1992 – Bill Haliburton | 2012 – Jane Burns |
| 1993 – Kelly Rich | 2013 – Brad Cameron |
| 1994 – Duncan Murie | 2014 – Roger Pike |
| 1995 – Brad Cameron | 2015 – Lenis Thokle |
| 1996 – Lenis Thokle | 2016 – Elham Heidari/Dyllyn Harrison |
| 1997 – David Zimmerman | 2017 – Ella Burk |
| 1998 – Derek McKenzie | 2018 – Jane Burns |
| 1999 – Darcy Deering | 2019 – Roger Pike |
| 2000 – Darcy Deering | 2020 – Roman Gural |
| 2001 – Brad Cameron | |

Appendix D: AAWOA Honorary Members

- | | |
|--------------|-----------------|
| Bob Lindsay | Ken Leacheur |
| Tom Inkster | Neville Dawood |
| Al Boychuk | Mike Keely |
| Mike Jean | Bill Haliburton |
| Ted Thresher | Kelly Rich |
| Mike Eurchuk | Brad Loeppky |

Appendix E: Agreements

ASAA/AAWOA Agreement

AAWA/AAWOA Agreement

Appendix F: Schedule of Rates

- | | |
|----------------------------------|---------------------|
| JR High Meet - \$19.00/hour | -AAWOA/AAWA/ASAA |
| SR High Quad Meet - \$25.00/hour | UWW - \$17.00/hour |
| Dual Meet - \$50.00/Dual | NAT - \$16.00/hour |
| Weigh-in - \$25.00 (flat rate) | Prov - \$15.00/hour |
| Clinician - \$75.00 (flat rate) | |
| Mentor - \$25.00 (flat rate) | |

- Mileage: \$0.25/km for gas prices under a dollar
\$0.30/km for gas prices over a dollar - \$1.24
\$0.35/km for gas prices - \$1.25 - \$ 1.49
\$0.40/km for gas prices - \$1.50+

Accommodation: hotel bill must be submitted

Meal Per Diem: Breakfast - \$9.00; Lunch - \$11.00; and Dinner - \$20.00

Appendix G: Expense Form

