

Ontario Taekwondo Association Referee Committee – Policy and Procedures



Abbreviations

The following abbreviations have been used throughout this document:

- OTA = Ontario Taekwondo Association
- WTF = World Taekwondo Association
- WTF Canada = Taekwondo Canada

1 PREAMBLE

The Referee Committee of the Ontario Taekwondo Association (OTA) has created this document to achieve and maintain consistency between the established policies and procedures in place for the management of Referees by WTF Canada and the management and governance of OTA Referees.

2 SCOPE

This document defines and describes the duties, responsibilities and operations of the Referee Committee.

3 OBJECTIVES

The Referee Committee is empowered by the OTA Board of Directors to meet or exceed these objectives:

1. To stimulate interest in, educate referees and candidates in, and promote the WTF Competition Rules
2. To define and establish procedures to ensure fair and efficient officiating for all sanctioned OTA events
3. To control, assign, and supervise Referees, Judges sanctioned OTA events
4. To monitor all Referees' conduct in accordance with the OTA Referee *Code of Conduct* (Annex 1, attached)
5. To promote, train, educate, and conduct certification seminars for all classes of OTA Referees
6. To certify all classes of OTA Referees (certification awarded and distributed by the OTA President through the OTA office and Secretary General)
7. To act as a technical advisory body on referee and WTF Competition Rules related matters for the OTA
8. Where required and applicable, to represent the OTA pertaining to matters with the Technical and/or Referee Committees of WTF Canada
9. When required, to recommend to the OTA Board of Directors, qualified candidates for National Referee certification by WTF Canada
10. When required, to recommend to the OTA Board of Directors those qualified OTA Referees who require permission to officiate at competitions sanctioned and managed by WTF Canada.
11. When required, to recommend to the OTA Board of Directors, those qualified Provincial Referees available to officiate Provincial Taekwondo championship events

Ontario Taekwondo Association

Referee Committee – Policy and Procedures



12. To undertake other initiatives with a view toward the improvement of WTF Competition Rules and certification of all classes of OTA Provincial Referees

4 THE REFEREE COMMITTEE

4.1 Authority

The Referee Committee is granted the authority by the OTA Board of Directors to operate and oversee all matters and decisions pertaining to referee management in Ontario including but not limited to referee certification seminars, and officiating at all sanctioned Ontario Taekwondo Association events.

4.2 Responsibilities

- Establish curriculum and syllabus for Referee Seminars
- Conduct Referees seminars and associated testing
- Recommend to the OTA President promotions of Referees, citations and commendations
- Create and maintain Referee Committee internal procedures
- Manage all Referees and Judges at sanctioned OTA events

4.3 Discipline and Sanctioning

- The Referee Committee shall ensure that adequate discipline and sanction recommendations are made concerning any OTA Referee(s) who are found to have committed any infraction of the OTA Referee Code of Conduct, any misconduct, or any intentional misinterpretation of WTF Competition Rules regardless of Provincial, National or International Referee status
- The Referee Chair shall report to OTA Board Discipline and Sanctions Committee.
- In the event that an OTA Referee is disciplined and/or sanctioned who is also known to be either a National or International Referee the Referee Chair shall immediately notify WTF Canada of the nature of the infraction and the sanction imposed on the Referee
- The Referee Committee has the duty to investigate any alleged misconduct, violations, and/or misjudgments committed by an OTA Referee and report the results of the investigation to the OTA Discipline and Sanctions Committee
- The OTA will uphold any discipline or sanction against an OTA Referee resulting from another jurisdiction (Provincial, National and/or International body) recognized by the World Taekwondo Federation).

4.4 COMPOSITION

The Referee Committee will consist of:

- One Referee Chair who will be appointed by the OTA Board of Directors
- and from one (1) to a maximum of three (3) Vice Chairpersons nominated by Referee Chair and approved by the OTA Board of Directors



4.5 QUALIFICATIONS

- The Chairman should preferably be a current International Referee in good standing, who has attended an International Referee Refresher Course on the latest amendment of the Competition Rules.
- The Vice Chairperson(s) should preferably be a current National Referee and be an OTA Provincial Class 1 Referee in good standing, who has attended a National Referee Refresher Course on the latest amendment of the Competition Rules.

4.6 TRAINING

- The Referee Committee shall develop the syllabus and curriculum and deliver Referee seminars, conduct the Certification Examination, and make recommendations for the successful candidates to the OTA Board of Directors.
- Training Seminars shall be managed by a team leader, who shall be a current Referee in good standing updated to the latest amendments of the Competition Rules supported by a maximum of three current (3) Referees, in good standing updated to the latest amendments of the Competition Rules.

4.7 Operations of Sanctioned Events

- The Referee Committee shall manage Referee operations at all sanctioned OTA events
- The Referee Committee shall consist of a team leader, usually the Referee Chair, and a Referee Vice-Chair
- The Referee Committee will be responsible for the following:
 - Designate the Ring Captains who shall, assign and control all Referees, Judges, for all matches at their assigned ring
 - Provide mentoring and feedback to all ring captains
 - Examine and confirm the eligibility and the qualifications of each Referee and Judge
 - With the assistance of the OTA Executive Assistant, will maintain current listings of all certified Provincial referees and report attendance
 - Will attend the technical/coaches meetings held before all OTA events for explanation and interpretation of rule enforcement application to be used at said event.
- The Referee Committee shall serve as part of the Arbitration board at sanctioned OTA events

4.8 Research

- The Referee Committee shall conduct research on all matters pertinent to referees to improve the contest rules, referee techniques, examine the precedents, and make recommendation to the OTA Board of Directors for changes and improvements.

Ontario Taekwondo Association Referee Committee – Policy and Procedures



5 Referee Fees

The honourarium fees are stated in the Referee *Fees and Honouraria Policy (Annex 2 attached)*.

5.1 Referees' Expenses

Authorized official expenses of participating referees will be paid in accordance with the OTA Referee *Fees and Honoraria policy*.

6 Application of Referees

- Referees will register their written application to officiate at sanctioned OTA events directly with the OTA office through the Executive Assistant
- The list of registered referees will be forwarded to the Referee Chair for review and recommendations
- The Referee Chair shall submit final recommendations to the OTA Secretary General for approval

6.1 Nomination of Referees from OTA Clubs for OTA hosted events

Each club shall nominate 1 referee for every 8 registered black belts between the ages of 13 and 60. In the event that a club does not nominate an adequate number of referees the club shall then provide an equal number of volunteers to operate computers and assist with ring operations.

7 Appointment of Referees

- All sanctioned OTA events must be officiated by OTA certified Referees. The following steps will be followed to select referees for sanctioned Ontario Taekwondo Association events:

7.1 Validation

- The Executive Assistant will validate the Referee's application qualifications through the central database comparison.
- The Executive Assistant will forward the validated list of application requests to the Referee Chair. The list shall include details from the database such as referee class and experience.

7.2 Recommendation Short List

- When required, the Referee Chair will create a short list including alternatives of recommended referees from among the candidates put forward by the OTA and the Referee Committee's own recommended list of active qualified referees that are in good standing with the OTA.
- When required, the Referee Chair will forward a list of the recommended referees to the OTA Secretary General at least 10 days prior to a Provincial Championship event, along with reasons for the exclusion of referees whose entry forms have been submitted, and reasons for inclusion of referees not on the original validated list.



7.3 Confirmation

- When required, the recommendation list will be forwarded to the OTA Secretary General for final approval. This final approval should be made at least 5 days prior to the event. The OTA Secretary General will communicate the confirmation to the Referee Chair, and the Tournament Committee to ensure that that travel, accommodation and meal arrangement are planned on a timely basis, when applicable.

7.4 Responsibilities of the Organizing Committee

- The Organizing Committee has the following responsibilities:

7.4.1 Services for Referees

- The Tournament Committee shall arrange for a secure meeting room so that referee meetings can be held and the personal property of referees will be secured during the competition.

8 DRESS CODE

OTA Referees shall wear black slacks, a properly pressed white shirt (tucked into the black slacks) an OTA Referee tie, a black coloured sports coat (no Taekwondo club jackets permitted) and white Taekwondo or athletic shoes.

Referee(s) who arrive to a sanctioned event late, and/or are not properly attired will be assessed a \$5.00 fine for tardiness and/or improper uniform shall be imposed for each infraction.

9 REFEREE CLASSES

9.1 Provincial Referee 1ST CLASS

To upgrade to Provincial Referee 1st class the applicant must meet the following criteria:

1. Be 3rd Dan or higher in rank certified by the Kukkiwon
2. Be a minimum of 18 years of age
3. Have been certified as 2nd Class Provincial Referee for at least two years;
4. Be a member in good standing of the Ontario Taekwondo Association
5. Be approved by the President of the Ontario Taekwondo Association
6. Participate in a Referee Seminar at minimum every 24 months and pass the 1st Class Referee's examination
7. Attain at minimum an 80% score in written and practical testing
8. Officiate at least three or more of the following sanctioned events within the previous two years before seminar upgrade date.
 - a) Junior Provincial Taekwondo Championships
 - b) Senior Provincial Taekwondo Championships



- c) Sanctioned Color Belt tournament that includes a “high performance” black belt division.

9.2 Provincial Referee 2ND CLASS

To upgrade to Provincial Referee 2nd Class the applicant must meet the following criteria:

1. Be 2nd Dan or higher in rank certified by the Kukkiwon;
2. Be at least 17 years of age
3. Have been certified as 3rd Class at least two years;
4. Be a member in good standing of the Ontario Taekwondo Association
5. Be approved by the President of the Ontario Taekwondo Association
6. Participate in a Referee Seminar at minimum every 24 months and pass the 2nd Class Referee's examination
7. Attain at minimum an 75% score in written and practical testing
8. Officiate at least three or more of the following sanctioned events within the previous two years before seminar upgrade date
 - a. Senior Provincial Taekwondo Championships
 - b. Junior Provincial Taekwondo Championships
 - c. Sanctioned Color Belt tournament that includes a “high performance” black belt division.

9.3 Provincial Referee 3rd Class

To upgrade or certify to National Referee 3rd Class must:

1. Be 1st Dan or higher in rank certified by the Kukkiwon;
2. at least 15 years of age
3. Participate in a Referee Seminar every year and pass the 3rd Class Referee's examination
4. Attain at minimum 70% score in written and practical testing
5. Be a member in good standing of the Ontario Taekwondo Association
6. Be approved by the President of the Ontario Taekwondo Association
7. Officiate at least 4 color belt and Provincial Championship events prior to being eligible to upgrade to 2nd Class

9.4 Provincial Practice Class

A Provincial Referee Practice Class must:

1. Hold the rank of Gup 2 or higher
2. Be at least 13 years of age;
3. Attain at least 60% score in written and practical testing
4. Be a member in good standing of the Ontario Taekwondo Association
5. Be approved by the President of the Ontario Taekwondo Association



9.5 Out of Province Referee

1. When required, an out of Province National Referee certified by WTF Canada may be invited to officiate at sanctioned OTA events upon the recommendation of the Referee Chair and approval of the President of the Ontario Taekwondo Association.
2. The Out of Province Referee shall join the Ontario Taekwondo Association as an independent Black Belt or through a sanctioned club but shall not be required to pay the annual membership fee.
3. Out of Province Referee expenses will be paid in accordance with OTA Referee *Fees and Honouraria policy*.

10 REFEREE CERTIFICATION SEMINAR

Referee seminars will be organized and run several times annually by the Referee Committee in accordance with the business plan of Ontario Taekwondo Association

10.1 Referee Seminar Program

Syllabus

- The Referee Seminar will consist of the following program:
- Applicants **must read** the WTF Competition Rules and must complete an open book assignment designed to assure a good level of familiarization with the WTF Competition Rules. The assignment must be completed and handed to the course conductor before commencement of the seminar.
- Theory on refereeing and competition rules;
- Written examination;
- Refereeing practicum on hand signals;
- Scoring method and practicum;
- Practical examination – to be completed at a sanctioned event

10.2 Application to Host a Referee Seminar

Referee seminars may be organized by an accredited OTA school/club. Any OTA club wishing to sponsor a Provincial Referee certification seminar must follow these procedures:

1. Submit an application to the Executive Assistant of the OTA within 60 days from expected date of the event.
2. The sponsoring club must either guarantee at least 20 seminar participants, or must assume seminar instructor's expenses (Seminar leader and assistant fees) in accordance with OTA Referee *Fees and Honouraria policy*.
3. The Referee Committee Chair will determine final approval.

Ontario Taekwondo Association

Referee Committee – Policy and Procedures



10.3 Role of the Ontario Taekwondo Association office

- The OTA office will handle all administration aspects of seminars including receiving participant fees and process all certification documents within 30 days of receipt of the report.
- An attendance summary will be supplied to the OTA that will indicate pass or fail by the Referee Seminar Leader.

10.4 Seminar Reports

- At the completion of a seminar, the Seminar Leader must submit a completed Seminar Report that includes a list of participants, test results and other documents pertaining to the seminar to the Referee Chair, with a copy to the OTA office within 5 days of the seminar. The report should also include an assessment of the success of the seminar and any lessons learned.

10.5 Fees and Expenses

- Seminar fees will be set by the Board of Directors of the OTA. All seminar applicants must register and pay in advance through the OTA office.
- Late applications and registration at the door may not be accepted nor recognized by the OTA, unless otherwise approved by the OTA.

10.5.1 Deposit of Proceeds

- Proceeds resulting from the seminar participation must be deposited in the OTA accounts.

10.5.2 Payment of Expenses

- Authorized expenses for the appointed Seminar Leader and Assistant(s) shall be reimbursed and, where required, paid to service providers and facility operators by the OTA office. The sponsoring seminar host may pay for direct expenses of the Course Leader and Assistant(s).

10.6 Course Conductor Honourarium

- Honouraria are set according the OTA Referee *Fee and Honouraria Policy* and payable from the OTA office. Honouraria must not be paid directly to the Course Leader and Assistant(s) by the sponsoring club. Honouraria must not be paid until course results are submitted to the OTA office.

10.7 Certification and Accreditation

- Upon successful completion of each seminar, the OTA office will issue the appropriate class referee certificates and other required material(s) to all successful participants within 30 days of the completion of the seminar.

Ontario Taekwondo Association Referee Committee – Policy and Procedures



- The Executive Assistant of the OTA shall update the Referee Member Database to record attendance and seminar results

11 MATTERS NOT COVERED BY THIS POLICY

- In the event a situation arises that is not covered by the WTF rules or other OTA Policies and Procedures, the 1st Vice President of the OTA will deliver the final ruling after a joint meeting of the Referee Chair, Referee Committee members and other pertinent interested parties.



OTA Referee Code of Conduct

As a certified and accredited OTA Referee I agree to:

- Act in a manner consistent with the spirit of fair play and responsible conduct by delivering continuously educated conscientious objective judgements for each competitor equitably and without prejudice.
- Seek to continual self-improvement through study, performance appraisal and regular updating of competencies.
- Acknowledge, respect and adhere to the authority of appointed event and tournament staff.
- Fully comply with the OTA dress code.
- Arrive at all competition/seminar venues at the designated time and will remain until the Referee Chair officially excuses me, or until the completion of the competition/seminar.
- Maintain an appropriate level of fitness to promote optimal athletic performance.
- Refrain from any use of performance enhancing or illicit drugs, including, but not limited to, tobacco and alcohol.
- Refrain from using any substance on the Canadian Centre for Ethics in Sport Anti-Doping Code.
- Abide by the policies and rules established by the OTA and the WTF.
- Abide by the rules of the particular competition as stated in the tournament package.
- Respect others, including coaches, competitors, officials and spectators.
- Not engage in, nor tolerate, any form of verbal, physical or sexual abuse.
- Respect the property of others.
- Refrain from illegal or inappropriate behaviour that would deter from a positive image of oneself and Taekwondo.
- Refrain from accepting any gratuities from competitors, participants or spectators.
- Refrain from making disparaging or personal remarks about other referees, competitors, coaches, instructors, officials or the OTA, on or off the competition venue.
- Maintain a positive attitude and act in a way that will bring honour to oneself, the OTA, and the sport of Taekwondo.
- Immediately report any conflict of interest whether actual or perceived.
- Remember that I am an ambassador of Taekwondo, the OTA and the Olympic movement.

I hereby agree to follow the OTA Referee Code of Conduct and acknowledge any misconduct may result in sanctioning up to and including revocation of my certification as an accredited OTA Referee.

Print Name

Signature

Date