



San Diego Water Polo Officials Association

POLICIES AND PROCEDURES

ARTICLE I – ADMINISTRATION

Section 1. Purpose.

San Diego Water Polo Officials Association (SDWPOA) Policies & Procedures provide detailed information as to the roles, responsibilities, and procedures to be followed by its members and officers. The Policies & Procedures operate in concert with the SDWPOA BY-LAWS.

Section 2. Ratification.

The Policies & Procedures are to be ratified by a two-thirds majority of active members provided a quorum is present.

Section 3. Amendment.

The Policies & Procedures may be amended from time to time by the Executive Board as it deems necessary to maintain consistency with current business practices. A majority vote by the Executive Board is required to post amendments to the Policies & Procedures. The Board is required to notify the members of all amendments within 30 days of the action.

Section 4. Officers and Duties.

The officers are elected by the members to carry out the duties specified below. The officers must recognize their roles and responsibilities vested in them through the BY-LAWS and Policies & Procedures. Officers are free to act in accordance within the BY-LAWS and Policies & Procedures but must also understand the limits of their authority office.

Section 5. Authority and Accountability.

The ultimate authority for the governance of SDWPOA is the Executive Board. Actions of officers consistent with the BY-LAWS and Policies & Procedures will be supported by the Board. Actions of officers, appointed committees, or other persons with delegated authority, that are deemed to exceed the limits of their authority will be reviewed by the Board. The full Board has the right to be present at any review. Any determination of the Board will be communicated by the President, or in the case of actions of the President being the subject of the review, the Vice President will communicate the determination of the Board.

Should the Board determine the actions of an appointed committee member or other persons with delegated authority to not be consistent with the BY-LAWS or the Procedures & Procedures, the Board shall have the authority to remove the member from that committee or rescind their delegated authority.

ARTICLE II – OFFICERS and DUTIES

Section 1. President.

The President shall have the following responsibilities:

- a. Act as the chief executive officer of SDWPOA.
- b. Act as the liaison in communication with affiliate organizations, unless otherwise delegated.
- c. Exercise executive authority in the day-to-day management of the organization.
 - d. See that all orders and resolutions of the membership are carried into effect.
 - e. Serve on Executive Board.
 - f. Assume the duties of the Assignment Secretary for collegiate assignments.
 - g. Assume the duties of the Assignment Secretary for high school playoffs as per the High School Playoff Assignment Policy.
 - h. Serve on the Evaluation Committee and act as its chairperson.

Section 2. Vice President.

The Vice President shall have the following responsibilities:

- a. Periodically communicate to members and organizations policies related to the conduct of business.
- b. Act as a liaison between clubs and school organizations in securing timely payment for referees.
- c. Serve on the Judicial Committee and act as its chairperson.
- d. Serve on Executive Board.
- e. Assume the duties of the President in the conduct of business when the President is not available.
- f. Accept other duties as delegated by the President.

Section 3. Secretary.

The Secretary shall have the following responsibilities:

- a. Keep the minutes of the meetings and of meetings of the Board.
- b. See that all notices are given pursuant to the BY-LAWS and Policies & Procedures or as required by law.
- c. Be custodian of the records.
- d. Have charge of membership records of SDWPOA.
- e. Serve on Executive Board.
- g. Accept other duties as delegated by the President.

Section 4. Treasurer.

The Treasurer shall have the following responsibilities:

- a. Receive and be responsible for all funds owned or held by SDWPOA and, in connection therewith, keep or cause to be kept full and accurate records and accounts for SDWPOA.
- b. Deposit to the credit of SDWPOA all money received in such bank as the Board has established.
- c. Disburse and supervise the disbursement of funds as may be properly authorized.
- d. Render to the Board at any meeting, financial and other appropriate records on the condition of SDWPOA.
- e. Serve on Executive Board.
- h. Accept other duties as delegated by the President.

Section 5. Assignment Secretary.

The Assignment Secretary shall have the following responsibilities:

- a. Collect game and tournament schedules for coordination of assignments.
- b. Make game assignments in manner consistent with BY-LAWS and Policies & Procedures.
- c. Report as a grievance any member who routinely turns-back assignments without good cause.
- d. Make all assignment logs available for inspection upon request.
- e. Designate responsible member to carry-out duties when the Assignment Secretary will be traveling.
- f. Provide tournament directors with assignment roster in advance of tournaments, and once again if there are significant modifications to the assignments.
- g. Coordinate assignments of new members with the Instructional Chairperson.
- h. Serve on Executive Board.
- i. Accept other duties as delegated by the President.

Section 6. Instructional Chair.

The Instructional Chairperson shall have the following responsibilities:

- a. Establish instructional calendar and content for classroom and poolside training.
- b. Produce and administer the annual rules test.
- c. Act as a liaison with Instructional Chairpersons with affiliated organizations.
- d. Act as Playing Rules interpreter for all competition.
- e. Serve on the Evaluation Committee.
- f. Serve on Executive Board.
- g. Accept other duties as delegated by the President.

Section 7. Member-at-Large.

The Member-at-Large shall have the following responsibilities:

- a. Serve on Executive Board.
- b. Accept other duties as delegated by the President.

ARTICLE III –CERTIFICATION, TRAINING, EVALUATION & LISTING

Section 1. Certification.

All active members are required to adhere to minimum performance standards set forth by SDWPOA. The standards fall into three (3) primary areas of measurement (Attendance, Rules Test, and Evaluation).

Attendance

- a. Attendance will be taken at each regular meeting, annual business meeting, and each clinic session conducted by SDWPOA.
- b. Members are required to participate in a minimum of **18 hours** of instruction per fiscal year.
- c. Attendance at SDWPOA, **USAWP**, SCAF or MPSF clinics apply toward the minimum requirement.
- d. Attending Collegiate level games, working with a Senior Referee with an evaluation after also count towards the minimum requirement.
- e. All regular meetings, annual business meeting and clinics, training is conducted.

Including, but not limited to new rules, rule interpretations, philosophies, mechanics and ethics.

Rules Test

- a. All active members will take a rules test each fiscal year and attain a minimum score. Members may take the test as many time as is necessary to pass.
- b. Probationary members must attain a minimum score of 80% correct.
- a. Staff members must attain a minimum score of 90% correct.
- b. Senior Staff members must attain a minimum score of 95% correct.

- c. USWP “National,” “ASUA,” or “FINA” rated officials are exempt from the rules test.

Evaluation

The guidelines for formal evaluations are as follows:

- a. The Committee will provide at least one written evaluation per year to each member.
- b. A USWP standardized form will be used for consistency across all members.
- c. A member may request additional formal evaluations, and schedule permitting, the Committee will provide additional evaluations.

The guidelines for informal evaluations are as follows:

- a. Staff will be observed periodically by Senior Staff.
- b. Senior Staff will be instructed to provide immediate feedback.
- c. Senior Staff will provide input to the Evaluation Committee and Assignment Secretary on the fitness of members.
- d. Informal evaluations will be coordinated throughout each fiscal year.

Section 2. Training.

All members must attend at least one clinic per year at which time new rules, rule interpretations, philosophies, mechanics and ethics are discussed. A clinic is an intense four to eight hour presentation by a licensed USWP Clinician covering all aspects of the game of water polo.

All regular meetings, annual business meeting and clinics, training is conducted. Including, but not limited to new rules, rule interpretations, philosophies, mechanics and ethics.

Members are encouraged to watch other officials at work at all levels.

Members are given handouts, videos and slide presentations to visualize situational awareness.

Probationary members will be accompanied by a Staff or Senior Staff member until such a time where the Evaluation Committee determines that the qualifications have been met to be removed from probationary status.

Section 3. Evaluation of Members.

The Evaluation Committee determines the fitness and qualification of members to officiate water polo games. Evaluation is performed on both an informal and formal basis.

The Judicial Committee may require a member to undergo a formal evaluation for the purposes of determining his fitness and qualifications. Such a formal evaluation is required prior to any remediation program. The Evaluation Committee may determine appropriate training, counseling, or other instructional program to serve as an appropriate remediation program for a member. The Committee may determine a member to be unfit for assignment, and subsequently recommend that the member be referred for sanction, suspension, or expulsion.

Section 4. Member Listing.

The judgment of the Evaluation Committee is documented annually through the production of member lists which identify active members as Probationary, Staff, and Senior Staff. These lists are to be used by the Assignment Secretary as a basis for determining the appropriate level of competition each member is prepared to officiate.

- a. Probationary – Active members who are developing their skills as officials. Typically, these are 1st or 2nd year officials who are competent to officiate any mid-level high school or age group competition, when accompanied by Staff or Senior Staff.
- b. Staff – Active members who have invested the time and dedication to advance their skills and who are competent to officiate any level of high school or age group competition.
- c. Senior Staff – Active members who have demonstrated superior skill and judgment in the performance of their duties, and who are competent to officiate at the collegiate or Open age group level.

The Evaluation Committee will also be responsible for the maintenance and movement of officials for the USWP officials Ratings & Listing process. The Committee will ensure that USWP Ratings & Listings procedures and guidelines are followed in the recommendation and advancement of its members. The Committee will directly provide the USWP Zone Referee Delegate with the Ratings, Rankings, and assignment priorities of its members for consideration by the USWP National Referee Ratings & Listing Subcommittee.

ARTICLE IV – ASSIGNMENT POLICIES

Section 1. Members.

Members in good standing will be considered for assignment by the Assignment Secretary. Periodically, the Assignment Secretary will request member availability for upcoming assignments, either via paper form or by telephone communication. It is the responsibility of the member to clearly indicate their availability to the Assignment Secretary. Members should communicate via email or in writing to the Assignment Secretary.

Section 2. Game Assignments.

Once an official has accepted an assignment, it is his/her responsibility to provide officiating services to the host organization. If an official's availability changes, and he/she must turn-back an assignment, he/she should notify the Assignment Secretary seventy-two (72) hours prior to the scheduled game time. If this notification is conducted via email or by voice message, it is the official's responsibility to re-confirm receipt of the message by the Assignment Secretary. If the official is unable to confirm the turn-back directly with the Assignment Secretary, he may contact the President or Vice President.

Under no circumstances may a referee exchange or transfer assignments with another referee member unless specifically authorized by the Assignment Secretary. Emergency situations will arise and should be dealt with on a reasonable basis.

High School Playoff and or championship assignments will be based upon the High School Playoff Assignment Policy (See Policies and Procedures Exhibit High School Playoff Assignment Policy). All members are eligible for post season or championship assignments.