



2011 OFA POLICIES ON OFFICIALS

Amended as of August 1st, 2011

Section 1: Referees

1. The jurisdiction to issue “Regional” (R-class) or “Provincial” (P-class) licenses within Ontario shall remain with the OFA Officials Committee.
2. The OFA shall appoint a Referees Commission to oversee referee training, granting referee licenses, and making recommendations and decisions of a technical nature to the Officials Committee and the OFA Board of Directors (for example, relating to the granting of waivers for formal examinations, withdrawal of licenses).
3. Each July, the standing Referees Commission shall put forward to the Officials Committee a list of recommendations for Referee Evaluators and Learning Facilitators. This list shall be amended as required (in consultation with the Referees Commission), and then put forward to the Board of Directors for final approval for the upcoming season. The list shall be published as an appendix (R1) to this document, and may be amended at any time as required.
4. All provincially licensed referees must officiate at a minimum of three (3) tournaments within a 24 month period in order to maintain their license. The tournaments must be at a level commensurate with the level of their license, as determined by the OFA Referees Commission or OFA Officials Committee. *See the section labeled “Retention of the Provincial level refereeing license” for more information.*

OFA SCHEDULE FOR DISBURSEMENT TO REFEREES

Revised July 2010

This section outlines the honoraria and disbursements to be used for employment of referees at competitions falling into categories 1 and 2, and any other sanctioned competition which has more than 170 registrations (across all events). Tournament organizers should consider this schedule as “minimum recommended rates of pay” for the above mentioned tournaments unless they have prior agreement from the OFA Officials Committee. It should be noted that Referees who are hired at rates which are lower than those set out in the schedule below **must** be made aware of the intended rates of pay at least 2 days prior to the event. The proposed rates assume a normal work day (8:30 AM - 5:00 PM). Where referees are expected to work extended hours, or where it is not possible for normal breaks to be taken, rates of pay should be modified to reflect this.

Lower level or smaller circuit competitions (for example smaller OCC events) are not bound by these guidelines for disbursements. Those competition organizers should discuss disbursements more commensurate with the level of the competition with intended referees and should inform hired referees of the intended rates of pay at least 7 days prior to the start of the event.

Referee Honoraria

The minimum daily honoraria schedules for referees, based upon both qualification level and the number of weapons in which a referee can work, are given in Tables 1 and 2. This schedule has been devised based upon consultation with the CFF Referees Committee and takes into consideration the following factors:

1. referees with higher level qualifications are required to undergo more training and typically have more experience, making them more employable towards later stages of the competition during more difficult bouts (e.g. quarters, semis, and finals)
2. referees qualified in multiple weapons are more flexible and employable during competitions
3. referees qualified in multiple weapons are asked to perform more difficult tasks when switching between weapons.

The recommended minimum honorarium for a Head Referee is \$130. Note that the Head Referee should have the dual responsibilities of ensuring the smooth and safe functioning of the tournament and promoting referee development. It is acceptable for the Head Referee to serve as floor manager, but it is also acceptable for the floor manager role to be assigned to a different individual, allowing the Head Referee to focus on development and other duties. No subsidies for officials are available for competitions in the 2010/11 season. Instead, for select Senior Category 2 competitions only, the OFA will fully fund one mentor official (to be selected by the OFA) whose sole purpose shall be referee development and mentoring. Please contact the Executive Director for more details or to apply for a mentor at your tournament.

Table 1: Minimum recommended honoraria for referees holding licenses in one or two weapons only.

1st weapon qualification level		2nd weapon qualification level			
		Regional	Provincial	National	FIE
Unclassified	\$50	-	-	-	-
Regional	\$60	\$65	-	-	-
Provincial	\$75	\$80	\$85	-	-
National	\$90	\$95	\$100	\$105	-
FIE	\$100	\$105	\$110	\$115	\$120

Table 2: Minimum recommended honoraria for referees holding licenses in three weapons only.

1st & 2nd weapon level	3 rd weapon qualification level			
	Regional	Provincial	National	FIE
Regional	\$75	\$80	-	-
Provincial	\$90	\$95	\$105	-
National	\$105	\$110	\$115	\$120
FIE	\$120	\$125	\$130	\$135

PROVINCIAL CRITERIA FOR REFEREEING QUALIFICATIONS

The OFA will recognise seven levels of referee:

1. Basic (*I*)

Those tournament officials with a basic understanding of the Rules of Competition who serve as runners, work at registration, act as scorekeepers and timekeepers, and fill miscellaneous roles.

2. Referee candidate (*RC*)

Referees who have completed a sanctioned Refereeing Workshop or have otherwise formally initiated their referee training program.

3. Regional-level Referee (*R*)

Referees who are working toward their Provincial-level license but who do not yet possess the experience or ability to succeed at their examination.

4. Provincial-level Referee (*P* or *P-*)

Referees who hold a full or provisional Provincial-level license.

5. National-level Referee-candidate (*NC*)

Referees who hold a full Provincial-level license and are of sufficient competence to challenge for their National-level license, or who hold a provisional National-level license.

6. National-level Referee (*N*)

Referees who hold a full National-level license.

7. FIE-level Referee (*A/B*)

Referees who hold an International license.

Obtaining the Provincial (P) Refereeing License

The qualification process for a Provincial (P) referee license is detailed in a separate document included as appendix R 3. In brief, all candidates seeking a Provincial license need to go through four steps. It is possible to go through these as part of the official OFA Referee Development Program or independently. There are different financial implications for each model. Regardless of the model selected, all candidates must complete:

1. The Refereeing Workshop

The referee candidate shall attend a Refereeing Workshop led by a provincially-appointed Referee Learning Facilitator. The workshop shall introduce the referee candidate to the basic skills, rules, and conduct of a referee. It will also provide a venue for a discussion of the current interpretation and application of the rules. *Note that referee candidates should be familiar with the current version of the FIE rules, and the most recent edition of the CFF Refereeing Handbook prior to attending the workshop.*

2. Mentoring

Upon completion of the Refereeing Workshop, the referee-candidate shall undergo a minimum of two (2) provincial-level tournament practical sessions, under the supervision of one or more mentor referees who shall be assigned to each referee candidate by the Referees Commission.

During the mentoring phase referee candidates shall also have the opportunity to discuss interpretations with, and receive feedback from their mentor in non-competition environments. Referee candidates are encouraged to think of the mentors as resources to help them become the best referees possible, and not simply as resources to help preparation for the formal assessment and the written and practical examinations to come.

The mentoring phase shall continue until the candidate successfully completes both the Formal Assessment and the Provincial Evaluations.

3. The Formal Assessment

After a period of mentoring, the referee-candidate shall attend a Formal Assessment with provincially-assigned Evaluators (appointed by the Officials Committee on the recommendation of the Referees Commission). During this assessment, the referee candidate will discuss and demonstrate their theoretical and practical understanding of the Rules of Competition.

Evaluators shall work with referee candidates to help identify strengths and weaknesses and shall provide clarification of points of interpretation and specific advice on how to reinforce the candidate's strengths and address their weaknesses.

At the conclusion of the Formal Assessment, evaluators will advise the referee candidate to continue the mentoring phase, or shall write them a “Letter of Recommendation for Evaluation for the Provincial License.” At the discretion of the Evaluator, a candidate may receive their Level 3 (Regional) certification following the Formal Assessment.

4. Evaluation for the Provincial License

Upon receiving the “Letter of Recommendation for Evaluation for the Provincial License” the candidate may contact the Referees Commission (via the OFA Executive Director) to schedule their evaluation. In order to complete the qualification process, the referee-candidate must pass both a written/oral evaluation of the “Rules of Competition” and a practical evaluation in a tournament environment.

Referee candidates must achieve a minimum passing grade of 80% on the written / oral evaluation of the Rules of Competition. This must be achieved in each weapon that the candidate wishes to be examined, as well as the general section. The written / oral evaluation must be successfully completed prior to the practical evaluation.

The practical evaluation may be done at any tournament which is considered appropriate by the Referees Commission. The practical evaluation shall be conducted by a committee of at least two recognized Referee Evaluators, who shall be appointed by the OFA Officials Committee on the recommendation of the Referees Commission, and who shall independently evaluate each candidate. At least one Referee Evaluator must be a “Senior Evaluator.”

Practical evaluations will be based on overall impressions formed by the Referee Evaluators over the entire evaluation, rather than specific gradings on particular bouts (see appendix R2 for details).

Failures shall be given when the majority of evaluators report that the candidate is not yet ready to be licensed at the provincial level.

Passes shall be deemed provisional, full, or for exceptional. The majority of passes shall be “provisional”, meaning that further informal assessments and mentoring will be conducted by the referee development team for 12 months following the successful evaluation. If candidates continue to progress during this time, then their provisional licenses will be upgraded to full licenses after a 12 month probationary period on the recommendation of two Referee Evaluators. If candidates do not continue to progress, then their provisional licenses may, on the recommendation of two Referee Evaluators, be downgraded to regional licenses, or be extended for another 12 month period. Full licenses may be granted immediately if the Referee Evaluators feel this is warranted. Candidates whose performance is deemed to be exceptional at the evaluation may, at the discretion of the Referee Commission, be put forward for examination at the National level at the earliest opportunity.

Either candidates or evaluators may, by mutual agreement at any time, defer an evaluation until a later date. Where a deferred evaluation is requested, previously passed material may be re-evaluated at the discretion of the evaluator. A regional level license may be issued to candidates who have successfully completed a partial evaluation where deemed appropriate.

Retention of the Refereeing License

1. In order to remain current, effective, and retain refereeing licenses within Ontario, all referees **MUST**;
 1. be a registered Official of the OFA;
 2. officiate in AT LEAST three OFA-sanctioned (or equivalent level) tournaments during each 24 month period;
2. Any P-level referee not fulfilling both of the above requirements shall have their qualification down-graded to a Provisional Provincial License (P-) after the first year, and may lose their Provincial license after the second year. Those holding provisional or regional licenses may lose their qualifications entirely if they do not meet the abovementioned recency requirements. All changes in license status shall be notified in writing by the Referees Commission.
3. Referees holding a Conditional Provincial License may be required to undergo another practical evaluation in order to regain the full Provincial license at the discretion of the Referee Coordinator or Referees Commission.
4. A referee losing their Provincial license is required to undergo the entire process, including workshops, assessments, written / oral, and practical evaluations. The CFF shall be notified by the Referee Coordinator of the expiration of this member's Provincial license.
5. A member may petition in writing to the OFA Officials Committee for reinstatement of their Provincial license should there be extenuating circumstances.
6. Refresher Workshops may be held for all qualified referees on certain occasions to discuss new rules or developments within the sport. These Refresher Workshops may be conducted and required of all Provincially licensed referees when there are changes to rules, practical interpretations, or other standards within the sport. Failure to attend mandatory refresher workshops or to seek alternative methods of training within a 12 month span may, at the discretion of the Referees Commission, result in Provincial licenses being downgraded to Conditional Provincial licenses.

Section 2: Secretariat

Preamble

1. The jurisdiction to qualify secretariat as Regionally or Provincially licensed within Ontario shall remain with the OFA Officials Committee. At the time of writing, there is no clearly defined CFF policy for accreditation of secretariat at the national level. Details will be added to this document as they are forthcoming.
2. The OFA Officials Committee shall appoint a Secretariat Commission to oversee training of secretariat, and make recommendations and decisions of a technical nature to the Officials Committee and the OFA Board of Directors as appropriate (for example, relating to the granting waivers to formal examinations, withdrawal of licenses).
3. Each July, the Secretariat Commission shall put forward to the Officials Committee a list of recommendations for Secretariat Evaluators and Learning Facilitators. This list shall be amended as required (in consultation with the Secretariat Coordinator), and then put forward to the Board of Directors for final approval for the upcoming season. The list shall be published as an appendix to this document, and may be amended at any time as required.
4. All provincially licensed secretariat must officiate at a minimum of one (1) tournament per year in order to maintain their Provincial license. The tournaments must be at a level commensurate with the level of the P-license, as determined by the OFA Officials Committee or their designate. *See the section labeled "Retention of the Provincial level Secretariat License" for more information.*

OFA SCHEDULE FOR DISBURSEMENT TO SECRETARIAT

Revised July 2010

This section outlines the honoraria and disbursements to be used for employment of secretariat during Open Competitions, Provincial Championships and any other sanctioned competition which have more than 170 registrations. It is created based upon recommendations from the Officials Committee made at the 2001-2002 season to the OFA Board of Directors and General Membership, and is reflective of a regular work day (8:30 AM - 5:00 PM). Tournament organizers should consider this schedule as minimum acceptable rates of pay for the above mentioned tournaments unless they have prior agreement from the OFA Officials Committee. It should be noted that secretariat hired at rates which are lower than those set out in Table 3 **must** be made aware of the intended rates of pay at least 2 days prior to the event.

Note that lower level or smaller circuit competitions (for example smaller OCC events) are NOT bound by these guidelines for disbursements. Those competition organizers should discuss disbursements more commensurate with the level of the competition with the OFA Officials Committee and notify intended secretariat of the intended rates of pay at least 7 days prior to the start of the event.

Table 3: Daily pay scale for secretariat. Pay is based on the number of events run per day. It is suggested that a premium of \$20 per day is added for large tournaments (more than 64 registrations in any single event or 100 teams registered over a two-day tournament or tournaments with more than 6 events per day).

Level	1 event	2 events	3 events	4 events	5 events	6 events
Regional	\$45	\$50	\$55	\$60	\$65	\$70
Provincial	\$70	\$75	\$80	\$80	\$90	\$95
National	\$90	\$95	\$100	\$105	\$110	\$115

PROVINCIAL CRITERIA FOR SECRETARIAT QUALIFICATIONS

The OFA will recognise five levels of secretariat:

1. Basic (*B*)
Those tournament officials with a basic understanding of the Rules of Competition who serve as runners, work at registration, and fill miscellaneous roles.
2. Secretariat-candidate (*SC*)
Individuals who have completed the Provincial Secretariat Workshop or have otherwise initiated their secretariat training program.
3. Regional-level Secretariat (*R*)
Individuals who are working toward their Provincial-level license but who do not yet possess the experience or ability to succeed at their examination.
4. Provincial-level Secretariat (*P*)
Individuals who hold a full or provisional Provincial-level license.
5. National-level Secretariat (*N*)
Individuals who hold a full National-level license.

Obtaining the Provincial Secretariat License

The qualification process for a Provincial-level secretariat proceeds in three phases:

1. The Provincial Secretariat Workshop

The candidate must attend a Secretariat Workshop led by a provincially-appointed Secretariat Learning Facilitator. The workshop will introduce the candidate to the basic tools, procedures and rules for running a tournament, with particular reference to using Engarde or Fencing Time Software.

2. The Mentoring Phase

Upon completion of the Secretariat Workshop, the candidate must assist in running the secretariat at a minimum of two (2) provincial-level (Ontario Challenge Circuit) tournament practical sessions, under the supervision of one or more assigned mentors. This criterion may be waived by the Officials Committee or a recognized Learning Facilitator.

During the mentoring phase the candidate will also have the opportunity to discuss problems and receive feedback from their mentor in non-competition environments. Candidates are encouraged to think of their mentors as resources to help them prepare for the practical examination to come.

The mentoring phase will continue until the candidate successfully completes the practical examination.

3. Evaluation for the Provincial License

Once the mentor feels that the candidate is ready, the mentor will write the candidate a "Letter of Recommendation for Evaluation for the Provincial License" which will be submitted to the Secretariat Coordinator. Once the letter of recommendation is received, the Secretariat Coordinator will arrange a time for the candidate to complete the Provincial Evaluation.

The evaluation may be done at any tournament which is considered appropriate by the Secretariat Coordinator.

The evaluation shall be conducted by an appointed Secretariat Evaluator, who shall be nominated by the Officials Committee on the recommendation of the Secretariat Coordinator.

During the practical examination, the candidate will be evaluated in the following areas:

1. Understanding of normal tournament format and procedures.
2. Ability to run pools and tableau by hand.
3. Ability to run individual and team pools and tableau in Engarde or Fencing Time, including entering data and producing electronic results.
4. Understanding of CFF procedures for ranking fencers at the beginning of a tournament.
5. Ability to produce electronic results that meet CFF specifications, including using the fff checker program to check and correct electronic results
6. Ability to work through unusual situations (e.g. withdrawal or ejections (ie black cards) of individual during tournament, correction of problems/mistakes by re-running sections of the tournament, ability to manually manipulate pools within Engarde or Fencing Time, ability to deal with technological failures.

In addition, the candidate must show a professional conduct, and an ability to deal with the pressures of running a busy tournament throughout the evaluation process.

In each area the candidate will be graded at the following levels;

- | | |
|------------|---|
| Trained: | Shows basic understanding of concepts/procedures but makes mistakes/misjudgements. |
| Certified: | Shows good understanding of concepts/procedures; makes few or no mistakes/misjudgements; shows efficient use of time and resources. |
| Excelled: | Shows through understanding of concepts; makes no mistakes/misjudgements; shows excellent use of time and resources. |

To be certified at the provincial level, the candidate must be evaluated as Certified in each of the 4 areas. Candidates who are evaluated as Trained in one or two areas may be considered for a regional licence at the discretion of the Evaluator. Candidates who are evaluated at the "Trained" level in 3 or more areas will be required to work with their mentors for a further period before re-evaluation. Candidates who are evaluated at the Excelled level in all areas may have their names put forward for evaluation at the National level to the CFF.

Since fewer opportunities for training and evaluation of team tournaments exist, candidates may take examinations for individual and team tournaments separately. However, every effort must be made to examine secretariat at a team tournament as soon as possible after the individual examination is completed. Secretariat are not fully certified until both examinations are completed.

Retention of the Provincial Level Secretariat License

1. In order to remain current, effective, and retain the Level 4 (Provincial) secretariat license within Ontario, the individual MUST;
 1. be a registered Official of the OFA;
 2. officiate in AT LEAST one OFA-sanctioned (or equivalent level) tournament during each competitive season.
2. Any P-level secretariat not fulfilling both of the above requirements shall have their qualification down-graded to a conditional Provincial License (P-) after the first year, and may lose their Provincial license after the second year. All changes in license status shall be notified in writing by the Secretariat Coordinator.

Secretariat holding a conditional provincial license may be required to undergo another practical examination in order to regain the full Level 4 (Provincial) license at the discretion of the Secretariat Coordinator or Officials Committee.

3. Secretariat losing their Level 4 (Provincial) license are required to undergo the entire process, including workshops and practical examinations.
4. A member may petition in writing to the OFA Officials Committee for reinstatement of their Provincial license should there be extenuating circumstances.
5. Refresher Workshops may be held for all qualified secretariat on certain occasions to discuss new rules or developments within the sport. These Refresher Workshops may be conducted and required of all Provincially licensed secretariat when there are changes to software, practical interpretations, or other standards within the sport. Failure to attend mandatory refresher workshops or seek alternative methods of training within a 12 month span may, at the discretion of the Secretariat Coordinator, result in Provincial licenses being downgraded to Conditional Provincial licenses.

Section 3: Technicians and Armourer

Preamble

The jurisdiction to qualify Technicians and Armourers with a Provincial License within Ontario shall remain with the OFA Officials Committee.

The OFA Officials Committee shall appoint an Armourers' Commission to oversee training of Technicians and Armourers, and make recommendations and decisions of a technical nature to the Officials Committee, the OFA Board of Directors as appropriate (e.g., relating to granting waivers to formal examinations, withdrawal of licenses, etc.).

Each July, the Armourers Commission shall forward to the Officials Committee a list of recommendations for Technician and Armourer Evaluators and Learning Facilitators. This list shall be amended as required (in consultation with the Armourers Commission), and then put forward to the Board of Directors for final approval for the upcoming season. The list shall be published as an appendix (A1) to this document, and may be amended at any time as required.

All provincially licensed armourers must officiate at a minimum of one (1) tournament per year in order to maintain their Provincial license. The tournaments must be at a level commensurate with the level of the P-license, as determined by the OFA Armourers Commission or OFA Officials Committee. *See the section labeled 'Retention of the Provincial level Armourer License' for more information.*

OFA SCHEDULE FOR DISBURSEMENT TO ARMOURERS

Revised April 2010

This section outlines the honoraria and disbursements to be used for employment of armourers at competitions falling into categories 1 and 2, and any other sanctioned competition which has more than 170 registrations (across all events). Tournament organizers should consider this schedule as "minimum recommended rates of pay" for the above mentioned tournaments unless they have prior agreement from the OFA Officials Committee. It should be noted that Armourers who are hired at rates which are lower than those set out in the schedule below **must** be made aware of the intended rates of pay at least 2 days prior to the event. The proposed rates assume a normal work day (8:30 AM - 5:00 PM). Where armourers are expected to work extended hours, or where it is not possible for normal breaks to be taken, rates of pay should be modified to reflect this.

Note that lower level or smaller circuit competitions (for example smaller OCC or Just for Fun events) are NOT bound by these guidelines for disbursements. Those competition organizers should discuss disbursements more commensurate with the level of the competition with intended armourers and should inform hired armourers of the intended rates of pay at least 7 days prior to the start of the event.

Table 4:

Qualification Level	Recommended Rate
1. Weapon Technician (T)	50
2. Club Armourer (T-CA)	70
3. Regional Armourer (R)	65
4. Provincial Armourer (P)	85
5. CFF National Armourer (N)	105

PROVINCIAL CRITERIA FOR ARMOURER QUALIFICATIONS

The OFA will provide training and mentorship for four levels of Technician and Armourer. The Technician will focus on general repair and maintenance of equipment and having knowledge to assist with Armoury duties at competitive events. The Armourer qualification will include technical knowledge and additional knowledge of OFA, CFF and FIE Armoury rules for competitive events, on site troubleshooting with electronic scoring equipment and checking personal equipment for compliance with rules as determined by the Directoire Technique.

1. Weapon Technician (*T*)

A basic knowledge of competition rules related to safety, equipment testing, maintenance and repair of personal equipment.

Context: Personal (equipment maintenance and repair preparing for other contexts)

1. Club Armourer (*T-CA*)

Individuals who have completed the Provincial Technician training, mentoring and examination. Advanced knowledge of safety, equipment testing, maintenance and repair of club equipment which is more comprehensive than weapon technicians, and including scoring equipment, mask and jackets etc. This level must include a sound understanding of the materials rules and competition setup standards.

Context: Club (equipment maintenance and repair, setting up club practice area and safety)

3. Regional Armourer (*R*)

Individuals who are working toward their Provincial-level license but who do not yet possess the experience or ability to succeed at their examination. Designed to prepare people to run 'just for fun' training competitions within their clubs from a technical standpoint This would include smaller Provincially sanctioned events.

Context: Developmental Tournaments (JFF, OCC, OYCAD)

4. Provincial Armourer (*P*)

Individuals who hold a full or provisional Provincial-level license and are fully qualified to run Armoury for larger tournaments such as Open or Championship events.

Context: Points Tournaments (Opens, Provincials)

5. CFF Certified Armourer (*N*)

Individuals who hold a CFF Armourer Certification.

Context: National and International Tournaments

Contexts Armourers and technicians work under

Personal: maintain, and repair personal equipment to build skills used in Club and Tournament contexts

Club: maintain and repair Club equipment. Ensure safe practice environment assists in teaching personal technician skills. Focus is on safe and well functioning equipment.

Tournament: Set up, and manage tournament equipment in a Safe and efficient manner. Repairs can be completed by Technicians or as time permits, focus is in safety and efficiency.

Obtaining the Weapons Technician Certificate (T)

Certification at this level requires the completion of the Weapons Technician course, no less than 5 hours in duration. This will be followed by a practical and written test conducted by a Provincial Armourer evaluator. The pass level for the written exam shall be 65% or greater.

Obtaining the Club Armourer Certificate (T-CA)

Prerequisite: Weapons Technician certification in good standing (see below).

Certification requires the completion of Club Armoury course, no less than 8 hours in duration. This will be followed by a practical and written test conducted by a Provincial Armourer evaluator. The pass level for the written exam shall be 65% or greater.

Obtaining the Regional Armourer License (R)

Prerequisite: Weapon Technician in good standing (see below).

The Regional Armourer certification are for those who are working toward their Provincial-level certification but who do not yet possess the experience or ability to succeed at their examination, but would be successful working at small tournaments to gain the experience needed.

Obtaining the Provincial Armourer License (P)

The qualification process for a Provincial-level Armourer proceeds in three phases:

1. The Provincial Armourer Workshop

The candidate must complete all above prerequisite courses and additionally attend a Provincial Armourer Workshop. The workshop will introduce the candidate to the basic tools and the rules for running a tournament armoury with particular reference to floor layout of pistes and installation of electronic scoring equipment, troubleshooting scoring equipment problems on piste during a competition, equipment testing for compliance with OFA, CFF, FIE equipment material rules, and other tournament and material rules and regulations that are within the Armourer responsibility. The workshop includes a written test of the required knowledge that may be given in several and various parts. The candidate must pass each part of the test with a mark of at least 70%.

2. The Mentoring Phase

Upon completion of Provincial Armourer Workshop, the candidate must assist in the setup and takedown of the tournament plus working at the Weapons Control at a minimum of two (2) Provincial-level sanctioned tournaments under the supervision of one or more assigned mentors. This criteria may be waived or reduced to (1) tournament by the Officials Committee or a recognized Learning Facilitator. Such waiver s would be dependent on established equivalent experience in armoury.

During the mentoring phase the candidate will also have the opportunity to discuss problems and receive feedback from their mentor in non-competition environments.

Candidates are encouraged to think of their mentors as resources to help them prepare for the practical examination to come.

The mentoring phase will continue until the candidate successfully completes the practical examination.

3. Evaluation for the Provincial License

Once the mentor feels that the candidate is ready, the mentor will write the candidate a 'Letter of Recommendation for Evaluation for the Provincial License' which will be submitted to the Armourer Coordinator. Once the letter of recommendation is received, the Armourer Coordinator will arrange a time for the candidate to complete the Provincial Evaluation. The letter will include comments on general professional conduct and an ability to deal with the pressures of running Armoury at a tournament throughout the evaluation process.

The evaluation may be done at any tournament which is considered appropriate by the Armourer Coordinator.

The evaluation shall be conducted by an appointed Armourer Evaluator, who shall be nominated by the Officials Committee on the recommendation of the Armourer Coordinator.

During the practical examination, the candidate will be evaluated in the following areas:

1. Understanding of tournament regulations and rules for Armoury.
2. Ability to design and measure off an appropriate competition floor plan.
3. Ability to use testing and repair tools, and demonstrate knowledge of applicable measurements and resistances for weapons, masks, body and head wires, and lames.
4. Ability to effectively troubleshoot and resolve on piste equipment problems.
5. A thorough understanding of the aspects of safety governing fencing equipment and fencing environments showing how it is applied through the practice of Armoury.

In each area the candidate will be graded at the following levels;

Trained: Shows basic understanding of concepts/procedures but makes some mistakes or misjudgments.

Certified: Shows good understanding of concepts/procedures; makes few or no mistakes or misjudgments; shows efficient use of time and resources.

Excelled: Shows thorough understanding of concepts; makes no mistakes or misjudgments; shows excellent use of time and resources.

To be certified at the Provincial level, the candidate must be evaluated as Certified in each of the 5 above areas. Candidates evaluated as 'Trained' in 2 areas may be considered for a Regional license at the discretion of the Evaluator. Candidates evaluated at the 'Trained' level in 3 or more areas will be required to work with their mentors for a further period before re-evaluation. Candidates evaluated at the 'Excelled' level in all areas may have their names put forward for further training and evaluation at the National level to the CFF.

Retention of the Provincial Level Armourer License

In order to retain the Provincial Armourer (P) license within Ontario, the individual MUST;

1. Be a registered Official of the OFA;
2. And officiate in AT LEAST three OFA-sanctioned (or equivalent level) tournaments during a 24-month period

Any P level Armourer not fulfilling both of the above requirements shall have their qualification downgraded to a conditional Provincial License (P-) after the first year, and may lose their Provincial license after the second year. All changes in license status shall be notified in writing by the Armourer Coordinator.

Armourer holding a conditional Provincial license may be required to undergo another practical examination in order to regain the Provincial license at the discretion of the Armourer Coordinator or Officials Committee.

Armourers losing their Provincial license are required to undergo the entire process, including workshops and practical examinations.

A member may petition in writing to the OFA Officials Committee for reinstatement of their Provincial license should there be extenuating circumstances.

Refresher Workshops may be held for all qualified Armourer on certain occasions to discuss new rules or developments within the sport. These Refresher Workshops may be conducted and required of all Provincial licensed Armourers when there are changes to rules, practical interpretations, or other standards within the sport. Failure to attend mandatory refresher workshops or seek alternative methods of training within a 12 month span may, at the discretion of the Armourer Coordinator, result in down-grade or ultimately loss of the license. Refresher courses taken in another locale may be accepted with written approval from the Armourer Coordinator and/or the OFA officials committee.

Grandfather clause valid for the 2011/12 season

It is recognized that a number of individuals have been running Armoury at a Provincial level prior to the preparation of this document. Any individual who feels they already have the necessary qualifications and experience for a Provincial level Armourer license can petition in writing to the Officials Committee (via the Executive Director) for a license. Please note that only petitions received before January 1st, 2012 will be considered for grandfathering in the 2011/12 season.

The Officials Committee will discuss the petition and take one of the following actions:

1. If the individual provides evidence of sufficient experience and competence (e.g. references from managers of recent Provincial-level tournaments, or evidence of an equivalent or higher level of certification), a Provincial level license may be immediately issued.
2. If the committee feels the evidence provided is insufficient to justify issuing a Provincial level license immediately, they can recommend the individual for evaluation without the need for a workshop or mentorship period, or may request further evidence for consideration. The committee may also choose to issue a Regional level (R) license at this time
3. If the committee feels the candidate needs more experience, they may ask the candidate to attend a workshop, prior to taking an evaluation.

Note that there is no process for appealing the decision of the Officials Committee with regard to grandfathering.

Section 4: Travel and Accommodation

Travel Reimbursements

The recommended rate for reimbursements or travel subsidies shall be \$0.37 per kilometer for officials traveling by personal vehicle where that vehicle carries two or more referees. Competition organizers are strongly encouraged to facilitate car-pooling amongst officials to minimize their costs and carbon footprint, and the recommended rate may be reduced by up to 50% where officials elect to travel on their own. Note that officials who must travel on their own due to geographical or timing constraints should not be penalized for so doing.

Where travel is not by personal vehicle, appropriate rates for reimbursement should be made directly between the tournament organizers and referees at the time of hiring.

If tournament organizers are NOT planning to give reimbursements reflective of this policy, agreement must be reached with the referees at least 7 days prior to the start of the event.

Accommodation

The Ontario Fencing Association recommends that accommodation be offered to officials who will be traveling more than 200 km each way to get to an event, unless alternative arrangements can be made. It is accepted practice for officials to share rooms. Where an official elects not to share a room, or to make their own accommodation arrangements, appropriate reimbursement rates should be discussed with the competition organizers at the time of hiring.

Appendix A: Some useful resources for officials

[The FIE Rules in English \(revised in January 2008\)](#)

[Ontario Fencing Association Officials Webpage](#)

[Fencing.net](#) (a discussion forum that is an interesting information source - sometimes!)

[The CFF Referee Handbook](#)

[The USFA Referee Study Guide](#)

[US Referees Website](#)

[UK Guild of armourers website](#)

[CFF Armourer and Competition Manual](#)

[CFF links for competition organisers](#)

[OFA links for competition organisers](#)

Appendix R1: Proposed Referee Development Team for the 2011/2012 Season

(subject to revision as required by the Officials Committee)

Referees Commission

Ranil Sonnadara (*chair*)
Thomas Nguyen
Mike Ivankovic

Referee Administrator

vacant

Mentor Referees

Referee Learning Facilitators

Pascal Cantin (FES) - *master referee learning facilitator*
Iulia Capatina (FE)
Mike Ivankovic (FES)
Josh McGuire (FES)
Thomas Nguyen (FES) - *master referee learning facilitator*
Paul Simms (FES)
Ranil Sonnadara (FES) - *master referee learning facilitator*

Pascal Cantin (FES)
Iulia Capatina (FES)
Michel Dessureault (FE)
Ian Drew (E)
Mike Ivankovic (FES)
John Makela (FES)
Mike McDonnell (E)
Josh McGuire (FES)
Alex Miklos (FE)
Thomas Nguyen (FES)
Paul Simms (FES)
Ranil Sonnadara (FES)
Tim Stang (FE)
Suzanne Vogt (FES)

Referee Evaluators

Pascal Cantin (FES) - *senior referee evaluator*
Iulia Capatina (FE) - *senior referee evaluator*
Michel Dessureault (FE) - *senior referee evaluator*
Ian Drew (E)
Mike Ivankovic (FES)
John Makela (FES) - *senior referee evaluator*
Josh McGuire (FES)
Thomas Nguyen (FES) - *senior referee evaluator*
Paul Simms (FES) - *senior referee evaluator*
Ranil Sonnadara (FES) - *senior referee evaluator*

Regional Development Committee

Daniel Banks
Martin Busse
Sandra Dulac
Jonathon Holtz
David Howes
Hugh Munby
Wesley Ross

Appendix R2: Scheme for Referee Practical Evaluations for the 2010/2011 Season

Referee candidates shall be observed on refereeing the following by at least two evaluators:

1. at least one round of pools;
2. at least two direct elimination bouts (to the round of 8)

The skills that make a good referee go far beyond the simple ability to apply the rules and conventions of the weapon. For this reason, the criteria for evaluation of referees are based on a number of factors which include (but are not limited to):

1. Knowledge and application of the rules
2. Ability to apply conventions
3. Positioning
4. Use of hand signals
5. Use of appropriate terminology and phrasing
6. Control of fencers and spectators
7. Ability to maintain the flow of the competition
8. Ability to deal with special circumstances
9. Communication skills

The decision of whether a referee candidate passes the evaluation shall rest solely on the global impression of their performance, based on the above criteria, by the evaluators. Where a decision is not unanimous, an additional evaluator shall be consulted, and the majority decision shall prevail.

A thorough debrief shall be conducted after all evaluations so that candidates have a full opportunity to learn and improve from the experience.

Please note that there is no appeal process for evaluations. If, after the debrief, candidates still have questions about the evaluation, a member of the Referee Commission who was not involved in the evaluation should be consulted.

Appendix S1: Proposed Secretariat Development Team for the 2011/2012 Season

(subject to revision as required by the Officials Committee)

Secretariat Commission

Lisa Ciancone (*chair*)
Jude Phillips
Kathryn Pierrynowski

Secretariat Administrator

vacant

Secretariat Learning Facilitators

Lisa Ciancone
Sylvie Clements
Amy Lillico
Jude Phillips - *master secretariat learning facilitator*
Kathryn Pierrynowski
Matt Pinard
Ranil Sonnadara - *master secretariat learning facilitator*

Secretariat Evaluators

Lisa Ciancone
Sylvie Clements
Jennifer Hossie
Amy Lillico
Jude Phillips - *master secretariat evaluator*
Kathryn Pierrynowski
Ranil Sonnadara - *master secretariat evaluator*
Tim Stang

Secretariat Mentors

Lisa Ciancone
Sylvie Clements
Jennifer Hossie
Amy Lillico
Jude Phillips
Kathryn Pierrynowski
Matt Pinard
Tim Stang

Appendix W1: Proposed Armoury Development Team for the 2011/2012 Season

(subject to revision as required by the Officials Committee)

Armourers Commission

Bob Fitzpatrick (*chair*)

tba

John Porter

Armourer and Technician Learning Facilitators

Dan Banks

Bob Fitzpatrick

Jon Holtz

Pat Morrow

John Porter

Tim Stang

Armourer and Technician Evaluators

Dan Banks

Bob Fitzpatrick

Jon Holtz

Pat Morrow

John Porter

Tim Stang - *master learning facilitator*

Armourer and Technician Mentors

Dan Banks

Jon Holtz

Pat Morrow

John Porter

Tim Stang