



**ONTARIO FENCING ASSOCIATION**  
**POLICIES ON OFFICIALS**

Adopted September, 2015

**PREAMBLE**

1. While the focus and goal of all sports shall be athlete-centered, the Ontario Fencing Association (OFA) values the contributions of all others who contribute to ensuring the viability of the provincial fencing circuit. This policy sets out the framework under which all officials and volunteers work within the OFA.
2. Specifically, three types of officials are trained and work to ensure the efficient, safe, and appropriate conduct of all competitions within Ontario. Namely, they are the referees, secretariat, and armoury staff, who all possess unique skill-sets which must be trained and monitored.
3. All Officials serving within the OFA are bound by the OFA Officials Code of Conduct and Ethics set out at Appendix A.
4. Officials who are retained by competition organizers shall be compensated in accordance with Appendices B and C of this policy, unless both parties in writing at the time of retention explicitly agree to an alternative arrangement. Under no circumstances should referees with the same certifications, working under the same conditions, be compensated differently under separate mutual agreements unbeknownst to each official.

**SECTION 1: REFEREES**

5. The jurisdiction to issue “Regional” (R-class) or “Provincial” (P-class) certifications within Ontario shall remain with the OFA Officials Committee. The Officials Committee is appointed by the Board of the OFA.
6. The Officials Committee shall appoint a Referees Commission to oversee referee training and make recommendations of a technical nature to the Officials Committee (for example, relating to the granting of waivers for formal examinations, withdrawal of licenses).
7. Each July, the Referees Commission shall put forward to the Officials Committee a list of recommendations for Referee Mentors, Examiners and Learning Facilitators. This list shall be amended as required, in consultation with the Referees Commission. The list shall be published within the program document, which shall be updated annually and may be amended at any time as required.

## PROVINCIALY RECOGNIZED REFEREEING QUALIFICATIONS

8. The OFA will recognize five (5) levels of referee:

- a. Unclassified:
  - (1) Basic (*Ba*)

Those competition staff 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.
- b. Regional-level Referee (R or R-)

Referees who hold a full or provisional Regional level certification, recommended to work at category 3-5 competitions (as defined by the OFA sanction policy), and may be working toward category 2 competitions.
- c. Provincial-level Referee (P or P-)

Referees who hold a full or provisional Provincial-level certification, recommended to work at category 1-2 competitions (as defined by the OFA sanction policy).
- d. National-level Referee (N)

Referees who hold a full National-level certification.
- e. FIE-level Referee (A/B)

Referees who hold an International certification.

## OBTAINING A REFEREE CERTIFICATION IN ONTARIO

9. The certification process for a provincially granted referee license (P or R) as determined by the referee development program. In brief, all candidates seeking certification 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 stream. Regardless of the stream selected, all candidates must complete (or be granted equivalency):

- a. Refereeing Workshop

The referee candidate shall attend a Refereeing Workshop appropriate for the level of certification sought 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 Refereeing Handbook prior to attending the workshop.

b. Mentorship

Upon completion of the Refereeing Workshop, the referee-candidate shall undergo a minimum of two tournament practical sessions at an appropriate level for the desired certification, 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.

c. Formal Assessment

The referee-candidate shall be formally assessed by an assigned mentor, designated the Referee Commission. During formal assessment, the referee candidate will be evaluated on their theoretical understanding and practical application the Rules of Competition.

Based on the results of the assessment, the mentor will advise the referee candidate (in writing) of their progress, to either continue the mentoring phase or recommend the candidate for licensing examination.

d. Examination

The evaluator shall recommend, in writing, to both the Referee Commission and the candidate, the referee candidate for examination. Examinations consist of two parts:

(1) Written/Oral Examination

Referee candidates must achieve a passing grade on the written / oral examination of the Rules of Competition. The written / oral examination must be successfully completed prior to the practical examination.

(2) Practical Examination

The practical examination may be done at any competition, which is considered appropriate by the Referees Commission. A panel of at least two recognized Referee Examiners shall conduct the practical examination, independently or jointly evaluating each candidate. At least one Referee Examiner must be a "Senior Examiner." Where possible, the Officials Committee-appointed mentor should not be the Examiner for the same Candidate.

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 examiners may, by mutual agreement at any time, defer an examination until a later date. Where a deferred examination is requested, previously passed material may be re-examined at the discretion of the examiner.

## **RETENTION OF THE REFEREE CERTIFICATION**

10. In order to remain current, effective, and retain refereeing licenses within Ontario, all referees **MUST**:
  - a. be a licensed Official of the OFA and CFF;
  - b. officiate in **AT LEAST** three OFA/CFF-sanctioned (or equivalent level) tournaments during each 24 month period;
  - c. When required, write an annual refresher test confirming referee understands any rule changes, policy updates, or convention shifts within Ontario competitions;
  - d. Read, acknowledge, and abide by the Officials Code of Conduct and Ethics.
11. Any referee not fulfilling all of the above requirements shall have their certification down-graded to a Provisional status (P-/R-) after the first year, and may forfeit their certification after the second year. Those holding provisional licenses may lose their certifications entirely if they do not meet the abovementioned requirements. All changes in license status shall be notified in writing by the Officials Committee (e.g. by email).
12. Referees holding a Provisional certification may be required to undergo another practical evaluation in order to regain the full license at the discretion of the Referees Commission.
13. A referee who has forfeited their certification is required to undergo the entire process, including workshops, assessments, written / oral, and practical evaluations.
14. A member may petition, in writing to the OFA Officials Committee, for reinstatement of their certification should there be extenuating circumstances.

## **SECTION 2: SECRETARIAT**

15. The jurisdiction to certify secretariat as Regional or Provincial within Ontario shall remain with the OFA Officials Committee. The Officials Committee is appointed by the Board of the OFA.

16. The Officials Committee shall appoint a Secretariat Commission to oversee secretariat training, and make recommendations of a technical nature to the Officials Committee (for example, relating to the granting waivers to formal examinations, withdrawal of licenses).
17. Each July, the Secretariat Commission shall put forward to the Officials Committee a list of recommendations for Secretariat Mentors, Evaluators, and Learning Facilitators. This list shall be amended as required, in consultation with the Secretariat Commission. The list shall be published within the program document, which shall be updated annually and may be amended at any time as required.

## **PROVINCIALY RECOGNIZED SECRETARIAT QUALIFICATIONS**

18. The OFA will recognize four (4) levels of secretariat:

a. Unclassified

(1) Basic (Ba)

Those competition staff 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.

b. Regional-level Secretariat (R/R-)

Secretariat who hold a full or provisional Regional level certification, recommended to work at category 3-5 competitions (as defined by the OFA sanction policy), and may be working toward category 2 competitions.

c. Provincial-level Secretariat (P/P-)

Individuals who hold a full or provisional Provincial-level certification.

d. National-level Secretariat (N)

Individuals who hold a full National-level certification.

## **OBTAINING SECRETARIAT CERTIFICATION IN ONTARIO**

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

a. Secretariat Workshop

The candidate must attend a Secretariat Workshop appropriate for the level of certification sought, led by a provincially-appointed Secretariat Learning Facilitator. The workshop shall introduce the candidate to the basic tools, procedures and rules for running a competition, with particular reference to using appropriate software.

b. Mentorship

Upon completion of the Secretariat Workshop, the candidate must assist in running the secretariat at a minimum of two (2) minimum category 3 practical competition sessions (as defined by the OFA Sanction policy), under the supervision of one or more mentors assigned by the Secretariat Commission. The Officials Committee, upon recommendation of a recognized Learning Facilitator, may waive this criterion.

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.

Based on the progress during mentorship, the mentor will advise the referee candidate (in writing) to either continue the mentoring phase or recommend the candidate for licensing examination.

c. Examination

The candidate will undergo examination at any minimum category 2 tournament which is considered appropriate by the Secretariat Commission. The examination shall be conducted by an appointed Secretariat Examiner. Where possible, the Officials Committee-appointed Mentor should not be the Examiner for the same Candidate.

Either candidates or examiners may, by mutual agreement at any time, defer an examination until a later date. Where a deferred examination is requested, previously passed material may be re-examined at the discretion of the examiner.

## **RETENTION OF THE SECRETARIAT CERTIFICATION**

20. In order to remain current, effective, and retain secretariat licenses within Ontario, the individual **MUST:**

- a. be a licensed Official of the OFA and CFF;
- b. work in **AT LEAST** two OFA/CFF-sanctioned (or equivalent level) tournaments during each 24 month period;
- c. read, acknowledge, and abide by the Officials Code of Conduct and Ethics.

21. Any level secretariat not fulfilling all of the above requirements shall have their qualification downgraded to a provisional License (P-/R-) after the first year, and may forfeit their certification after the second year. All changes in license status shall be notified in writing by the Officials Committee (e.g. by email).

22. Secretariats holding a provisional certification may be required to undergo another practical examination in order to regain the full license at the discretion of the Secretariat Commission.
23. Secretariats who have forfeited their certification are required to undergo the entire process, including workshops and practical examinations.
24. A member may petition in writing to the Officials Committee for reinstatement of their certification should there be extenuating circumstances.
25. It is recognized that a number of individuals have been running secretariat 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 secretariat license can petition in writing to the Officials Committee (via the Officials Administrator) for certification.
26. The Officials Committee will discuss the petition and take one of the following actions:
  - a. If the individual provides evidence of sufficient experience and competence (e.g. references from managers of recent provincial-level tournaments), a Provincial-level license may be immediately issued;
  - b. If the committee feels the evidence provided is insufficient to justify issuing a Provincial-level certification 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 certification at this time;
  - c. 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 3: TECHNICIANS AND ARMOURERS**

27. The jurisdiction to issue Technician and Armourer certifications within Ontario shall remain with the OFA Officials Committee. The Officials Committee is appointed by the Board of the OFA.
28. The OFA Officials Committee shall appoint an Armourers Commission to develop and oversee the training program of Technicians and Armourers, and make recommendations of a technical nature to the Officials Committee (e.g. relating to granting waivers to formal examinations, withdrawal of

licenses, etc.). This Commission will refer to the FIE Rules for Competition as the standard for tournament requirements, and will recommend any changes or deviations to be published that would be most appropriate for Provincial level tournaments.

29. Each July, the Armourers Commission shall put forward to the Officials Committee a list of recommendations for Technician and Armourer Learning Facilitators, Senior Armourers, and Evaluators. This list shall be amended as required, in consultation with the Armourers Commission. The list shall be published within the program document, which shall be updated annually and may be amended at any time as required.

## **PROVINCIALY RECOGNIZED TECHNICIANS AND ARMOURERS**

30. The OFA will provide training and mentorship for Technicians and Armourers. 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. As such, the OFA recognizes five (5) levels of technician/armoury certifications:

a. Weapon Technician (T)

Individuals who have undergone formal or informal technician training who are able to demonstrate 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)

b. Club Technician (CT)

Individuals who have completed the Provincial Technician training program and possess 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)

c. Regional Armourer (R or R-)

Individuals who are progressing through the Armoury training program, possessing basic level experience and knowledge for tournament organization.

Context: capable of working at small scale, basic competitions or working semi-independently within an armoury team for larger scale open tournaments.

d. Provincial Armourer (P or P-)

Individuals who hold a full or provisional Provincial-level license are qualified to run Armoury for varying sized competitions, including planning and preparation of tournaments.

Context: capable of working independently or within Armoury teams for larger sized events.

e. CFF Certified Armourer (N)

Individuals who hold a CFF Armourer Certification, granting authority resides with the national level.

Context: National and International Tournaments

## **OBTAINING A TECHNICIAN/ARMOURER CERTIFICATION**

31. The certification process for a Provincially granted license (T, CT, R, or P) as determined by the development program shall be detailed in a program document, which will be reviewed regularly by the Armoury Commission and published under the authority of the Officials Committee. In brief, all candidates seeking a license need undergo several steps depending on their sought certification, as described below.

a. Weapons Technician (T)

Certification at this level requires either:

- (1) the completion of a Weapons Technician course; OR
  - (2) through informal training;
- AND
- (3) passing a written examination.

b. Club Technician (CT)

While it is recommended that candidates possess the Weapons Technician (T) certification, it is not required if they are able to pass the written examination for the Weapons Technician. Certification at this level requires the completion of Club Technician course, followed by passing a written exam.

c. Regional Armourer (R)

The certification for the Regional-level Armourer requires the following:

- (1) Tournament Armoury Workshop

The candidate must complete the Tournament Armoury 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.

(2) Passing a Written Examination

(3) Practicum

Following completion of the Tournament Armoury course and written examination, the candidate must work on a team with a certified senior Armourer in the planning, setup and takedown of the tournament plus working at the Weapons Control at a minimum of two (2) sanctioned Category 3 or higher events. This criteria may be waived or reduced to (1) tournament by the Officials Committee, upon recommendation by the Armourers Commission. Such waivers would be dependent on established equivalent experience in armoury.

During the practicum, the candidate will be required to demonstrate basic preparation, set-up, organization, general professional conduct and an ability to deal with the pressures of performing the duties of an armourer during the tournament. Specifically, the candidate is required to demonstrate the basic skill sets required in the following areas:

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

A written evaluation will be provided by the designated Evaluator to the Officials Committee to certify when each of the above elements has been demonstrated to a basic level, or specifics on any deficiencies, during each iteration of practicum. Upon achievement of all elements, the certification will be granted.

d. Provincial Armourer (P)

(1) Advanced Armoury Trouble-Shooting Workshop

The candidate must complete the Advanced Armoury Trouble-shoot Workshop, which will provide the candidate with advanced tools and concepts in equipment trouble-shooting and testing, knowledge of higher level compliance and standards for equipment material rules and regulations.

(2) Passing a Written Examination

(3) Practicum

Upon completion of the Advanced course, the candidate must work on a team with a certified senior Armourer at a minimum of two (2) sanctioned Category 2 events. This criteria may be waived or reduced to (1) tournament by the Officials Committee, upon recommendation by the Armourers Commission. Such waivers would be dependent on established equivalent experience in armoury.

During the practicum, the candidate will be required to demonstrate the elements required of the Regional level armourer to a higher standard (independent work), as well as the capabilities of advanced trouble-shooting in accordance with the requirements to be listed in the Armoury Training Program.

Upon successful completion of these requirements, the Officials Committee will grant the Provincial license.

## **ALTERNATIVE PROCESS FOR CERTIFICATION**

32. It is recognized that a number of individuals have been running Armoury at a Provincial level or equivalent, within or outside of this Province. Any individual who claims to possess the necessary qualifications and experience for a Provincial level Armourer certification may petition in writing to the Officials Committee (via the Committee Administrator) for consideration.

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

- a. If the individual provides evidence of certification within another jurisdiction and/or sufficient experience and competence (e.g. references from managers of recent Provincial-level tournaments), a Provincial level certification may be immediately granted; an evaluation by the Armoury Commission may be necessary.
- b. If the Committee deems the evidence provided is insufficient to justify issuing a Provincial certification immediately, any or all of the elements required in the process of Provincial certification in order to verify experience or competence.
- c. Grant a Regional (R) or lower level certification for the individual to start the process at this

time.

34. Note that there is no appeal for the decision of the Officials Committee with regard to granting certification based upon previous experience or certification in external jurisdictions.

### **RETENTION OF TECHNICIAN/ARMOURER CERTIFICATION**

35. In order to retain the Armourer (P or R) certification within Ontario, the individual **MUST**:

- a. Be a licensed Official of the OFA and CFF;
- b. And work for **AT LEAST** three CFF/OFA-sanctioned tournaments during a 24-month period;
- c. Read, acknowledge, and abide by the Officials Code of Conduct and Ethics.

36. Any P or R level Armourer not fulfilling both of the above requirements shall have their qualification down-graded to a provisional status (P-/R-) after the first year, and may forfeit their certification after the second year. All changes in license status shall be notified in writing by the Officials Administrator.

37. Individuals who have been down-graded to provisional certification may be granted full certification again by the Officials Committee, after meeting the above requirements. Individuals who have forfeited their certification may be required to undergo any or all parts of the certification program in order to regain the status at the discretion of the Officials Committee, upon recommendation from the Armourers Commission. These decisions will be provided to the petitioner in writing upon appeal from the individual in question.

38. Armourers who have forfeited their certification will be provided with the process to undergo in order to regain their certification, which may vary from one tournament re-evaluation to the entire process, including workshops and practical examinations. This will be decided by the Officials Committee, with recommendation from the Armourers Commission.

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

40. Refresher Workshops or other mechanisms of knowledge/skills maintenance program may be required for all qualified Technicians and/or Armourers on certain occasions to discuss new rules or developments within the sport. Failure to meet the requirements for mandatory refresher/program updates or seek alternative methods of training within a 12-month span may, at the discretion of the Officials Committee, result in down-grade or ultimately loss of the certification.



## **APPENDIX A: OFA OFFICIALS CODE OF CONDUCT AND ETHICS**

1. This code of ethics seeks to establish for fencing officials a guide to the exercise of honor and right. It considers four areas: Integrity, Competence, Responsibility and Dignity.

### **INTEGRITY**

2. The Rules of Fencing assign sweeping powers to Officials. It would be impossible to fulfill the letter of these “laws” in the absence of the sense of incorruptibility the idea of integrity implies.
3. Rule t.34 states: “By accepting a position on a jury, each of the members concerned pledges their honor to respect the rules and to cause them to be respected, and to carry out their duties with the strictest impartiality and most sustained attention.”
4. For this reason alone officials must maintain and promote complete neutrality.
5. Officials should accept assignments only when no conflict of interest exists, where possible and/or preferable.
6. Even in those instances that may suggest a conflict of interest, Officials must make it known immediately to the Directoire Technique (e.g. pupil or former pupil, same club, etc.).
7. Officials are representatives of the body conducting the competition, and therefore must not consider themselves associated with any country, club or individual during the competition.
8. Officials are present at competitions solely to perform the duties to which they have agreed; it is inappropriate to coach or assist athletes during the competition.
9. Officials are to respect other Officials to the utmost. It is improper to publicly indicate disapproval of the actions of other Officials.

### **COMPETENCE**

10. Officials must know the rules.
11. Officials must apply the rules.
12. Officials must stay current on interpretations of the rules.

13. Officials must attend scheduled clinics on the rules, when so required.
14. Officials must offer their judgment to the Officials Committee concerning rules or applications that do not accomplish their intended goal.

## **RESPONSIBILITY**

15. Officials must be available for assignment from the time they are required to report until released by their supervisor.
16. Officials must do nothing that would interfere with their mental and physical abilities to perform.
17. Officials must check with their supervisor for reporting times and be present a minimum of one-half hour prior to the start time of the day, or as otherwise prescribed for their assignments.
18. Officials must be within earshot of all announcements affecting the tournament unless properly excused from the competition area.
19. Officials are to be completely familiar with the Fencing Rules and carry them out scrupulously.
20. Officials must ensure that score sheets are accurate and that they are turned in to the Directoire Technique immediately upon completion of a bout, round or match.
21. To the extent possible, officials will ensure safe conduct of all participants and spectators, minimizing any potential for or preventing physical, verbal, or emotional harm being exacted by any persons against any other persons, during the event.

## **DIGNITY**

22. Officials must be properly attired at all times.
23. Officials should refrain from joining in horseplay or other exhibitionism that can arise during breaks.
24. Officials should exercise authority but avoid inciting contestants to misbehave.

25. Officials should strive to conduct themselves in such a way that they earn a high regard from others.

26. Officials should volunteer for withdrawal if unable to continue to perform.

## **SUMMARY**

27. This Code is intended to provide the general principles by which Officials will guide themselves and by which they will be measured by the OFA Official's Committee. All officials retained or performing roles during any approved OFA sanctioned events are expected to abide by this Code of Conduct, as prescribed by the OFA Policy on Officials.

## **APPENDIX B: OFA SCHEDULE FOR DISBURSEMENT TO OFFICIALS**

### **GENERAL**

1. This section outlines the honoraria, disbursements and general compensation practices to be used for retention of officials (referees, armourers, and secretariat staff) at competitions falling into categories 1 and 2, as defined by the Competitions Committee of the OFA, and any other sanctioned competition with more than 170 registrations across all events. Competition organizers should consider the following schedules as “minimum recommended rates of pay” for the categories of competitions noted above.
2. Should the category 1 or 2 competition organizer plan to hire officials at rates which are lower than those set out in the schedules that follow, the organizer must notify the officials in writing of the intended rates of pay at least 48 hours prior to the event, noting that they are lower than the recommended rates. Failure to provide such notification entitles the officials to the minimum recommended rates for their levels of certification.
3. Lower level or smaller circuit competitions (for example smaller OCC events) are not bound by the forgoing guidelines for disbursements. Those competition organizers should discuss disbursements more commensurate with the level of the competition with intended referees and should inform the hired referees of the intended rates of pay at least 7 days prior to the start of the event. Failure to provide such notification entitles the officials to the minimum recommended rates for their levels of certification.
4. The Officials Committee of the OFA shall review the rates for officials’ services recommended below once every calendar year, ahead of the start of the new competition season and may make recommendations to the OFA Board of Directors as to the changes in compensation rates for any and all categories of officials. For transparency, the OFA Refereeing Committee shall notify all active officials and organizers of categories 1 and 2 tournaments in the preceding year of the recommended minimum rates for the upcoming season by August 30th of the current year.

### **OFFICIALS HONORARIA**

#### **5. Principles of Remuneration**

The minimum daily honoraria schedules for referees, armourers and secretariat based upon both qualification level and/or the number of weapons in which a referee can work, are provided below. These schedules have been developed in consultation with the CFF Referees Committee, and take into consideration the following factors:

- a. Officials with higher level qualifications are required to undergo more training and typically

have more experience, making them:

- (1) More deployable in any situation, particularly in the later stages of the competition and/or during more difficult bouts (for referees);
  - (2) More likely to have the skills and experience to correctly and efficiently complete more challenging tasks and / or higher volumes of tasks.
- b. Referees qualified in multiple weapons and higher rated secretariat staff and armourers provide competition organizers with more flexibility as to their deployment throughout the competition.
  - c. Referees qualified in multiple weapons are asked to perform more difficult tasks when switching between weapons.
  - d. The level of effort and knowledge required to achieve and maintain referee certification in all three weapons at a given level, is, at a minimum, commensurate to the effort and knowledge to achieve and maintain a certification in a single weapon at the level immediately above.
  - e. Attendance of tournaments by officials generally requires a substantial amount of prior planning, prioritization of other commitments, and travel, all of which should be properly considered and respected by organizers to a reasonable degree when unexpected changes arise.
  - f. Candidates pursuing certification as an official make a notable value contribution to the overall running of a tournament regardless of current level of formal accreditation. As such, they warrant fair remuneration for the time committed and responsibilities assumed.
  - g. As with other goods and services, the opportunity cost of providing the services of a fencing official is subject to normal inflationary pressures year over year. To facilitate fair compensation practices, the rates paid for fencing officials' services must be reviewed on an annual basis.

## **COMPENSATION PRACTICES**

6. The recommended rates assume a standard work day (8:30 AM - 5:00 PM), inclusive of at least one lunch break of approximately 30 minutes and two coffee breaks of no less than 10 minutes. 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 in the manner discussed below.
7. The provision of officials' honoraria is the sole responsibility of the tournament organizers. The only potential exception to this rule is the provision of OFA Refereeing Commission-assigned mentor official(s) discussed below (see "Special Officials Categories").

8. Where a tournament organizer wishes to cancel the retention of a certain official (e.g. if tournament registration numbers are lower than expected), the tournament organizer shall make every effort to notify the affected officials that their services are no longer required, as early as practicable but not less than two (2) days in advance of the competition date. If the previously made arrangements on the parts of officials include reasonable expenses that are non-refundable (e.g. train tickets), the organizer shall cover the associated costs.
  
9. Where a tournament organizer wishes to relieve the previously retained official of their duties prior to the completion of all events on the given day of the tournament, the official will be entitled to a full normal day's pay if they were employed for a minimum of four hours on that day. Where an official was utilized for less than four hours, the official in question and the organizer shall make a reasonable arrangement, informed by the recommended OFA rates and the length of time over which the services were provided.
  
10. Where a tournament organizer wishes to make a short-term floor retention at the day of the events (e.g. asking a fencer present at the venue to referee a single pool), the organizer shall clearly notify the potential official of the scope/duration of the intended assignment and the total amount of proposed remuneration for the contemplated services. Where the scope/duration of the actual services rendered by the floor retention *materially* exceed the original terms of the arrangement, the organizer and the official shall make reasonable adjustments to their arrangement, informed by the OFA-recommended rates and the length of time over which the services were provided.
  
11. Tables 1 through 4 below set out the minimum recommended honoraria for the referees, secretariat staff and armourers, respectively.

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

1st Weapon Qualification Level	2nd Weapon Qualification Level				
	Unclassified	Regional	Provincial	National	FIE
Unclassified	\$50	-	-	-	-
Regional	\$65	\$75	-	-	-
Provincial	\$80	\$85	\$90	-	-
National	\$100	\$105	\$115	\$125	-
FIE	\$150	\$150	\$150	\$155	\$160

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

1st & 2nd Weapon Qualification Level		3rd Weapon Qualification Level			
		Regional	Provincial	National	FIE
Regional	\$70	\$80	\$85	-	-
Provincial	\$90	\$95	\$100	\$120	-
National	\$125	\$125	\$135	\$150	-
FIE	\$160	\$160	\$160	\$165	\$165

Table 3: Minimum recommended honoraria for Secretariats.

Level	Honorarium
Regional	\$80
Provincial	\$100
National	\$150

Table 4: Minimum Recommended honoraria for Armourers. It is suggested that a premium is added for large competitions (more than 64 registrations in any single event or 100 teams registered over a two-day competition or competitions with more than 6 events per day).

Level	Honorarium
Weapon Technician	\$50
Club Technician	\$80
Regional Armourer	\$80
Provincial Armourer	\$100
National Armourer	\$150

12. FIE honouraria applies to referees who have had at least one (1) international experience tournament within the last two (2) years/seasons; otherwise, maximum rate remains \$150. International experience shall be defined as any FIE event (junior or senior), NAC Div 1, or an acceptable equivalent as determined by the Officials Committee.
  
13. It is suggested that a premium is added for large competitions (more than 64 registrations in any single event or 100 teams registered over a two-day competition or competitions with more than 6 events per day).

## **SPECIAL CATEGORIES FOR OFFICIALS**

### *14. Head Official*

The recommended range for daily honorarium of a Head Official is \$140 - \$165, commensurate with experience and size of the event. Note that in accepting the position, the Head Official is expected to assume additional responsibilities of ensuring the smooth and safe functioning of the competition and promoting Officials development, in addition to other tasks that may be specified by competition organizers. It is acceptable for the Head Referee to serve as a 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.

### *15. Mentor/Examiner Referee*

For the purposes of referee development at select tournaments, the OFA Refereeing Commission may designate and fully cover the cost of services of a mentor referee. The designated mentor officials' primary tasks are the observation, provision of feedback and administration of written and practical examinations for the referees enrolled in the Refereeing Development Program and/or other referees seeking continued skills development. At no point during a competition where they have been assigned as mentor official(s), are the person(s) so designated expected to perform normal refereeing duties. It is, however, acceptable for mentor referees to serve on the competitions' Jury d'Appel, should they be approached by the competition organizers or the Head Official with such a request.

Competition organizers interested in a mentor official attending their event should contact the OFA Officials Committee for more information.

## **APPENDIX C: TRAVEL AND ACCOMMODATION**

### **TRAVEL REIMBURSEMENTS**

1. The recommended rate for reimbursements or travel subsidies shall be \$0.37 per kilometer (OFA policy) 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.
2. Where travel is not by personal vehicle, appropriate rates for reimbursement should be made directly between the competition organizers and referees at the time of hiring.
3. If competition organizers are NOT planning to give reimbursements reflective of this policy, agreement must be reached with the referees during the time of request or at least 7 days prior to the start of the event.

### **ACCOMMODATION**

4. The Ontario Fencing Association recommends that accommodation be offered to officials who will be traveling more than 175 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.