



**Northern California Water Polo Referees' Organization**

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I. Declaration of Policy:

Water polo sanctioning bodies have entrusted us to assist them in the development of their youth through athletics. The proper operation of such a process requires that officials be independent, impartial and responsible to the people with whom they interact, including both the public and fellow officials. The purpose of the Code of Ethics is to establish guidelines for ethical standards of conduct for all officials. The Code of Ethics does not exhaust the moral and ethical considerations of professional behavior and attitude. Compliance with this Code of Ethics depends primarily upon understanding and voluntary compliance, secondarily upon reinforcement by peer and public opinion, and finally, when necessary, upon enforcement through disciplinary proceedings.

II. Ethical Standards

- A. MAC POLO Members must be free of obligation to any interest other than the impartial and fair judging of competitions. Without equivocation, game decisions that are slanted by personal bias are dishonest and unacceptable.
- B. MAC POLO Members recognize that anything that may lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team that can compromise the perceived impartiality of officiating must be avoided.
- C. MAC POLO Members have an obligation to treat other officials with professional dignity and courtesy and recognize that it is inappropriate to criticize other officials.
- D. MAC POLO Members have a responsibility to continuously seek self-improvement through study of the game, rules, mechanics and the techniques of game management. They have a responsibility to accurately represent their qualifications and abilities when requesting or accepting officiating assignments.
- E. MAC POLO Members shall protect the public (fans, administrators, coaches, players, et al) from inappropriate conduct and shall attempt to eliminate from the officiating avocation/profession all practices which bring discredit to it.
- F. Sports officials shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or association membership. This includes selection for positions of leadership based

upon economic factors, race, creed, color, age, sex, physical handicap, country or national origin.

III. Affirmations:

- A. I devote time, thought and study to maintain the highest standards of our sport. I strive to perform in as professional a manner as possible:
  - A. by acting within the governing rules and mechanics of competition;
  - B. by acting in a spirit of good sportsmanship;
  - C. by having a protective rather than punitive attitude toward enforcement of the rules;
  - D. by being impartial;
  - E. by maintaining my focus on observation, not expectation, not anticipation, not preference;
  - F. by insuring the conditions of a competition are fair and equitable for all participants.
- B. I strive to work with fellow officials in a spirit of harmony and cooperation. I am respectful and courteous of others, cognizant that difference of opinion and interpretation may occur. I critically evaluate my performance after each competitive session as a step toward improvement and growth.
- C. I resist every temptation and outside pressure to use my position as an official to benefit myself. Under all circumstances, I avoid promoting the special interests of any person or group of persons other than the athletes we serve. I recognize that it is important to honor contracts regardless of possible inconvenience or financial loss.
- D. I do not use illegal or recreational drugs or alcohol immediately before, during or immediately after any competition session where I am working or in attendance as an observer.
- E. I have not engaged nor will I ever engage in any behavior that utilizes the influence of my position to encourage inappropriate sexual intimacy with any minor, any athlete, any coaching staff or any facility staff.
- F. I agree to abide by the Code of Ethics. Failure to follow this policy may result in my termination with MAC POLO –Water Polo.
- G. Further, I acknowledge that I am an independent contractor and MAC POLO –Water Polo has no responsibility to guarantee employment as a result of training received.
- H. I agree to the MAC POLO -Water Polo Policies and Procedures in full.
- I. I have obtained and maintain personal liability coverage, insuring me, and holding MAC POLO harmless against any legal claims made by others in connection with my activity as a MAC POLO -Water Polo official.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Soc. Sec. No.: \_\_\_\_\_

IV. Statement of Policies for Water Polo Officials

A. Certification of Officials

A. An official will be certified to officiate assigned games only upon the completion of the following criteria:

	<u>1Year</u>	<u>2Year</u>	<u>3Year</u>
Pass written test	70%+	80%+	90%+
Attend clinics/meetings	Yes	Yes	Yes
Participate in practical sessions	Yes	Yes	Yes
Member of SCAF	Yes	Yes	Yes
Member of USWP (when required)	Yes	Yes	Yes

B. Current members are responsible to inform a member of the MAC POLO Board of Directors of any change in their address of record. Notice of all meetings will be sent to all members in good standing at the address of record, no later than twenty-one (21) days prior to any mandatory meeting, clinic or practical session.

C. Absence from a mandatory meeting, clinic or practical session may be grounds for disciplinary sanction. Absence may be excused ONLY at the discretion of the President of the member's Area Chapter. The absence does NOT exempt the member from mandatory make-up of the missed instruction.

B. Uniform and Equipment

A. A proper uniform consists of white shoes and socks, white trousers, skirt or shorts, and a white, collared shirt. The uniform should be neat and clean at all times. Since water polo games are often conducted outdoors in rainy weather, appropriate provision should be made for inclement weather. If additional items of clothing are worn (hat, jacket, etc.), it is preferable that they be white. In all cases, such attire must be appropriate and professional.

B. Each official must provide their own equipment as follows:

- a. Black or blue pens and Incident Report Forms.
- b. Whistle
- c. Current rule book

C. Relocating Officials

An official from outside of the area that MAC POLO –Water Polo serves, who is unknown to the MAC POLO Directors will be accepted as a

Trainee. Upon receipt of a letter certifying comparable training or certification by another recognized water polo officials association, s/he will be placed on the appropriate MAC POLO list, subject to the certification rules stated herein for any member.

D. Guest Officials

The MAC POLO Directors may designate officials for assignment who visit temporarily from outside of the area that MAC POLO –Water Polo serves, based on the direct personal knowledge by a MAC POLO Director, of the official's comparable training or certification by another recognized water polo officials' association.

E. Independent Contractors

According to the California State Departments of Education and Justice, "... an official at a high school athletic event is an independent contractor and therefore not covered by the Workers' Compensation Statutes." As an Independent Contractor, it is the Official's responsibility to comply with the appropriate statutes.

F. Assignment

A. Definition of "Season"

A season is defined as: a specific assignment period, level of competition, gender of players, supervised under a recognized water polo sanctioning body. For example, CIF season, NCAA season, USWP season, Junior College season.

B. Assignment to Games

MAC POLO –Water Polo trains and certifies officials who are then assigned by the various commissioners and/or assignors to games. Some assignors will contact you by mail or phone while others will make their assignments at a meeting that will be advertised in advance. Some assignors may charge an administrative fee for their services. It is imperative that each official be familiar with the policies of these commissioners and assignors. Failure to adhere to such policies usually results in the removal of that official from that commissioner's or assignor's list, for the current or immediate next season.

C. Changing Assignments

All game assignments must go through the appropriate assignor. An official may NOT change an assignment without contacting the assignor. An official may not accept a game directly from a coach or school without clearing the assignment through the appropriate assignor. Once an assignment has been accepted from the appropriate assignor, an official may not cancel that assignment to do a game in another area or level

without clearing the change with BOTH ASSIGNORS. Failure to adhere to this policy could result in a loss of the official's next game or games and could also affect the official's consideration for championship and/or post-season game consideration for the current or immediate next season.

G. Evaluation Card Instructions

When applicable to a season, each official must complete an Evaluation Card on her/his colleague. The official will return the Evaluation Card to the colleague's Area President. Evaluation Cards NOT sent directly by the official on each game s/he officials will be considered as negative evaluations and could subject the official to further game sanctions and/or deny the official post-season assignments.

H. Advancement to College Lists

- A. MAC POLO will keep a College List specifying officials qualified to work at the community and college level.
- B. The College List

Placement of an official's name on this list by the MAC POLO – Water Polo Board of Directors shall occur only after the following criteria have been met:

- a. The official has been a working member of MAC POLO – Water Polo for at least 2 years, or equivalent experience from outside of the area that MAC POLO –Water Polo serves, as approved by the MAC POLO Board of Directors.
- b. Referee 100 High School or USWP age group Water polo Games within the 2 years immediately preceding application for listing.
- c. After completion of items a), and b), the official submits a written request to the MAC POLO –Water Polo Board of Directors to be evaluated for placement on the College List with "provisional status".
- d. MAC POLO will make its best effort to assure that a provisional official will work at least one college game under the direction of an official assigned by the Training Committee. S/he should also be observed and evaluated working one or more USWP Open level games.
- e. If a positive evaluation is made, the official's name will be added to the College List for the following season as a regular member.

C. The University List

Placement of an official's name on the University List by the MAC POLO –Water Polo Board of Directors shall occur as follows:

- a. The MAC POLO University Referees' Committee will meet at least once a year (between Jan 1-Mar 31) to discuss the membership of the Committee, and to make appropriate changes to the Committee's membership, and thereby the University List.
- b. All current members shall have input to the Committees' make-up. Decisions affecting the "A" level will be voted on only by the current "A" level officials (active and emeritus). Decisions affecting the "B" level will be voted on by only the current "A" level officials (active and emeritus). All voting members will vote decisions levels C and D. A member may be asked to leave during discussion of his or her status. If requested by any member, balloting will be conducted by written, secret ballot. All discussion by the Committee concerning rating of officials will remain confidential. Each official considered by the Committee will receive an oral précis of the discussion as determined by the voting members of the Committee.

## I. Rating and Listing

### A. Goals

Our work at MAC POLO aims at two things: training and assignment. Fairness to all members demands that assignment reward performance. Without some neutral method of measuring performance our assignors are faced with repeated charges of favoritism. The result: 1) members believe discrimination keeps them down, and 2) they retain a built in excuse to ignore their performance deficiencies. Fair measurement of performance is pre-requisite to rating referees, the key determinant of assignment to regular season and championships.

There are many challenges to fair performance evaluation in any endeavor, perhaps even more in the subjective environment of sports officiating. That alone should not prevent us from trying. By giving every MAC POLO Director a hand in the process, in turn rendering collective judgment, the issue of personal bias is minimized. We believe by ensuring fair competition and rigorous evaluation for championships assignment to CIF and Community College, we begin leveling the playing field for members top to bottom.

### B. General Definitions

- a. Championship Pool: MAC POLO -wide list of referees for assignment to graded games of various levels
- b. Evaluation: subjective interpretation of skills by observers, to provide individual referee instruction
- c. Graded Games: selected group of games which serve as the only evaluation subjects for championships assignment
- d. Grading: survey of skills by a control group of observers, to rank and rate performance among a pool of referees

- e. Priority Track: referee selected preference of level of play for priority assignment and grading eligibility
  - f. Ranking: placement of referees on a list in order of performance according to survey results
  - g. Rating: placement of referees into classifications, according to statistical consistencies in survey results
- C. MAC POLO Rating Committee
- a. Members: President, Sr. Program Chair, Jr. Program Chair, (2) At-Large appointee's selected by the MAC POLO President and approved by the MAC POLO BOD.
  - b. Responsibility
    - a. Hire control group of Observers (HS (3-5) and Community College (3-5) panels)
    - b. Supervise activity of the Observers
    - c. Supervise coach/referee surveys
    - d. Nominate Championship Pool(s) for HS and Community College based on consultation with Area Reps and MAC POLO Board of Directors
    - e. Identify Graded Games (evaluation tournaments) for each level of play.
    - f. Each member to act as "Area Chapter expert" outside his area of membership
    - g. Review and evaluate nominations for USWP advancement by Area Chapters, selecting final recommendations from among nominees when required.
  - c. Policy
    - a. A MAC POLO Rating Committee is responsible to administer the ranking and rating of referees for High School, College and USWP for CIF, Northern California Community Colleges, subject to approval of the MAC POLO Board of Directors.
    - b. Rating guides assignors: referees of like classification should be assigned alike to quality and quantity of games for a given season.
    - c. Coach and Referee surveys determine rating (and game assignments) for the regular season. Graded Games rankings determine championships assignments.
  - d. Process
    - a. Rating for Season Assignment
      - a. Referee and Coach post season surveys by Area for High School
      - b. Referee and Coach post season surveys by level of play for College
      - c. Merge referee and coach survey results according to formulas agreed between SCAF and coach associations.

- d. Referees select personal Priority Track for assignment and eligibility for designation to Championship Pools.

*NOTE: Each referee remains eligible for assignment and championships at more than one level of play in a given season.*

- b. Ranking for Championships Assignment
  - a. MAC POLO designates Graded Games for each level of play.
  - b. In consultation with Area Chapters, MAC POLO Board identifies a Championship Pool for each level of play
  - c. Assignors receive Rating List (noting referee's Priority Track) and Championships Pool list for that level of play
  - d. ID separate control group Observers
  - e. MAC POLO hires controls group Observers (evaluators) by level of play: daily stipend, paid on completion of written grading sheets. Observers may NOT work in the Championship Pool for which they evaluate.
  - f. MAC POLO Rating Committee nominates referees to each championship, based on tabulation of Grading Sheets and their final judgment on pairings and scheduling
  - g. MAC POLO Board approves final assignments, subject to final approval by sanctioning organizations.

J. MAC POLO Board of Directors

The MAC POLO –Water Polo Board of Directors meets at least 6 times during the year. All of the meetings are open and all members of MAC POLO –Water Polo are encouraged to attend. Contact any member of the Board of Directors or your Area Rep for further information.

K. Remediation

- A. Any official may be required to attend remediation sessions in order to continue officiating during the current or immediate next season. Only the MAC POLO Board of Directors may sanction a member, but any person, making a written complaint on the performance or behavior of any member official may initiate remediation. Any complaint made for technical competence must be referred to the MAC POLO Training Committee. It will then be the responsibility of the official in question and the MAC POLO Instructional Chair or her/his designee to establish a series of remedial steps that must be successfully completed prior to



assigning the official in question to future seasons. The review session may consist of:

- a. A review of the playing rules and their interpretations.
  - b. A passage of a written rules test at the appropriate standard.
  - c. A written evaluation of a scrimmage to be conducted by the MAC POLO Instructional Chair or her/his designee
  - d. A written evaluation of an actual game observed by the MAC POLO Instructional Chair or her/his designee.
- B. Practical Game Evaluation
- a. Must be formally observed and recorded upon the completion of the review sessions.
  - b. The MAC POLO Instructional Chair or her/his designee will submit a written report and evaluation of the official in question to the MAC POLO Board of Directors that shall review the reports and make a decision regarding the given situation.
  - c. The "official in question" may appeal the board's decision in writing within a period of ten (10) calendar days of the board's decision. The "official in question" must arrange to repeat the remediation process but with at least the MAC POLO Instructional Chair or her/his designee plus two members of the Training Committee present at both the practical session and the official game.
- C. Sanctions may take one or more of the following forms:
- a. Assignment of games at a lower level of competition;
  - b. Suspension for the remainder of the season;
  - c. Suspension from the next season of contests;
  - d. Removal from the water polo association's list of qualified officials.
  - e. Sanctions against any given official may not be for more than one calendar year.
- D. If the complaints are of a more serious nature or a violation of the Code of Ethics, the official may be suspended immediately from all of his/her assignments until the member's Area Chapter and/or the MAC POLO Board of Directors can conduct a hearing. .
- E. Training Committee
- a. Selection: by the MAC POLO Instructional Chair subject to approval of the Board of Directors.
  - b. Training Committee Composition
    - a. MAC POLO Instructional Chair.
    - b. Three (3) elected/appointed Area Training Coordinators, each from a different area.
    - c. The Area Training Coordinator will assist the Training Committee in its duties
    - d. TERM - 1 year
  - c. Duties
    - a. Review the training materials distributed to all members
    - b. Prepare a syllabus for the Area Meetings

- c. Supervise the training clinics including recommendation of locations and dates, Instructors, Demonstrators,
- d. Receive complaints about officials.
- e. Report at each Board of Directors' Meetings about the Committee's actions.
- f. Work on other project as directed by the President or Board of Directors.

## *II. California State Community College Commission on Athletics*

### V. 11.04 Game conduct

- F. All conference colleges will adhere to the NCAA rules or other rules as set forth by the COA in regard to unsportsmanlike acts, penalties, ejections, suspensions, etc., as listed in the rule books and the COA code. NCAA Sports Governing Rules prevail if they are more severe than the state decorum/conference decorum policy.
- G. All sports will have a section in their supplements addressing unsportsmanlike acts.
- H. Conduct of Student/Athlete. Coaches and/or College Staff [Cited is the California Community College Decorum Policy 7.3]
  - I. 1) California Community College Decorum Policy:

7.3.1 Decorum at California Community college events is the responsibility of all participants.

For the purpose of this policy the following definitions apply

- I. Participant—is a player, coach, team member, team attendant, official, or college staff member.
- J. Disqualification—is removal from an event for an accumulation of personal or technical fouls, yellow, cards, etc. and is not under the jurisdiction of this policy.
- K. Ejection—is defined as the immediate removal from further participation in an event as a result of abusive verbal or physical behavior.
- L. Verbal or Abusive Behavior—is defined as, but not limited to: unsportsmanlike tactics, such as using profanity or vulgarity, taunting, ridiculing, pointing a finger, making obscene gestures, throwing gang signs, baiting of opponents, or inciting undesirable crowd reactions which results in ejection.
- M. Physical Abuse—is defined as any physical act that results in ejection.
- N. Event—is defined as the time a visiting team or participant arrives at the site until the time the Visiting team or participant leaves the site.
  - Where official playing rules and state decorum rules differ, the most stringent rules shall be enforced.

#### 7.3.1.1 Punishment for Ejection

- I. 7.3.1.1.1 First Offense: In addition to immediate ejection from the contest the individual shall be suspended from the following game.

7.3.1.1.2 Second Offense (same individual): In addition to immediate ejection from the contest the individual shall be suspended from all remaining contests including post conference competition

#### 7.3.1.2 Punishment for Attacking Officials

- II. 7.3.1.2.1 Attacking an Official: striking or attempting to strike an official shall result in immediate ejection and the individual shall be disqualified from participation in California community college athletic activities for a period of sixty (60) months.

#### 7.3.1.3 Punishment for Leaving Bench Area

- III. 7.3.1.3.1 Bench Clearing: Coaches or participants entering the field of play from the bench area in reaction to a confrontation shall be ejected and punished as outlined in Article 7.3.1.1 or 7.3.1.2 above. If, in the opinion of the officials, a coach going onto the field of play was helpful to the officials in the effort to control players, the penalty against the coach may be waived.

#### 7.3.1.4 Punishment For Violation Of The Tobacco Substance Abuse Policy

- IV. 7.3.1.4.1 The use or possession of any form of tobacco, alcohol, or other controlled substances by any participant during California community college-sponsored athletic activity shall be punished by ejection

7.3.1.4.2 Ejection for violation of 7.3.1.4.1 above shall be the same as those outlined in Articles 7.3.1.1 and 7.3.1.2 above.

#### 7.3.1.5 Reporting

- V. 7.3.1.5.1 Within 24 hours after a contest where there has been an ejection of a player or a participant, the coach of the team shall report the names and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. Failure by a coach to report shall be penalized the same as in Articles 7.3.1.1 and 7.3.1.2 above. Failure of an athletic director to report may result in team forfeitures.

7.3.1.5.2 Each person participating in a California community college athletic event shall receive a copy of this decorum policy and provide a written acknowledgment of understanding.

2) The student/athlete, coaches and/or college staff's conduct rules shall serve as a guide for inappropriate behavior occurring at the playing site before and after contests. Colleges involved will investigate and submit a written report of the action taken to the Commissioner and the Conference for review and final disposition.

3) Acts that occur by persons other than players/coaches and staff personnel before, during or after a game shall be investigated by both colleges involved and a separate report of the action from each college will be reported to the Commissioner. The Commissioner will report to the Conference for final disposition of the event.

4) All ejections, resulting from a suspension, will carry over to post season play.

5) If game cameras are in use, they shall remain in operation during any altercation until order has been restored.

6) A coach suspended from a contest must leave the playing field, court or sideline area. A suspended coach must have no contact with the players before and during the contest. Suspended coaches may continue with their coaching responsibilities during practice sessions while serving their game(s) suspensions.

#### 7) Additional Procedure for Conference Reporting

- VI.
- a. Both coaches will notify their respective Athletic Directors of the undesirable conduct on the same or next day of college attendance.
  - b. The Athletic Director of the offending college will contact the Athletic Director or designee of the next conference opponent and the Commissioner, on the same or next college day of incident, to indicate who has been suspended or reprimanded. The Athletic Director of the offending college shall complete the suspension form and mail within three days to the Athletic Director of the opposing college(s); the Athletic Director of the contest in which the suspension occurred and the Conference Commissioner.
  - c. Offending team's coach will notify the next Conference opponent's coach of the suspension or reprimand at least one (1) day prior to the contest. It is the sole responsibility of the coach of the ejected student/athlete to adhere to the conference rule. Failure to do so may result in the appropriate disciplinary action.

d. Game officials shall file ejection reports to the assignor/commissioner as soon as possible.

8) Appeals:

- a. The Commissioner on Athletics (COA) and Conference appeals procedure will be followed for individuals suspended for the duration of the season.
- b. An appeal from a suspension of the next contest shall be made to the Conference Commissioner. The Commissioner may select a committee made up of conference members to review the suspension and determine if the suspension should be upheld.
- c. Appeals that involve judgment calls by officials will be denied.
- d. If a coach is ejected by an official and no other official college representative is present, the game will be forfeited.
- e. Athlete and coaches of the participating colleges are not to confer with officials before, during, or after a game on any matter other than those pertaining to rules, special conditions, ground rules, etc.