



DOUBLES OFFICIATING PROGRAM ADMINISTRATION MANUAL

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1. ABOUT SQUASH CANADA

Squash has evolved significantly in Canada since the building of the first squash court in the Halifax Citadel in the early 1800's. Squash Canada (formerly the Canadian Squash Racquets Association) was formed in 1913, and it represented a handful of clubs in Montreal, Toronto and Hamilton. As the number of clubs grew, so did Squash Canada's responsibilities. With a widespread increase in popularity, especially as "the sport of the 80's", Squash Canada grew into a federation of 13 provincial and territorial squash associations with over 400 clubs representing more than 100,000 players.

2. SQUASH CANADA DOUBLES OFFICIATING PROGRAM

The Squash Canada Doubles Officiating Program is a comprehensive program which encompasses all aspects of the training of officials and instructors, and the dissemination of information about the Rules of Hardball Doubles. Its purpose is to standardize the interpretation of these rules throughout Canada and to ensure that all matches are judged fairly.

Squash Canada believes that:

“Every competitive squash match should have a team of certified officials to ensure a safe and fair outcome to that match.”

The goals of the Doubles Officiating Program follow Squash Canada's mandate:

- To set and maintain standards for the training and certification of officials in Canada;
- To ensure certified referees are used in all National Doubles Championships;
- To facilitate links between the Canadian Doubles Officiating Program, U.S. Squash and the WSF.

3. DOUBLES OFFICIATING CERTIFICATION PROCESS

There are two levels of referees, Provincial and National. To become a certified official, a candidate must:

- attend a full certification clinic;
- pass the written examination;
- pass the practical test.

3.1. DOUBLES CERTIFICATION CLINIC

The implementation of the Certification Clinic is a Provincial/Territorial responsibility. The clinic consists of two modules:

- classroom presentation on the rules and their Interpretation;
- on-court practical session.

Typically, these modules are offered together, normally on a weekend.

The Provincial/Territorial Association sets dates for each certification clinic, arranges a facility to hold each clinic, registers participants, and names a National Examiner to conduct each clinic. The Provincial/Territorial Association also should obtain clinic materials and clinic administration forms from

Squash Canada at least two weeks prior to the clinic (Squash Canada will invoice the Provincial/Territorial Association for all materials sent).

A National Examiner conducts each certification clinic. At the end of the clinic, the National Examiner must complete and sign the relevant sections of the Doubles Certification Record for every candidate to ensure that all candidates receive credit for each module completed. The National Examiner also submits the appropriate clinic registration and evaluation forms to the Provincial/Territorial Association.

3.2. DOUBLES WRITTEN EXAMINATION

The written examination is normally taken immediately following the completion of the certification clinic but may be taken at a later time. The written examination is conducted by a National Examiner according to the following standards:

- 60 minutes will be allowed for completion of the examination;
- after all examinations, have been submitted and scored, the National Examiner will review questions and correct answers with all candidates;
- the examination score will be recorded in the appropriate section of each candidate's Doubles Certification Record, and the National Examiner will sign each record;
- the examination scores will also be recorded on the written examination registration form.

Note: At the conclusion of the written examination and after grading the answer sheets, the National Examiner should review the exam with the candidates. Each question that was answered incorrectly should be discussed, and the candidate should be given the opportunity to explain the answer given. If the National Examiner is satisfied that the incorrect answer was solely a result of misunderstanding the question, then the National Examiner may give the candidate credit for a correct answer for that question.

The written examination must be successfully completed (minimum of 80%) prior to attempting the Practical Test.

If a candidate fails the written examination, he/she may retake it once without having to retake the clinic, provided the initial failure mark is not below 65%.

Following the written examination, the National Examiner submits the written examination registration form to the Provincial/Territorial Association.

3.3. DOUBLES PRACTICAL TEST

The practical test is held in conjunction with competitive play, either a tournament or league match. A candidate must have attended a certification clinic and passed the written examination (i.e., obtained a mark of at least 80%) to attempt the practical test. If a candidate fails the practical test, he/she may retake the test without having to retake the certification clinic or rewrite the examination.

The practical test is administered by a National Examiner or National Referee according to the following standards:

- the practical test is done in conjunction with a competitive match involving any level of play;
- to pass the practical test the candidate must be competent and consistent in the interpretation of the rules;
- the recommended grade will be recorded in the appropriate section of the candidate's Doubles Certification Record, and the National Examiner or National Referee will sign the booklet.

A candidate who passes the practical test will become a Provincial level certified official.

Following the successful completion of the practical test, the National Examiner or National Referee submits the results of the practical test to the Provincial/Territorial Association.

When all requirements for initial certification have been completed, the National Examiner or National Referee will assign the initial level of certification on the front cover (i.e., Provincial Level), confirmed by a signature. At this time, the newly certified official must submit a photocopy of the Doubles Certification Record to the Provincial/Territorial Association.

4. INITIAL CERTIFICATION AND UPGRADING

Candidates who take the certification clinic and pass both the written examination and practical test will become certified officials at the Provincial level.

Officials who become certified may improve their level of certification through a process of upgrading. Upgrading is achieved by gaining practical experience and being observed and assessed by National level officials (i.e., National Referees and National Examiners).

To upgrade to a National Level Referee, the candidate must obtain five recommendations from National Referees and National Examiners, by refereeing competitive high-quality matches (the assessors shall determine if the match qualifies as a suitable match). *

At least two of the recommendations must be at the “A” (very difficult) level. The candidate must give a minimum of 10 correct decisions in each match, of which a sufficient number are deemed to be difficult by the assessor and demonstrate competence at this level. At least one of the recommendations must be given by a National Examiner and this must be an “A” recommendation.

4.1. DEFINITION OF “A” RECOMMENDATION

The Squash Canada Doubles Officiating Committee believes that the credibility of the entire program is dependent on the setting and maintaining of high standards. By achieving the National level in the doubles officiating program, a referee is supposed to be able to handle any match played in our National Championships. In order to prove to any assessors that they can perform to that level, referees must actually do it - that is, referee satisfactorily a very difficult match - one which the Committee has defined as an “A” match.

In order to achieve National level, a candidate must referee at least 1 match that that is assessed by a National Examiner and qualifies as an “A” recommendation. The decision as to whether the match qualifies as an “A” recommendation rests with the assessor, who will take into account the following factors:

- the number and difficulty of the referee’s decisions;
- the behaviour and personalities of the players;
- the crowd - its mood and reactions;
- the “importance” of the event;
- the physical surroundings;
- the competence of judges;
- the presence of an assessor.

The Committee recognizes that any or all of these factors can contribute to a match becoming very difficult and wants the assessor to have some confidence that the candidate is able to handle any or all of these pressures. This is not to say that all of these factors must be present for a match to be considered worthy of an “A” recommendation. However, the assessor must be satisfied that, based on the candidate’s performance, none of these factors would likely cause the candidate any trouble.

5. NATIONAL EXAMINERS

Each year, the Squash Canada Doubles Officiating Committee reviews the program needs and, as required, invites applications from the Provincial/Territorial Associations for National Examiner positions. To be confirmed as an National Examiner, a candidate must be a National level referee and be observed by an National Examiner while administering a certification clinic and written examination, and be observed by a National Examiner performing an assessment and subsequent debriefing of a candidate seeking an National level signature (recommendation).

6. ACCELERATED UPGRADING

There may be certain individuals in the country that may be considered for accelerated upgrading. These would include very experienced officials currently in the Doubles Officiating Program and experienced professional players entering the Program. In such cases, the official must clearly demonstrate superior officiating skill. After completing an officiating clinic and passing the written exam, these officials may be upgraded at an accelerated rate at the discretion of the Squash Canada Doubles Officiating Committee.

To be upgraded from "Provincial Referee" to "National Referee":

- 2 matches at required level of play and difficulty;
- one match must be a “A” level match;
- assessor for each match must be a National Examiner;
- recommendations must include assessments from at least two different National Examiners.

7. DOUBLES NATIONAL REFEREE QUALITY CONTROL PROGRAM (QCP)

In 2016 Squash Canada’s Doubles Officiating Committee created the National Referee QCP. The newly revised QCP (Quality Control Program) will consist of a four-member committee made up of Canadian National Referees who are currently active and possess a very firm understanding of the Hardball Doubles Rules, as well as the ability to referee a doubles match of the highest playing level. Throughout the playing season, a member or members of this committee would attempt to personally view each of the existing Canadian NRs to ensure they are upholding the standards required of a National Referee. It is recognized that the assessing of NR s from provinces other than Ontario is a more difficult task, and the committee might consult with regional NR s for input on the abilities of NRs in those regions.

The QCP requirements and process is outlined and defined in the ‘Doubles National Referee QCP’ document found at: <http://squash.ca/en/doubles-officiating>