



OFFICIATING PROGRAM

SUMMARY DOCUMENT FOR CHANGES TO THE ADMINISTRATION MANUAL September 2nd, 2016

INTRODUCTION

This document outlines the principle changes brought to the SCOP's Administration Manual using the 2012 edition as the starting point. The modifications took place both in April and August of 2016.

The changes were necessary because foundational alterations were made to the program itself, including new designations for the officiating levels, new mechanisms for initial certification, new protocols for upgrading, new instructional clinics and modules, and a revamped Assessor Training Course. These changes were spurred by the need to harmonize as much as possible with the WSF's standards and procedures.

THE CHANGES

The main areas addressed were:

- **THE ORDER:** The sequence of topics was moved around so as to have a more coherent flow – ensuring that descriptions of certain items came before sections which referred to them. For example, descriptions of Provincial & National Assessors were near the end of the document, after the QCP – where one needs to know how those positions are achieved in the first place, before dealing with how they are renewed.
- **THE 'ABOUT SQUASH CANADA' ITEM:** This was updated using the text found on the Squash Canada web site.
- **NOMENCLATURE:** Changes have been made to the designations for the new levels of officials, as well as to the titles given to those changed with assessments and presentations.
- **THE DATABASE:** Many references are made throughout to this new web site, describing its use as host for the many administrative aspects of officiating – accessible by individual Referees, Assessors, committee members, and PT administrators.
- **THE BOARD OF SQUASH CANADA:** Changes are made clear about the functions of the board, where in addition to its traditional role in ratifying National Assessors and Officiating Committee members, it now is solely responsible for seeking nominations and appointing the members of the Officiating Committee.

- **THE OFFICIATING COMMITTEE:** This section was moved to near the top of the document (along with descriptions of PAs & NAs) to better set the foundations of the program. The description now reflects the new governance rules which call for an entirely different approach to the creation of and composition of the committee. Therefore, long sections detailing elections and voting procedures involving the PTs were removed.
- **PROVINCIAL ASSESSORS:** This section contains the changes which were made to simplify and accelerate the process of certifying qualified officials to this position.
- **INITIAL CERTIFICATION AND VARIOUS INSTRUCTIONAL CLINICS:** The role of the online course and exam for initial certification is explained – but with allowances for the use of the traditional live presentation clinic, as well as for the shorter Rules Clinics. Many of the details regarding clinic preparation and related paper flow were changed to reflect the absence of many of the previous hard copy materials – given the new digital approach.
- **THE EXAMS:** The sections dealing with the administration of the written exam have been greatly reduced and simplified given the availability of the online course and its exam.
- **UPGRADING PROCESS:** This section now explains that an entirely separate document has been created to detail the required steps for upgrading through the levels – and that it is only referenced here. The ‘Accelerated Upgrading’ section has been modified to be compatible with the new protocols, and the administration of upgrading has been modified to reflect use of the online database.
- **THE QUALITY CONTROL PROCESS (QCP):** This section was moved to near the bottom of the document. It has been modified to reflect the changes to the sections dealing with PAs, NAs, & administration – and reformatted to improve readability.
- **COMMUNICATIONS:** This section is much shorter because some of the previous items no longer exist – and because the use of the database changes the entire approach.
- **THE RESOURCE DATABASE:** This section explains how the program no longer prints hard copies of the various books and manuals – many of which no longer exist in any case. This is followed by a bulleted description of the many documents, forms, modules and teaching aids that make the program more comprehensive.
- **THE FORMS:** This is a section devoted to describing the use of the forms used in the program. Most the previous editions have been done away with, such that only three forms can now address the needs of the modernized program.

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