

# 2014 Policies and Procedures Manual

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## Training Committee Policies and Procedures 2012-13

### USA Rugby Referee Certification and Accreditation Program

#### Table of Contents

Policies.....	2
1.0 Preamble.....	2
2.0 Certification and Accreditation Courses.....	2
2.1 General.....	2
2.2 Match Official Courses.....	3
2.3 Performance Reviewer Courses.....	7
3.0 Training Course Certification Process.....	8
4.0 Training Course Accreditation Process.....	9
5.0 Licensing Process for IRB Educators and IRB Trainers.....	9
6.0 Decertification and Recertification.....	10
7.0 Reciprocity [Excluding valid exchanges].....	11
8.0 Referee Grades.....	12
9.0 Coach of Match Official Grades.....	12
10.0 Evaluator Grades.....	12
11.0 Finance.....	12
Procedures.....	13
1.0 Compliance of Licensed IRB Educators of Match Officials.....	13
2.0 Course Administration (Materials, Documentation, Fees).....	13
3.0 Management of Training Documents.....	14
3.1 Responsibility of the National Office.....	14
3.2 Participants who have not yet registered in USA Rugby's CIPP or the R&L Committee in the current year.....	14
3.3 Responsibilities of All Educators.....	14
3.4 Responsibilities of Evaluators Course Candidates and Trainers.....	14
3.5 Responsibilities of the Training Committee Chairman.....	15
4.0 Match Officiating Course Testing Requirements.....	15
5.0 Touch Judge and Assistant Referee Course Testing Requirements.....	15
6.0 Coaching of Match Official and Evaluator Report Documentation Requirements.....	15
7.0 Finance.....	16

# 2014 Policies and Procedures Manual

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## Policies

### 1.0 Preamble

- 1.1 The USA Rugby (USAR) match official and performance reviewer certification and accreditation programs will be formulated by the Training Committee on behalf of USAR's Referees and Laws Committee (the R&L) for implementation and action by USAR and all of USAR's local referee and state based rugby; (LROs and SBROs). The certification and accreditation programs include courses for referees, touch judges, and assistant referees, otherwise known as match officials, and coaches of match officials and evaluators, otherwise known as performance reviewers.
- 1.2 Except as otherwise directed by the R&L, the policies of the Training Committee become policy of the R&L upon receipt and approval by the R&L of the minutes of the Training Committee as part of the Training Committee's annual report to the R&L.
- 1.3 Course content, materials, and examinations will be developed by the International Rugby Board (IRB) and/or the Training Committee and distributed for delivery by USAR's licensed IRB Educators (Educators) pursuant to the policies and in accordance with the procedures established by the Training Committee. While the USAR Instructor program is being phased out of existence, licensed Instructors may continue to deliver their authorized courses until the date of expiration of their license.
- 1.4 The training and licensing of Educator's shall be conducted under the auspices of the IRB, in accordance with IRB standards, and under the tutelage of IRB Trainers (Trainers).
- 1.5 All Trainers and Educators will comply with the policies and procedures of the Training Committee.

### 2.0 Certification and Accreditation Courses

#### 2.1 General

- 2.1.1 Referees, touch judges, and assistant referees, otherwise known as match officials, and coaches of match officials and performance reviewers,, participating in certification and/or accreditation courses will be required to attend such courses in the order established by the Training Committee and in concordance with the requirements of the IRB, if any, except as permitted in **Policies, Sections 2.3.1 and/or 7.0**, below. Students must complete all the certification and accreditation requirements of the previous course before participating in the next course in that series, i.e., the Officiating courses, including the Officiating Sevens courses, the Touch Judge and Assistant Referee courses, the CMO courses, and the Performance reviewer courses. A further prerequisite, among those others stated below, for each level of referee, touch judge, assistant referee, coach of match officials, or evaluator certification or accreditation is the successful participation in and completion of each of the requisite elements of the referee, touch judge, assistant referee, coach of match officials, and evaluator courses.

#### 2.1.2 Certification Courses

The IRB Level 1 Officiating, Level 1 Officiating Sevens, and Level 1 Coaching of Match Officials courses and the USAR Touch Judge and Assistant Referee courses are certification courses. A certification course requires attendance at and active and successful participation in all modules of the course, as well as those additional requirements as may be stated in Policies, Sections 2.2.1.3 and 2.2.6.3. Active and successful participation is adjudged by the lead Educator or Instructor conducting the course.

# 2014 Policies and Procedures Manual

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## **2.1.3 Accreditation Courses**

The IRB Level 2 and Level 3 Officiating, Level 2 Officiating Sevens, and Level 2 Coaching of Match Officials courses and the USAR Evaluator course are accreditation courses. To achieve course accreditation, an individual must attend and actively and successfully participate in all modules of the course, complete those additional requirements as may be stated in Policies, Sections 2.2.2.3 and 2.2.3.3, as well as successfully exhibit competency in all other elements of competence required for the course. Active and successful participation is adjudged by the lead Educator conducting the course. Successful exhibition of competency in the required elements of competence is adjudged by the lead Educator and/or any other Educator, Instructor, or other person tasked by the lead Educator to assist him or her in that task.

## **2.1.4 CIPP Registration Requirements for Participation in Courses**

Current dues registration with the USAR Club and Individual Participation Program (CIPP) is required of all persons desiring to participate in those training courses falling within the purview of these policies and procedures.

## **2.1.4 CIPP Registration Requirements for Participation in Courses**

With the exception of the Level 1 Officiating course and the Touch Judge course, current dues registration with the USAR Club and Individual Participation Program (CIPP) is required of all persons desiring to participate in those training courses falling within the purview of these policies and procedures. Persons not CIPP registered at the time of participating in and completing the certification requirements for the Level 1 Officiating course will not receive course certification, however, until such time as they become CIPP compliant.

## **2.2 Match Official Courses.**

### **2.2.1 IRB Level 1 Officiating Course.**

This is a certification course designed to create a platform for developing beginning referees. Individuals successfully completing this course will receive their Level 1 Referee certification.

- 2.2.1.1** Level 1 Officiating courses will be scheduled by the LRO and/or SBRO and may be delivered by all licensed Educators and Instructors.
- 2.2.1.2** There are no prerequisites for participation in the Level 1 Officiating course.
- 2.2.1.3** The prerequisites for the award of Level 1 Officiating certification are the student's successful participation in all course modules, successful completion of the online IRB Rugby Ready program, and successful completion of the online IRB open book law exam, along with being CIPP registered.
- 2.2.1.4** Subject to waiver by the Training Committee Chair for good cause, students are required to complete both the IRB online law exam and the IRB Rugby Ready program no later than 30 days after the delivery of the course. Failure to complete these requirements within 30 days after delivery of the course may result in withholding of course certification.
- 2.2.1.5** Level 1 Officiating course certification is one of the prerequisites to earn the C3 referee grade.
- 2.2.1.6** Level 1 Referee certification is required for referees who referee any match that potentially leads to a USAR national championship.
- 2.2.1.7** Subject to waiver by the Training Committee Chair, the recommended student to instructor ratio shall not exceed 10:1.

# 2014 Policies and Procedures Manual

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## ***2.2.2 IRB Level 2 Officiating Course.***

This is an accreditation course designed to further develop and broaden the officiating skills of the rugby referee. Individuals successfully participating in this course will receive Level 2 Officiating course certification and may continue on to receive Level 2 Officiating course accreditation.

- 2.2.2.1** Level 2 Officiating courses will be scheduled by USAR upon application by a hosting LRO and/or SBRO and delivered by licensed IRB Educators.
- 2.2.2.2** The prerequisites for participation in the Level 2 Officiating course are Level 1 Referee certification and having refereed a minimum of one season in their domestic competition.
- 2.2.2.3** Level 2 Officiating certification will be awarded upon a student's successful participation in all course modules, successful completion of the online IRB Rugby Ready program.
- 2.2.2.4** Level 2 Officiating accreditation will be awarded upon the student's assessment by the course staff either as Competent or Excellent in all criteria found in the course's IRB accreditation transcript.
- 2.2.2.5** Students not displaying all requisite accreditation competencies during the delivery of the scheduled course modules may at a later date be signed off on the deficient missing competencies by course staff. See Policies, Section 2.1.3.
- 2.2.2.6** An out-the-door debriefing with each student covering the student's progress and plan of action toward accreditation shall be conducted by course staff at the conclusion of the delivery of final classroom module.
- 2.2.2.7** Subject to waiver by the Training Committee Chair for good cause, course participants must complete all prerequisite accreditation competencies within one year of the date of delivery of the final classroom module.
- 2.2.2.8** Level 2 Officiating accreditation is one of the prerequisites to earn the B Panel referee grade.
- 2.2.2.9** Subject to waiver by the Training Committee Chair, no fewer than four students are recommended for the delivery of this course.
- 2.2.2.10** Subject to waiver by the Training Committee Chair, the recommended student to instructor ratio shall not exceed 5:1.

## ***2.2.3 IRB Level 3 Officiating Course.***

This is an accreditation course designed to provide match officials with the skills and knowledge needed to referee senior matches at national level in major Unions, and to international levels and/or age grade international competitions in less developed Unions. Individuals successfully participating in this course will receive Level 3 Officiating course certification and may continue on to receive Level 3 Officiating course accreditation.

- 2.2.3.1** Level 3 Officiating courses will be scheduled by the IRB upon application by USAR and delivered by IRB Trainers.
- 2.2.3.2** The prerequisites for a student's participation in the Level 3 Officiating course are Level 2 Referee accreditation, having refereed a minimum of three seasons in their domestic competition, having either a territorial panel referee rating or status as a Territorial performance reviewer of B Panel, and nomination for course participation either by the R&L's Selection Committee if participating as a referee or by the R&L's Evaluation Committee if participating as a performance reviewer.
- 2.2.3.3** The names and resumes of referee candidates to participate in this course shall be selected and delivered by the R&L's Selection Committee to the Training Committee. The names and resumes of Territorial performance reviewers to participate in this course shall be selected and delivered by the R&L's Evaluation Committee to the Training Committee. The Training Committee, through USAR, shall pass the names of these nominees to the IRB, with the USAR application for the delivery of the Level 3 Officiating course to these nominees.

# 2014 Policies and Procedures Manual

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- 2.2.3.3 Level 3 Officiating certification will be awarded upon a student's successful participation in all course modules, successful completion of the online IRB Rugby Ready program, and successful completion of the online IRB open book law exam.
- 2.2.3.4 Level 3 Officiating accreditation will be awarded upon the student's assessment by the course staff either as Competent or Excellent in all criteria found in the course's IRB accreditation transcript.
- 2.2.3.5 Students not displaying all requisite accreditation competencies during the delivery of the scheduled course modules may at a later date be signed off on the deficient missing competencies by course staff. See Policies, Section 2.1.3.
- 2.2.3.6 An out-the-door debriefing with each student covering the student's progress and plan of action toward accreditation shall be conducted by course staff at the conclusion of the delivery of final classroom module.
- 2.2.3.7 Subject to waiver by the Training Committee Chair for good cause, course participants must complete all prerequisite accreditation competencies within one year of the date of delivery of the final classroom module.
- 2.2.3.8 Level 3 Officiating accreditation is one of the prerequisites for a referee to be named to the National Panel.
- 2.2.3.9 A minimum of six candidate participants will be required for any Level 3 Officiating course.

## ***2.2.4 IRB Level 1 Officiating Sevens Rugby.***

This is a certification course designed for delivery to students at different levels of officiating experience and skills so they understand the principles of Sevens Rugby and how to prepare for and to officiate Sevens Rugby. Individuals successfully completing this course will receive their Level 1 Officiating Sevens Rugby certification.

- 2.2.4.1 Level 1 Officiating Sevens Rugby courses will be scheduled by the LRO and/or SBRO; and may be delivered by all licensed Educators who themselves are Level 1 Officiating Sevens Rugby certified.
- 2.2.4.2 Level 1 Referee certification is a prerequisite for participation in the Level 1 Officiating Sevens Rugby course.
- 2.2.4.3 Prerequisite for Level 1 Officiating Sevens Rugby certification is successful participation in all course modules.
- 2.2.4.4 Level 1 Officiating Sevens Rugby certification is a prerequisite for participation in the Level 2 Officiating Sevens Rugby course
- 2.2.4.5 Subject to waiver by the Training Committee Chair, the recommended student to instructor ratio shall not exceed 10:1.

## ***2.2.5 IRB Level 2 Officiating Sevens Rugby.***

This is an accreditation course designed to assess the competency of students having attained Level 1 Officiating Sevens Rugby certification. Individuals successfully completing this course will receive their Level 2 Officiating Sevens Rugby accreditation.

- 2.2.5.1 Level 2 Officiating Sevens Rugby courses will be scheduled by the LRO and/or SBRO and may be delivered by all licensed Educators who are Level 1 Officiating Sevens Rugby certified.
- 2.2.5.2 Level 2 Referee accreditation is a prerequisite for participation in the Level 2 Officiating Sevens Rugby course.
- 2.2.5.3 Students not displaying all requisite accreditation competencies during the delivery of the scheduled course modules may at a later date be signed off on the deficient missing competencies by course staff. See Policies, Section 2.1.3.

## 2014 Policies and Procedures Manual

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- 2.2.5.4 An out-the-door debriefing with each student covering the student's progress and plan of action toward accreditation shall be conducted by course staff at the conclusion of the delivery of final classroom module.
- 2.2.5.5 Subject to waiver by the Training Committee Chair for good cause, course participants must complete all prerequisite accreditation competencies within one year of the date of delivery of the final classroom module.
- 2.2.5.6 Level 2 Officiating Sevens Rugby accreditation is one of the prerequisites to earn the ??? referee grade.
- 2.2.5.7 Subject to waiver by the Training Committee Chair, the recommended student to instructor ratio shall not exceed 10:1.

### ***2.2.6 USAR Touch Judge Courses***

The Touch Judge course is a certification course offered for the training of club touch judges and designed to provide the basic skills demanded of all touch judges. Individuals successfully completing this course will receive their Touch Judge certification.

- 2.2.6.1 Touch Judge courses will be scheduled by the LRO and/or SBRO-and may be delivered by all licensed Educators .
- 2.5.2 There are no prerequisites for participation in the Touch Judge course.
- 2.2.6.3 Prerequisite for Touch Judge certification is successful participation in all course modules, correctly answering a minimum of 25 of the multiple choice questions contained in the course exam, and being CIPP registered.
- 2.2.6.4 Touch Judge certification is a prerequisite for participation in the Assistant Referee course.
- 2.2.6.5 There is no minimum number of students required for the delivery of the Touch Judge course and no limits as to student-to-instructor ratios.

### ***2.2.7 USAR Assistant Referee Course.***

The Assistant Referee course is a certification course which, in combination with the Touch Judge course, is recommended for all referees and designed to provide the additional skills a match official needs to officiate as an assistant referee. Individuals successfully completing this course will receive their Assistant Referee certification.

- 2.2.7.1 Assistant Referees courses will be scheduled by the LRO and/or SBRO-and may be delivered by all licensed Educators and Instructors.
- 2.2.7.2 Touch Judge certification is a prerequisite for participation in the Assistant Referee course.
- 2.2.7.3 Prerequisite for Assistant Referee certification is successful participation in all course modules and being CIPP registered.
- 2.2.7.4 While Level 1 Referee certification is not a prerequisite for participation in the Assistant Referee course, it is a prerequisite for final Assistant Referee certification. Persons completing their Level 1 Referee certification within two years after taking the Assistant Referee course may be Assistant Referee certified without having to retake the Assistant Referee course.
- 2.2.7.5 Assistant Referee certification is one of the prerequisites to earn the C2 referee grade.
- 2.2.7.6 There is no minimum number of students required for the delivery of the Assistant Referee course and no limits as to student to instructor ratios.

# 2014 Policies and Procedures Manual

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## 2.3 Performance Reviewer Courses.

### ***2.3.1 IRB Level 1 Coaching of Match Officials Course.***

The Level 1 Coaching of Match Officials (CMO) course is a certification course intended for referees having a desire to support other referees through the medium of coaching. Individuals successfully completing this course will receive their Level 1 CMO certification.

- 2.3.1.1** Level 1 CMO courses will be scheduled by the LRO and/or SBRO and may be delivered by all licensed Educators who themselves are Level 1 CMO certified.
- 2.3.1.2** No Refereeing experience is required for participation in the Level 1 CMO course.
- 2.3.1.3** Prerequisite for Level 1 CMO certification is successful participation in all course modules including Match Observer Program (online).
- 2.3.1.4** Level 1 CMO certification is a prerequisite for participation in the Level 2 Coaching of Match Officials course, as well as the USA Performance Reviewer course.
- 2.3.1.3** There is no minimum number of students required for the delivery of the Level 1 CMO course.
- 2.3.1.4** Subject to waiver by the Training Committee Chair, the recommended student to instructor ratio shall not exceed 10:1

### ***2.3.2 IRB Level 2 Coaching of Match Officials Course.***

The Level 2 Coaching of Match Officials course is an accreditation course intended for persons with a desire to continue supporting other referees through the medium of coaching. Individuals who are active and successfully participate only in the classroom modules will receive their Level 2 CMO certification. Individuals successfully completing the remaining accreditation requirements for this course will receive their Level 2 CMO accreditation.

- 2.3.2.1** Level 2 CMO courses will be scheduled by the LRO and/or SBRO and may be delivered by all licensed Educators who themselves are Level 2 CMO accredited.
- 2.3.2.2** Level 1 CMO certification and at least five seasons of refereeing experience are prerequisites for participation in the Level 2 CMO course.
- 2.3.2.3** Level 2 CMO certification will be awarded upon a student's successful participation in all course modules.
- 2.3.2.4** Level 2 CMO accreditation will be awarded upon the student's assessment by the course staff either as Competent or Excellent in all criteria found in the course's IRB accreditation transcript.
- 2.3.2.5** Students not displaying all requisite accreditation competencies during the delivery of the scheduled course modules may at a later date be signed off on the deficient missing competencies by course staff. See Policies, Section 2.1.3.
- 2.3.2.6** An out-the-door debriefing with each student covering the student's progress and plan of action toward accreditation shall be conducted by course staff at the conclusion of the delivery of final classroom module.
- 2.3.2.7** Subject to waiver by the Training Committee Chair for good cause, course participants must complete all prerequisite accreditation competencies within one year of the date of delivery of the final classroom module.
- 2.3.2.8** Subject to waiver by the Training Committee Chair, no fewer than \_\_\_\_ students are recommended for the delivery of this course.
- 2.3.2.9** Subject to waiver by the Training Committee Chair, the recommended student to instructor ratio shall not exceed \_\_:\_\_.



# 2014 Policies and Procedures Manual

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## **2.3.3 USAR Elite Coaching of Match Officials Course**

The USAR Elite Coaching of Match Officials course is a certification course intended for persons ?????

## **2.3.4 USAR Performance Reviewer Course.**

The USAR Performance Reviewer Course is an accreditation course intended for persons with a desire to support other referees through the medium of performance evaluation or assessment. Individuals who are active and successfully participate only in the classroom modules will receive their Performance reviewer certification. Individuals successfully completing the remaining accreditation requirements for this course will receive their Performance Reviewer accreditation.

**2.3.4.1** USAR Performance Reviewer courses will be scheduled by USAR upon application by a hosting LRO and/or SBRO and delivered by licensed IRB Educators who themselves are USAR Performance Reviewer accredited.

**2.3.4.2** Level 1 CMO certification is a prerequisite for participation in the USAR Performance Reviewer course.

**2.3.4.3** Performance Reviewer certification will be awarded upon a student's successful participation in all course modules.

**2.3.4.4** Performance Reviewer accreditation will be awarded upon the assessment that the student has successfully written two credible performance review reports. There is no deadline by which the student must successfully complete these two performance review reports in order to gain accreditation.

**2.3.2.5** An out-the-door debriefing with each student covering the student's progress and plan of action toward accreditation shall be conducted by course staff at the conclusion of the delivery of final classroom module.

**2.3.2.6** Performance reviewer accreditation is one of the prerequisites for becoming a Territorial Evaluator.

**2.3.2.7** There is no minimum number of students required for the delivery of the USAR Performance reviewer course and no limits as to student-to- instructor ratios.

## **3.0 Training Course Certification Process**

**3.1** An individual participating in a training course will be certified when the candidate completes all the following:

**3.1.1** Successfully participates in all course modules;

**3.1.2** Passes any requisite examinations;

**3.1.3** Completes the online IRB Rugby Ready program, if required by the course; and,

**3.1.4** Is registered in USA Rugby's CIPP program as a referee.

**3.2** Subject to the waiver provisions of Policies, Section 2.2.1.4, persons taking the Level 1 Officiating online IRB law examination have 30 days after completing the course to submit to their lead Educator or Instructor the certificate provided by the IRB as evidence of their successfully passing that examination.

**3.3** The Level 1 Coach of Match Officials is not required to submit coaching reports in order to be certified.

**3.4** Referees who fail the Level 2 Officiating examination will be required by the course's Lead Educator to take up to two make-up examinations until the student passes one of those re-examinations for his or her certification.

**3.4.1** The first make-up examination must be completed by the referee and submitted to the course's Lead Educator within 60 days of being provided the re-exam. The Educator will grade the make-up exam and, if passed, forward the results to the National Office.



# 2014 Policies and Procedures Manual

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- 3.4.2 Failure to submit the completed first re-examination within 60 days will require the course be retaken.
- 3.4.3 Referees who fail the first make-up examination will be provided a second make-up examination by the course's Lead Educator. The second re-examination will be completed and submitted to the Educator within 30 days of being provided the re-exam. The Educator will grade the make-up exam and, if passed, forward the results to the National Office.
- 3.4.4 Failure to pass the second re-examination will require the course to be retaken.

## 4.0 Training Course Accreditation Process

- 4.1 An individual participating in an accreditation training course will be accredited when the candidate accomplishes the following:
  - 4.1.1 Completes all course requirements needed for course certification (see Policies, Section 3.1);
  - 4.1.2 In the case of all IRB accreditation courses, is assessed as Competent or Excellent in all criteria found in the course's IRB accreditation transcript;
  - 4.1.3 In the case of USAR performance review accreditation courses, is assessed as competent in the writing of the requisite number of performance review reports for the course. See Policies, Section 2.3.4.4.
- 4.2 Subject to waiver by the Training Committee Chair for good cause, students are required to complete all IRB course accreditation requirements within one calendar year of completing course certification.
- 4.3 Assessment of competency for purposes of accreditation in an IRB accreditation course may be made by any of the following individuals:
  - 4.3.1 During the delivery of the course, by the course's Lead Educator and/or his or her co-Educators;
  - 4.3.2 Following the course, by the course's Lead Educator, his or her co-Educators, and/or by any individual nominated by the Lead Educator who also is accredited as completing the Level 2 Match Official course and trusted by the Lead Educator to competently assess the abilities of the Level 2 Match Official course candidate.
- 4.4 Assessment of competency for purposes of accreditation in the USAR Performance Reviewer course may be made by any performance reviewer course Educator or any Territorial Performance Reviewer recognized by the Evaluation Committee.
- 4.5 There is no time limit as to when a USAR Performance Reviewer course candidate must complete his or her accreditation requirements. See Policies, Section 2.3.4.4.

## 5.0 Licensing Process for IRB Educators and IRB Trainers

- 5.1 Requirements to become an IRB Educator of Match Officials licensed to deliver IRB and USAR certification and accreditation courses for match officials are all the following:
  - 5.1.1 be registered in USA Rugby's CIPP program;
  - 5.1.2 be registered with USA Rugby's Referees & Laws Committee;
  - 5.1.3 be a knowledgeable and locally respected referee and/or evaluator or retired referee and/or evaluator;
  - 5.1.4 have earned a grade of at least C1;
  - 5.1.5 demonstrate a willingness to teach;
  - 5.1.6 have good communication skills (teaching background a plus);
  - 5.1.7 have good administrative skills;
  - 5.1.8 have successfully completed each of the courses for which the individual is a candidate to teach;

# 2014 Policies and Procedures Manual

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- 5.1.9 have participated in and successfully completed an IRB Educator Training Workshop, including having successfully completed all requisite IRB licensing transcript requirements either as Competent or Excellent.
- 5.2 If all the requirements of Section 5.1 are met, the licensed IRB Trainer who led the IRB Educator Training Workshop and/or the IRB Trainer who judged the performance of the candidate during the IRB Educator Training Workshop will certify the candidate to the IRB as a qualified IRB Educator by notifying the Training Committee Chairman and transmitting the candidate's qualifying licensing transcript to the IRB.
- 5.3 Should an IRB Educator candidate at the completion of the IRB Educator Training Workshop be judged Not Yet Competent by the IRB Trainer judging his or her performance, the candidate shall have one year from the completion of the workshop in which to demonstrate to that IRB Trainer or any other designated IRB Trainer his or her competency in the needed IRB Educator licensing transcript requirements. Upon observing the successful completion of those needed IRB Educator licensing transcript requirements, the assigned IRB Trainer performing the licensing observation will notify the Training Committee Chairman and transmit to the IRB the candidates qualifying licensing transcript.
- 5.4 IRB Educator candidates who fail to be observed as Competent or Excellent in all IRB Educator licensing transcript criteria within one year of completing their IRB Educator Training Workshop must retake the IRB Educator Training Workshop should they continue to be a candidate for licensing as an IRB Educator of Match Officials.
- 5.5 It is recommended each LRO have on its rolls at all times at least one IRB Educator
- 5.6 Requirements to become an IRB Trainer are to:
  - 5.6.1 be a current IRB Educator
  - 5.6.2 be a knowledgeable and territorially respected referee and/or performance reviewer or retired referee and/or performance reviewer;
  - 5.6.3 have taught a minimum of 3 IRB accreditation courses;
  - 5.6.4 be nominated by the Training Committee Chairman with the approval of the National Referee Development Officer (NRDO);
  - 5.6.5 be approved by the IRB Regional Training Manager.
- 5.7. The training and licensing of IRB Trainers are the responsibility of the IRB, to be conducted to those requirements established by the IRB.

## 6.0 Decertification and Recertification

- 6.1 It is expected that every referee and evaluator maintain certification by:
  - 6.1.1 Maintaining current registration in USA Rugby's CIPP program;
  - 6.1.2 Maintaining current registration with USA Rugby's Referees & Laws Committee;
  - 6.1.3 Completing the annual currency requirement. The Chairmen of the LRO are responsible for providing adequate opportunities for members to obtain currency requirements, as developed and defined by the Training Committee (see appendix). Individuals are responsible for tracking their currency activities and submitting them upon request as validation of currency for referee appointments.
- 6.2 Failure to comply with any of the policies and procedures of the Training Committee may result in decertification.
- 6.3 Decertified referees who wish to return to certified status must contact an IRB Trainer at the appropriate Level to arrange for recertification.
  - 6.3.1 Levels 1 and 2 Referees must comply with the requirements set forth by an IRB Trainer who will recertify the referee upon completion of the requirements.
  - 6.3.2 Level 3 Referees must comply with the requirements set forth by a certified IRB Trainer of Level 3 Referee courses who will recertify the referee upon completion of the certification requirements.
- 6.4 Decertified evaluators who wish to return to certified status must contact an IRB Trainer at the appropriate Level to arrange for recertification.

# 2014 Policies and Procedures Manual

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- 6.4.1 Levels 1 and 2 Performance Reviewers must comply with the requirements set forth by an IRB Trainer of the Levels 1 and 2 Performance Reviewers courses who will recertify the evaluator upon completion of the certification requirements.
- 6.4.2 Level 3 Performance Reviewers must comply with the requirements set forth by a certified IRB Trainer of Level 3 Evaluator courses who will recertify the evaluator upon completion of the certification requirements.
- 6.5 It is expected that every IRB Educators will:
  - 6.5.1 Maintain current CIPP registration with USAR's CIPP;
  - 6.5.2 Maintain current registration with the R&L;
  - 6.5.3 Maintain all standards expected of IRB Educator candidates;
  - 6.5.4 **Participate in the delivery of a minimum of three (3) training courses per three (3) year license period of which two (2) must be face to face.**
  - 6.5.5 Comply with all policies and procedures regarding the delivery of training courses as required by the Training Committee.
- 6.6 Failure to meet those standards of conduct expected of an IRB Educator are grounds for the Training Committee's recommendation to the IRB, made through USAR, for the revocation of an IRB Educator's license. Similarly, such failure to meet these standards of conduct is grounds for the Training Committee to withhold its recommendation of the relicensing of an IRB Educator.
- 6.7 IRB Educators will be relicensed upon;
  - 6.7.1 The expression of their desire to seek relicensing;
  - 6.7.2 Receiving the recommendation of the Training Committee to be relicensed, and;
  - 6.7.3 Having displayed the qualities expected of an IRB Educator as set out in the IRB licensing transcript during an observed training course, when such observation is conducted by an IRB Trainer and reported to the IRB using an IRB Quality Assurance Report.
- 6.8 The observation of IRB Educators by an IRB Trainer for purposes of relicensing the Educator will be conducted when reasonably possible no sooner than 18 months preceding the date of expiration of the IRB Educator's license. An exception to this policy may be made by the Training Committee chairman should an IRB Educator's observation by an IRB Trainer not have been completed within the 18 month period preceding the expiration of the Educator's license, allowing for an observation to be made within, but no later than, six months after the license's expiration.
- 6.9 Decertified trainers who wish to return to certified status must contact their Territorial Training Committee representative to arrange for recertification. Their recertification must be approved following the same procedures that were involved in the initial certification.

## 7.0 Reciprocity [Excluding valid exchanges]

- 7.1 Referees, assistant referees, and performance reviewers who have completed and passed IRB training courses will be considered as US trained at that Level.
- 7.2 Non-US referees who are not considered IRB trained, but whom
  - 7.2.1 live briefly in the US may perform certified activities at the Level consistent with their home union grading.
  - 7.2.2 will be in the US for more than 12 months either:
    - 7.2.2.1 must participate in the US referee certification programs, or;
    - 7.2.2.2 must demonstrate competency with their home union referee grade by passing all requisite USA Rugby examinations up to the Level of U.S. certification for which they seek recognition, exclusive of Level 3 Referee.
- 7.3 Non-US coaches of match official and evaluators who are not considered IRB trained, but whom
  - 7.3.1 live briefly in the US may perform these activities consistent with their equivalent home union activities.

# 2014 Policies and Procedures Manual

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**7.3.2** will be in the US for more than six months and either;

**7.3.2.1** are seeking recognition as a coach of match officials at the LRO level must demonstrate competency with their equivalent home union Level 1 CMO course activity to their Training Committee territorial representative, and/or;

**7.3.2.2** are seeking recognition as a LRO level performance reviewer, must demonstrate competency with their equivalent home union evaluator activity to their Training Committee territorial representative or;

**7.3.2.3** are seeking recognition as territorial level performance reviewer, must demonstrate competency with their equivalent home union evaluator activity to the Evaluation Chairman

**7.4** Non-US referees who are not considered IRB trained and who seek Level 3 Match Official Course Accreditation may only do so by participating in the USAR accreditation program.

**7.5** A \$25.00 administrative fee shall be assessed non-US referees, coaches of match officials and evaluators for the processing of their certification or accreditation received pursuant to Policies, Sections 7.2.2.2 and 7.3.

## 8.0 Referee Grades

**8.1** The training process does not in and of itself lead to a referee grade. Match ratings are assigned by Performance Reviewers for the day and are earned on the pitch. The final judgment for the referee grade lies with the LRO and/or the Evaluation Committee responsible for awarding the grade.

**8.2** Referee grades are predicated upon a common knowledge base. To this end, successful completion of the academic work will be required for various Levels as follows:

**8.2.1** Level 1 Officiating course certification is required, but not sufficient to earn a C3 grade;

**8.2.2** Touch Judge and Assistant Referee course certification is required, but not sufficient to earn a C2 grade.

**8.2.3** Level 2 Officiating course accreditation is required, but not sufficient to earn entry to a Territorial panel;

**8.2.4** Level 3 Officiating course accreditation is required, but not sufficient for appointments to the National Panel..

## 9.0 Coach of Match Official Grades

## 10.0 Evaluator Grades

**10.1** The training process does not in and of itself lead to an Performance Reviewer grade. The final judgment and responsibility for awarding these grades lies with the Evaluation Committee.

**10.2** Performance Reviewer grades are predicated upon a common knowledge base. To this end, successful completion of the academic work required for Evaluator course accreditation will be required to become an LRO Evaluator.

## 11.0 Finance

**11.1** Travel reimbursement for Educators will be the responsibility of the host organizations. In most instances, the host organization that requests and organizes the course will cover funding.

**11.2** With the exception of Level 3 Officiating courses, the host organization is responsible for providing an appropriate venue and any necessary equipment at their expense. USAR is the host organization responsible for providing and funding an appropriate venue and any necessary equipment for the conduct of Level 3 Officiating courses.

# 2014 Policies and Procedures Manual

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## Procedures

### 1.0 Compliance of Licensed IRB Educators of Match Officials

- 1.1 The Chairman of the Training Committee or his or her designee will provide the National Office with a list of licensed IRB Educators of Match Officials along with all personal data available.
  - 1.1.1 The National Office will maintain a data base of all USAR licensed IRB Educators of Match Officials.
  - 1.1.2 The National Office will confirm each Educator is registered in the CIPP and with the Referees & Laws Committee.
    - 1.1.2.1 If the Educator is not registered in CIPP and the Referees & Laws Committee, the National Office will notify the Educator and the Chairman of the Training Committee.
    - 1.1.2.2 The Educator will have six (6) months from the date of notification to become registered in the CIPP and with the Referees & Laws Committee. Failure to do so will mean loss of licensed IRB Educator privileges and responsibilities within USAR.
- 1.2 To become reinstated as a licensed Educator with all IRB Educator privileges and responsibilities after loss of such privileges and responsibilities pursuant to Procedures, Section 1.1.2.2, the Educator must satisfy the requirements provided in Policies, Section 5.0.

### 2.0 Course Administration (Materials, Documentation, Fees)

- 2.1 As soon as possible after scheduling a course, the Educator should notify the National Office and the IRB Educator listserv of the course type and location. Two (2) weeks prior to the course, the Educator should ensure enough materials are available to accommodate the expected class attendance.
  - 2.1.1 If materials are needed, the Educator will contact the National Office or its designee at least two (2) weeks prior to the course to order the correct amount.
  - 2.1.2 Materials will only be sent on the order of a Educator who is licensed to teach the course.
- 2.2 Prior to starting the instruction, every participant must complete all registration forms and pay the course fee.
  - 2.2.1 Registration for a training course, as well as payment of required course fees, CIPP dues, and R&L Committee registration, may be accomplished online at the USAR website.
  - 2.2.2 Course fees, along with the Course Report Form with names and requisite personal information of individuals in attendance, unused excess course materials, and course and Educator evaluation forms should be forwarded within ten (10) days after the course to the USAR Match Official Administrator for proper accounting. -If possible, one check should be submitted covering all fees collected at the course. At this time, the use of credit cards are not an acceptable form of payment of course fees or dues. An electronic copy of the Course Reporting Form should also be sent to the USAR Match Official Administrator, the Training Committee Chairman, and the chairman of all LROs and/or SBROs with whom the course's students are or will be affiliated. An electronic copy of the course and Educator evaluation forms may be sent to the USAR Match Official Administrator in lieu of sending hard copies of the forms with the course fees and the hard copy of the Course Reporting Form.
  - 2.2.3 Certificates, to be issued by USAR to each course student achieving course certification, will only be issued to individuals who have passed the course requirements and are registered in the CIPP and with the Referees & Laws Committee. The responsibility for registration and paying any fees, CIPP or otherwise, remains with the individual or the LRO.

# 2014 Policies and Procedures Manual

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## 3.0 Management of Training Documents

### 3.1 Responsibility of the National Office

- 3.1.1 Based on input from course Educators reporting results with Course Report Forms (see Procedures section 2.2.2 above), the National Office will be responsible for logging the following into the USA Rugby referee, coach of match officials, and evaluator databases:
  - 3.1.1.1 Name of the student;
  - 3.1.1.2 Training course attended and its date;
  - 3.1.1.3 Certification and/or accreditation achieved.
- 3.1.2 Attendees of any certification course will not be deemed certified until the student passes all course requirements and all requisite documentation is provided to the National Office.
  - 3.1.2.1 The National Office will issue the appropriate certificate to the individual who has successfully complied with all the requirements.
  - 3.1.2.2 The National Office will provide quarterly reports that reflect their members' training status to the chairman of each LRO and SBRO, the R&L Committee Chairman, and each Territorial representative to the Training Committee.
- 3.1.3 Course Reporting Forms will be retained by the National Office for historical purposes.
- 3.1.4 Using the necessary data from the course reporting forms, an IRB Database form will be prepared and submitted to the IRB reporting the certification and/or accreditation of successfully certified and/or accredited students.
- 3.1.5 Copies of all course and Educator evaluation forms received from course Educators will be retained by the National Office for historical purposes. Copies also will be forwarded for their review to the Training Committee chairman and to the appropriate territorial representative to the Training Committee of the Educator submitting the evaluation forms.

### 3.2 Participants who have not yet registered in USA Rugby's CIPP or the R&L Committee in the current year

- 3.2.1 When the National Office receives an Educator's Course Report Form listing the students who have completed a course's required instruction and other programs, including course accreditation requirements, and passed any required tests, the National Office will confirm that the candidate for certification or accreditation is registered for the current year in the CIPP, and with the R&L Committee. If the candidate is not compliant with payment of CIPP and R&L Committee dues, certification withheld. A letter along with a CIPP membership form will be sent to the participant informing him that registration in the CIPP and with the R&L Committee is required before the certificate is issued.
- 3.2.3 The names of participants in certification and accreditation courses who have not registered in the CIPP and with the R&L Committee within two months of notification by the National Office will be sent to the chairman of the appropriate LRO and SBRO for follow-up.

### 3.3 Responsibilities of All Educators

Within ten business days after a course is completed, the Educator will submit the completed Course Report Form, along with the appropriate check for course fees, course and trainer evaluation forms and any excess, unused course materials to the National Office's Match Officials Administrator. An electronic copy of Course Report form will be forwarded to the National Office, the Training Committee Chairman, and the appropriate chairmen of the LROs and SBROs of each of the course's students.

### 3.4 Responsibilities of Evaluators Course Candidates and Trainers

- 3.4.1 Evaluator course candidates must submit their requisite match evaluation reports as required (see **Policies section 4.4**), to the designated Evaluator course Educator for grading



# 2014 Policies and Procedures Manual

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- 3.4.2** The Evaluator course Educator or his or her designated representative, to whom the reports are to be submitted for approval will provide written comments on each report, returning the comments to the candidate. Upon completion of reviewing an approved report the Evaluator Educator will submit a revised, updated Course Reporting Form reporting the date of the completed, approved evaluation report to the National Office. Upon completion of the last approved evaluation report, the Evaluator course Educator also shall forward the approved report to the Report Review Subcommittee of the R&L's Evaluation Committee.

## 3.5 Responsibilities of the Training Committee Chairman

- 3.5.1** The Chairman will provide an annual accounting of Committee activities to the Training Committee at its annual meeting, as well as to the R&L Committee.
- 3.5.2** The Chairman will monitor IRB Educator effectiveness and quality, as well as course quality, utilizing the Course and Educator Evaluation forms submitted by course candidates and IRB Quality Assurance Reports provided to him by IRB Trainers performing observations of IRB Educators. Deficiencies or problems with the IRB courses will be reported to the IRB Regional Training Manager.
- 3.5.3** Data from the IRB Database Input forms will be provided to the IRB Regional Training Coordinator as requested.

## 4.0 Match Officiating Course Testing Requirements

- 4.1** Level 1 Officiating- Students will be informed by the lead course Educator prior to the course's commencement of the requirement to complete the IRB's online law exam. Upon completion of the exam, the student shall provide a copy of the certificate provided by the IRB as evidence of completing the exam. In addition to the online law exam, the student also will be given a law safety exam at the course, which students must answer 100% of all the safety questions correctly.
- 4.2** Level 2 Officiating- Prior to course commencement, students will be provided by the course's lead Educator USAR's Level 2 Officiating course law exam, such exam to be completed and returned by the student to the lead Educator at or before the time of the course. The student must answer correctly 80% of all the questions. Failure to do so will result in a retesting process, which is discussed in Policies, Section 3.4.
- 4.3** Level 3 Officiating – This is an IRB hosted course, to be conducted by and monitored by the IRB, including the requirement that all procedures are the responsibility of the IRB lead Trainer.

## 5.0 Touch Judge and Assistant Referee Course Testing Requirements

- 5.1** Touch Judge – The lead Educator will deliver the touch law exam contained in the Touch Judge Course Participants Workbook to the students during the course. The student must answer correctly 25 of the 36 questions asked in order to receive Touch Judge course certification.
- 5.2** Assistant Referee – No test is required.

## 6.0 Coaching of Match Official and Evaluator Report Documentation Requirements

- 6.1** Level 1 Coaching of Match Officials – No coaching reports are required of the candidate.
- 6.2** Level 2 Coaching of Match Officials – To be determined upon receipt of course from IRB.
- 6.3** Performance Reviewer – The candidate must submit the required number of reports to the designated individual in the time frame specified in the Policies, Section 2.3.4.4. Failure to submit and have approved the required number of acceptable reports will require the course be retaken in order to obtain certification.



# 2014 Policies and Procedures Manual

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## 7.0 Finance

7.1 Course fees payable to USAR are as follows:

7.1.1 The fee for courses lasting one/half day or less, i.e., the Touch Judge and Assistant Referee courses, is \$25.

7.1.2 The fee for the Level 1 Officiating course is \$50, with an additional \$25 fee added for course walk-in participants.

7.1.3 The fee for courses lasting one day other than the Level 1 Officiating course is \$50.

7.1.4 The fee for courses lasting two days is \$100.

7.1.5 The fee for courses lasting four days is \$200.

7.2 **There is no fee for individuals auditing the course, i.e., sitting in and observing.**

7.3 Host organizations may charge fees in addition to those specified above.