

ATHF Officiating Manual



Table of Contents

Table of Contents	2
Expectations	3
Serving as an Ambassador of the Sport	3
Clinics	4
Level System	4
Supervisors	5
Supervision Expectations	5
Notes for Supervisions and Natural Progression Guidelines	6
Level Promotion & Demotion	7
Maintaining your Certification Level	7
Promotion to Higher Level	7
Demotion & Loss of Level	7
Return following Leave of Absence of Longer than 12 Months	7
Evaluation Results	8
Disputing an Evaluation	8
Game Priorities and Assignments	9
Beach Handball	9

Expectations

- Know and understand the rules of handball.
 - IHF IX. Rules of the Game - Indoor Handball.
 - Guidelines and Interpretations of the IHF Rules of the Game.
- Display professionalism and promote a positive image when representing ATHF officials.
- Matching jersey set with their referee partner.
- Present themselves in a professional manner.
- Arrive in a timely manner for all scheduled games and events.
- Officials must attend an ATHF officiating clinic prior to becoming a sanctioned referee.
- Interact respectfully with fellow referees, players, coaches, school administrators, and spectators.

Serving as an Ambassador of the Sport

Referees frequently interact with the same players, coaches, officials, and spectators over the course of the year in multiple leagues and across seasons. Therefore, it is essential that referees conduct themselves professionally with a demeanour that fosters positive engagements with whomever they interact with. It is also critical that referees hold themselves to ATHF's code of conduct. Behaviour not aligned with ATHF and ATHL's expectations reflect poorly upon all referees and team handball in the province, which is detrimental to the continued growth of team handball in the province.

Your hard work and engagement to each and every game will not go unnoticed to make the games safer, rewarding, enjoyable for everyone involved.

Clinics

Clinics are an essential part for improving referee education to allow for further development. All referees are expected to attend a minimum of one clinic in a 12-month period to maintain their certification level. As well, they must all meet the requirements that are needed to maintain or promote their referee level.

Certification for all levels is conducted in a two-part process; in-class theoretical portion culminating in a classroom, and a practical assessment conducted by supervisors. The level system is our foundation for training and development of our officials. Beginning at level I and progressing sequentially to level III. Officials are encouraged to seek advancement through peer and evaluator mentoring, clinic examination, and season supervision grades.

Level System

Level I:

- 13u
- 15u

- Jr. High School
- Mini Handball

Level II:

- 18u
- High School

Level III:

- Open League
- Provincial
- National

Referee levels do not determine exactly what league you will be refereeing; however, the referees of higher levels will have the first priority in refereeing the higher leagues. Referees are also able to referee lower leagues as well.

For the clinic portion, officials must attend a minimum of one (1) sanctioned ATHF referee course per year to attain their certification level. It is important our referees stay up to date on rule interpretations and to further progress their knowledge.

Supervisors

The supervision program is a support and development-based program that is designed to achieve two main goals of our officiating body; the first is to improve the quality of our officials, and the second is to ensure a uniform application of the rules across the province. Supervisions are to be conducted on a voluntary basis with those who complete them being recognized as contributing to the growth of our officiating program. No official may complete a supervision of a game above their own assigned level but may supervise those at the same or lower level. Supervisions are to be treated as a learning experience and conversation between both parties involved are highly encouraged. As there are often interpretations to the wording of rules, it is important for both parties to work together to achieve a better understanding of the game. All supervisions conducted, will use the Referee Assessment Sheet (RAS) and upon completing it, they shall be submitted to the supervision committee for review and record keeping purposes. Stored supervision reports are used for noting an official's progression as well as reference of official conduct to determine their referee level.

Roles of the Supervisor:

- Coach: Give necessary information to maximize the referee's skill.
- Help: They are to encourage officials and be open to questions.
- Know the Rules and Procedures: More so than the common official, the expectation is that there is a strong rule knowledge and proficiency to apply situations to the rulebook.

- Communicate: Be open to conversation, not only by telling but listening can also be highly beneficial.
- Be Honest and Sincere: Good character will reflect well on the information given

Supervision Expectations

- Level I:
 - At this level, officials will be actively given out supervisors throughout the various leagues to advance and hone their skills.
 - All officials are encouraged to ask questions of supervisors to build an understanding of both their role and the rules of the game.
 - Officials from this level are still encouraged to participate in active discussion with supervisors in order to build a stronger understanding of the game.
- Level II:
 - All officials are encouraged to seek evaluation and will be given evaluators throughout the various leagues for potential advancement and personal growth.
 - Select officials, with ATHF board approval, may supervise officials at equal level or below.
- Level III:
 - Officials at this level may supervise those of equal level and below.
 - Officials at this level are encouraged to seek out supervision opportunities with younger officials to nurture growth and promote advancement amongst lower levels.

Evaluation Results

Referee Level I and II will be evaluated based on a constructive-feedback system to offer supervisor impression and an individual growth plan according to current ability. Decisions regarding referee maintenance and advancement of level will be upon supervisor discretion.

Level III officials will be scored based on letter-grade evaluation based on supervisor impressions. Discretion for maintenance and advancement of level will be decided by evaluator based on demonstrated ability and referee behaviour.

Referee Assessment Sheet

*To be made official upon the creation of all the other versions.

Disputing an Evaluation

In the event a referee wishes to dispute an evaluator's report, they must notify the Director of Officiating within three (3) days of receiving the results of their concerns. Following the notification, the director will communicate with both the evaluator and referee to determine

whether further action is to be taken. The Director may utilize their discretion to do one of the following: deem it representative and proceed with the original evaluation; consult with referee partner, coaches, players involved for feedback; increase or decrease competency scores which may or may not result in a change in evaluation outcome; schedule another evaluation with a different evaluator or themselves; or refer the case to the ATHF Board for further assistance or disciplinary action.

In a conflict of interest for the director, an investigator may be appointed by the ATHF Board to proceed with the handling of the dispute.

Notes for Supervisors and Natural Progression Guidelines

Beyond what is expected of the supervisor, the supervision itself must be tailored to the level of the officials in question. For example, the information most beneficial to a beginner referee is vastly different to what will improve a high-level official. Supervisors are encouraged to attend a focused workshop to better understand the responsibilities of the supervisor. All Supervisors are to follow the recommended templates for the level of supervision. Levels I and II will follow the ATHF RAS VI, while Level III will follow the VII of the RAS. Assessment sheets are largely based on the information that was taught and provided at the referee clinic for each referee level. The following is a detailed progression for expectations and areas of growth for each subsequent official level. Supervisors are encouraged to reference these characteristics of a good referee when conducting official supervisions.

- Level I:

- Effectiveness of their whistling.
- Pre-game preparation.
- Decision making.
- Referee preparation.
- Hand signaling.

- Level II:

- Positioning.
- 7 meters.
- Decision making.
- Pre-game/referee preparation.
- Offensive fouls.

- Level III:

- Decision making.
- Body language.
- Proficiency.
- Positioning.
- Attacker faults.

Level Promotion & Demotion

Maintaining your Certification Level

- Attend one (1) referee clinic/certification within the past twelve (12) months
- Receive a passing recommendation at a scheduled supervision event
- Meet supervision minimum requirements

Promotion to Higher Level

- Attend one (1) referee clinic within the past twelve (12) months
- Receive approval for challenging higher-level advancement from evaluator for game at current certification level referee possesses
- Receive passing results from appropriate evaluator/supervision
- Following a level promotion, a six (6) month waiting period must be observed before the referee can seek another promotion. Within that time period, the referee must have refereed adequate games at the highest certification level to demonstrate competence to remain at that level. This can be waived if allowed in special cases by the Director of Officiating.

Demotion & Loss of Level

- Failing to attend one (1) referee clinic within the previous twelve (12) months
- Receiving one (1) negative evaluation with note of evaluator concern.

Return following Leave of Absence of Longer than 12 Months

- If you have not refereed a game in Alberta within the previous 12 months, you must proceed with the following to receive recertification at a level previously demonstrated:
 - Attend an ATHF sanctioned Officiating Clinic.
 - Schedule a practical evaluation with supervisor within 3 months of return
- Cases can be evaluated by ATHF board to maintain or advance level certification if demonstrated involvement with officiating team handball while on leave.

Game Priorities and Assignments

All ATHF sanctioned games are to be assigned based on the following criteria with importance falling in subsequent points.

1. Supervision Reports
2. Referee Level
3. Referee Availability

Game assignments are to be left to the discretion of the assignor and supervision committee. If an official wishes to dispute game assignments, they are first encouraged to discuss with the assignor. If an understanding is not reached, then the dispute may be brought to the Director of Officiating for case review and final decision. All game priorities are final, and no game assignment may differ from listed criteria. Please refer to appropriate sections for information on supervisions, and level systems.

Regarding team reports following late arrival or questions of professional conduct. The report will be reviewed by the supervision committee who will have the option of acting about said officials game assignments and game priority. If the report is deemed inconclusive, the official in question is responsible for the scheduling of an immediate practical evaluation from which a supervision report may be submitted.

Beach Handball

For all ATHF officials working within beach handball games, there are exceptions to this document that must be noted. Firstly, the level system will not take effect for any beach handball league as officials are required to receive special training for the officiating of beach handball. Second, that no formal supervisions will be conducted and submitted for any beach handball game. However, team reports may still be brought forward to the supervision committee for review of an official's conduct with potential adjustment of game assignments and priority.

Referees have a responsibility to be at the game at least 20 minutes beforehand, to ensure that the court is set up correctly. As well, they have the responsibility to take down the court as well post-game.