



WRESTLING BC

British Columbia Wrestling Association

**BC Wrestling Officials
Policy - Final**

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BC Wrestling Officials Policy - Final

BCWA Board Approved	November 10 th , 2025
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Note - As per BCWA policy, we recommend these policies are reviewed thoroughly every 2 years for updating and clarification.

Part 1 – Training & Certification Pathways

1.1 Purpose

The purpose of this section is to establish a standardized, province-wide process for the training, certification, and advancement of wrestling officials in British Columbia. This ensures consistent application of rules, safe competition environments, and the development of officials from entry-level to national certification.

To be eligible to officiate at sanctioned wrestling events in British Columbia, individuals must meet the following criteria:

- **Age Requirement:** Officials must be at least **15 years old** at the time of registration.
- **Residency:** Officials must be **residents of British Columbia** or hold an active BC Wrestling Association (BCWA) membership.
- **Membership:** All officials must be **current members in good standing** with **BCWA**, which includes maintaining valid annual registration.
- **Certification:** New officials must complete the **BC Officials Introduction Course** before officiating at sanctioned events.
- **Conduct & Compliance:** Officials must adhere to the **BCWA Code of Conduct, Safe Sport requirements**, and all **sanctioning and insurance policies** outlined by BC Wrestling.

1.2 Course Delivery Authority

- **National-Certified Officials** – Any referee holding a **National level certification** under Wrestling Canada Lutte (WCL) is automatically authorized to deliver the **BC Beginner Officials Course** live evaluation at any BCWA tournament.
- **Clinician Selection** – Clinicians for BCWA-sanctioned Advanced Course will be nominated annually by the BCWA Officials Committee based on certification level, performance, and experience.

- **Course Consistency** – All courses must follow the standardized BCWA curriculum and include the official written quiz to ensure consistent knowledge assessment across all delivery formats.
- **National Officials** - BCWA will nominate/highlight officials that have demonstrated skill and competence and deemed capable of representing BC at National level events. This will be communicated to individual officials by the officials committee via email.

1.3 Training Opportunities

- **Annual Offerings** – BC Wrestling will host multiple **in-person** and **online** Beginner Officials Courses throughout the year as scheduling and budgets allow.
- **Remote Officials** – Online Courses and a non-centralized certification system is in place for all officials, with particular focus on prospective officials residing outside the Lower Mainland.
- **Advanced Courses** – The BC Advanced Officials Course will be offered at least twice per year (online or in-person) for officials seeking advancement to BC Level 1 and Head Official roles.*
- **National Clinics** - In order to offer National clinic opportunities, BCWA will ensure they book/request National clinicians for major events (SFU Open, Provincials, Age Class, etc) at least once a year, with efforts for twice a year.

NOTE - For the 2025/2026 Season, the content and goals for the BC Advanced Officials Course will be summarized into a digital resource file that can be accessed by any/all event hosts and Head Officials. The Officials Development Committee (OCD) will be creating and finalizing the Advanced Course before the end of the season.

1.4 Certification Pathway

Progression follows the BCWA Development Model for both Referees and Pairing Masters. Advancement is based on course completion, verified event experience, and positive evaluations.

Referees Pathway

Level	Requirements	Eligible Roles	Pay Scale*
BC Aspirant	Complete Beginner Officials Course	Table Judge, Assistant roles under supervision at sanctioned tournaments	Volunteer

BC Level 3	Completion of Practical Evaluation** OR minimum of 4 small events with no upheld complaints	Mat Referee (under mentorship), basic officiating at sanctioned events	Scale 4
BC Level 2	2 seasons of officiating at Level 3 (min. 2 large OR 4 small events per season)	Mat Referee; Mat Chairman at small events, or at large events under supervision	Scale 3
BC Level 1	Complete Advanced Officials Course + 2 seasons at Level 2 (min. 2 large OR 4 small events/season)	Head Official (local/regional), Mat Chairman at provincial/qualifying tournaments, certifying Aspirants	Scale 2
National Recognized Official	1 season as BC Level 1 + BCWA recommendation	Eligible for National Clinics, Nationals officiating, and clinician assignments	Scale 1
BC Advanced Clinician	Completed Clinician Course. Annually selected to deliver courses.	Deliver Advanced Officials Course and Evaluation AOC Participants.	Scale 1

Pairing Masters Pathway

Level	Requirements	Eligible Roles	Pay Scale*
BC PM Beginner	Complete BC Beginner Pairing Master Course	Assist experienced PMs at sanctioned tournaments, data entry & bout sheet management	Volunteer
BC PM Level 3	Completion of Practical Evaluation** OR minimum of 4 small events with no upheld complaints	Primary PM at small/local events; assist at large tournaments	Scale 4

BC PM Level 2	2 seasons of pairing at Level 3 (min. 2 large OR 4 small events per season)	Lead PM at regional tournaments; PM at large events under supervision	Scale 3
BC PM Level 1	Complete Advanced Pairing Master Course + 2 seasons at Level 2 (min. 2 large OR 4 small events/season)	Head PM at provincial/qualifying tournaments; oversee bout sheets, classification, final results	Scale 2
National PM Aspirant	1 season as BC PM Level 3 + BCWA recommendation	Eligible for National Clinics, Nationals pairing appointments	Scale 1

**Pay scales as published annually by BCWA; see Appendix C.*

Practical Evaluation

Conducted by any BCWA National-level referee (for Referees) or National-level PM (for Pairing Masters). A standardized evaluation form (Appendix A) outlines the requirements. The evaluator completes the form after the tournament; if satisfactory, the official is upgraded immediately to Level 3.

Instructions for Candidates:

- After completing the online Beginner Course, download and print the Practical Evaluation Form (Appendix A).
 - Contact the host of a sanctioned event in your region and request permission to volunteer as an official for the day.
 - Confirm in advance, if possible, that a National-level referee (or PM) will be present at the event.
 - On arrival, introduce yourself to the National official(s) before the start of the tournament, explain that you are seeking a Practical Evaluation, and politely present the printed form.
 - The National evaluator will observe your performance during the event and complete the form.
 - At the conclusion of the tournament, the evaluator will return the form to you with written notes and verbal feedback.
 - If the evaluation is satisfactory, the upgrade to **BC Level 3** takes effect immediately.
-

Application for Special Consideration

Applicants with significant experience (e.g., high-performance athletes, refereeing experience in another province, or other extenuating circumstances) may request accelerated advancement or standing within the BCWA pathway.

- The application form (Appendix B) must be submitted to the BCWA Officials Committee.
 - On-Mat Evaluation
 - The Officials Committee will review and render a decision (Yes/No) with no appeal process.
 - Approved applicants may be granted accelerated movement through levels or direct placement into an appropriate certification tier.
-

1.5 Upgrade Criteria

- Completion of required BCWA courses.
 - Documented event experience (verified through BCWA seasonal registration records).
 - Continued demonstration of competency (No upheld complaints)
 - Positive evaluation(s) by a BCWA-approved evaluator. (For moving from Aspirant to Level 3, Special Consideration, and Level 1 to National Aspirant)
 - **National Aspirants** - At the end of each season, when the ODC compiles and finalizes the officials participation record for the season, the ODC will highlight/nominate any BC Level 1 Officials who are capable and ready for National training. They will notify those individuals via email upon the designation.
-

1.6 Training Records

- BCWA will maintain an internal record of each official's certification level, course completions, and evaluation history.
- These records will be used to verify eligibility for assignments and advancement.

Part 2 – Annual Registration & Communication

2.1 Purpose

To ensure all BCWA-sanctioned events are staffed by trained, certified, and eligible referees, BC Wrestling requires all officials to complete **annual registration**. This process establishes the active officials roster for the season and provides the primary communication channel for training, assignments, and policy updates.

2.2 Seasonal Eligibility Requirement

- All referees **must register annually** with BCWA, in the same manner as athletes and coaches, to be eligible for any sanctioned event.
 - Registration opens at the start of the membership year and closes prior to the first major BCWA event. Late registrations may be accepted at the discretion of the BCWA Officials Committee.
-

2.3 Required Registration Information

Officials must provide:

1. Full legal name
 2. Email address
 3. Phone number
 4. City/Town of residence
 5. Current certification level (BC Aspirant through National)
 6. Willingness to travel (Yes/No, and maximum distance or region)
 7. Do you have a recent Criminal Record Check completed? Yes/No
 8. Confirmation of agreement to BCWA Officials Code of Conduct
-

2.4 Officials Roster & Access

- **Internal Master List** – Maintained by BCWA for administrative use, including all registration details.
- **Event Staffing List** – A **public but non-published list** (available upon request) showing each official's name, city, certification level, and contact information.

- Event hosts must hire referees from this list to maintain sanctioning eligibility.
-

2.5 Communication Protocol

- **Primary Channel** – BCWA will maintain an officials-only mailing list for communication of:
 - Upcoming events and staffing requests
 - Training courses and advancement opportunities
 - Rule changes and policy updates
 - **Frequency** – Monthly updates during the competition season, and as-needed event announcements.
 - **Responsibility** – It is the responsibility of each official to ensure BCWA has current and accurate contact information.
-

2.6 Data Use & Privacy

- Contact information will only be used for BCWA-related communications and event staffing purposes. Event hosts will be expected to maintain the privacy and to use it exclusively for BCWA communication.
- The public list will not be posted on the BCWA website; access will be provided only to sanctioned event hosts, coaches, and approved BC School Sports Wrestling representatives for staffing purposes.

Part 3 – Event Staffing & Opportunity Distribution

3.1 Purpose

To ensure safe, fair, and consistent officiating across all BCWA-sanctioned events, BC Wrestling establishes the following event staffing requirements and assignment principles. While equal opportunity for all officials is encouraged, event hosts retain responsibility for final staffing within BCWA guidelines.

3.2 Host Responsibility for Staffing

- All sanctioned event hosts **must hire officials** from the current BCWA Registered Officials List.
 - Hosts are responsible for contacting, booking, and confirming officials for their event.
 - All officials must be paid at the BCWA-published rate corresponding to their certification level and role.
-

3.3 Minimum Staffing Standards

- BCWA will publish an **Event Staffing Requirements Chart** (Appendix C) that outlines:
 - Minimum number of officials required by event size.
 - Required number of high ranking officials based on athlete participants
 - Staffing requirements apply to all BCWA-sanctioned events, and any event that requests or requires BCWA officials.
-

3.4 Balanced Opportunity Practices

While BCWA cannot guarantee equal assignments, the following measures will be taken to improve balance:

1. **Major Event Sign-Up** – BCWA will make a concerted effort to register all available and willing National and National Aspirant officials for at least one major event per season (*War on the Floor, Age Class, Provincials*).
 2. **Host Compliance** – Events must meet staffing requirements and pay scale to maintain sanctioning; repeated failure to do so may result in loss of sanction approval and/or penalty fines.
-

3.5 Pay Rate Enforcement

- Official pay rates are set annually by BCWA and published in Appendix B.
 - Rates are binding for all sanctioned events; deviations require prior written approval from BCWA.
 - Travel reimbursements and per diems (if offered) must be applied consistently across all officials at the event.
-

Part 4 – Complaint, Evaluation & Discipline Process

4.1 Purpose

To maintain safety, fairness, and professionalism in all BCWA-sanctioned events, BC Wrestling provides a transparent process for evaluating officials' performance and addressing complaints from coaches, athletes, event hosts, or other officials.

4.2 Scope

This process applies to all registered BCWA officials, regardless of certification level, and covers:

- **Rule or procedure application errors that impact safety.**
 - **Repeated** misapplication of rules.
 - Professional conduct issues towards athletes, fans, officials, coaches, and community members, as breaches of the BCWA Code of Conduct, will be received and directed to the BCWA Complaint Process for further steps.
-

4.3 Complaint Submission

- **Eligibility to Submit** – Complaints may be submitted by coaches, athletes, officials or parents in attendance at the event where the complaint occurred in writing to:
 - Head Official of the event.
 - Event host.
 - BCWA Officials Committee member.
 - BCWA Executive Director
- **Complaint Form** – All complaints must be submitted using the BCWA **Officials Incident Report Form** (Appendix E) within **48 hours** of the event.

*Note: The **Officials Incident Reporting (OIR) Form** must be made readily available to all coaches and event personnel at every BCWA-sanctioned tournament.*

- A **QR code link** or other accessible digital method shall be displayed prominently at the event venue (e.g., coaches' table, weigh-in area, or results desk). Submissions via the Officials

Incident Reporting Form will be stored and handled according to BCWA privacy policies.

- The form must also be included in the **Head Officials Event Package** and identified as a **required task** for completion during event setup.
 - The Head Official is responsible for ensuring that the OIR form link is active, visible, and accessible throughout the duration of the event.
-

4.4 Review Process

1. **Initial Screening** – BCWA Officials Committee reviews the submission to confirm it ***meets criteria for investigation*** by either the ODC or requires advancement to the Tech Committee and Board for other violations. (i.e., related to safety, rule application, or conduct; not simply a disagreement over judgment calls).
 2. Upon receiving complaint, ODC will decide if temporary suspension of duties is required for the safety of the wrestling community.
 - If necessary, a temporary suspension notice for the purposes of investigation will be immediately communicated to the official under review.
 3. **Committee Review** – The Officials Committee will:
 - Consult the Head Official and any relevant witnesses.
 - Official Event Video can be used as review material.
 - Determine whether the complaint is substantiated.
 4. **Outcome Timeline** – The Committee will provide a written response within **14 days** of receiving a complete complaint form.
-

4.5 Possible Outcomes

Results of upheld complaints will result in one or more of the following outcomes.

- **No Action/Informal Feedback** – If the complaint is unsubstantiated.
- **Formal ODC Feedback** – Private discussion with the official to review the incident and expectations.
- **Mandatory Retraining** – Official must attend a specified course or in person/mentor evaluation before next assignment.
- **Probation** – Official remains on the roster but will have assignment restrictions.

- **Removal from Roster** – Temporary or permanent removal from the Registered Officials List.
-

4.6 Evaluation & Professional Development

- **Annual Ranking Publication** – At March 30th, the BCWA ODC will publish an up to date list of official rankings to officials. This will also be tied to the Nationals bids.
 - National Recommendation for Officials - Post-season Review and Recommendation for Next Season: National Aspirant
 - Highlight and share with successful LV1's and inform them of the National process (email)
 - **Video Review** – For major events, mat-side video may be used to review contested calls for learning purposes.
 - **Upgrade Prerequisites** – Advancement to higher certification levels requires maintaining good professional standing, completing required courses for appropriate tiers of officiating, and working a minimum number of events as published.
-

4.7 Appeals

- An official may submit a written appeal within **7 calendar days** of receiving a disciplinary decision.
 - Individuals wishing to appeal an officials' decision, evaluation, or disciplinary outcome must submit a written appeal to the **BCWA Officials Development Committee (ODC)** within **seven (7) days** of receiving the decision. The ODC will notify the BCWA Technical Committee of the appeal request.
 - A **administrative fee of \$250** must accompany all formal appeals. The fee is intended to offset the administrative and review costs associated with convening the Appeals Panel.
 - This fee is **ONLY** refundable in the case of a successful appeal
 - Appeals will not be reviewed or considered until the fee and supporting documentation have been received in full.
 - All appeals will be adjudicated by a panel appointed by the BCWA Technical Committee Chair, consisting of at least three (3) members who were **not directly involved** in the original decision. The panel's ruling is final and binding and appeals regarding the same complaint, from other parties or the same party, will not be accepted.
- Appeals are reviewed and decided by the BCWA *Technical* Committee, who will complete a review within 14 days and make a **final** decision to uphold or strike down the ODC decision.

Part 5 – Recruitment, Retention & Incentives

5.1 Purpose

To ensure a sustainable pool of qualified wrestling officials in British Columbia by actively recruiting new referees, supporting their development, and recognizing their contributions to the sport.

5.2 Recruitment Strategies

- **Athlete Transition Program** – Actively encourage senior athletes, recent alumni, and retired wrestlers to complete the Beginner Officials Course at one of the major tournaments in their senior/last year.
 - To be tabled as a working target for this season, to be implemented next season.
 - **Coach & Club Engagement** – Provide clubs with recruitment materials to share with parents, volunteers, and former athletes on a semi-annual basis.
-

5.3 Retention Strategies

- **Professional Development** – Offer advanced workshops,
 - For Consideration Next Season - video review sessions, and rule interpretation updates throughout the season. (Youtube)
- **Annual Awards**

Purpose:

To acknowledge and celebrate the dedication, professionalism, and achievements of officials within British Columbia Wrestling. Annual awards promote excellence, encourage retention, and recognize both new and experienced officials for their contributions to the sport.

- BC Wrestling, through the Officials Development Committee (ODC), will present up to three awards each year to recognize outstanding service and achievement in officiating:
 1. **Rookie Official of the Year** –
Presented to a first- or second-year official who has demonstrated exceptional promise, professionalism, and commitment to learning within their early stages of development.
 2. **Outstanding Contribution to Officiating** –
Presented to an individual who has made a significant impact on the development, education, or support of officials in British Columbia. This may include clinicians, mentors, event organizers, or administrators who have gone above and beyond in supporting the officiating community. This is not an 'annual' award, but is a recognition of contributions above and beyond normal expectations as determined by the ODC.

3. Senior Official of the Year –

Presented to a certified official at the BC Level 1 or National level who has consistently demonstrated excellence in performance, leadership, mentorship, and representation of BC Wrestling at provincial or national events.

Nomination & Selection Process

- **Open Nominations:**

Nominations will be accepted annually through an online form available on the BC Wrestling website. Any BCWA member in good standing may submit a nomination.

- **Selection Committee:**

The Officials Development Committee (ODC) will review all nominations and select the recipients based on merit, contribution, and alignment with BCWA values.

- **Award Presentation:**

Recipients will be recognized at a designated BC Wrestling event or annual meeting. Additional recognition may include publication on the BCWA website and social media channels.

5.4 Incentive Programs

- Travel Support

In circumstances where the BC Wrestling Association (BCWA) or an event host formally requests that an official travel outside of their home zone to work a sanctioned event, the BCWA and/or event host will provide reimbursement for approved **mileage** and **accommodation** expenses.

Officials residing within the same geographic zone or region as the event must obtain **prior written approval** from the event host **before incurring any travel-related costs** for reimbursement eligibility.

All travel support arrangements must be agreed upon **in advance of the event**, and expense claims must be submitted with appropriate documentation to the event host or Head Official within 48 hours of event conclusion.

- Pre-approval of expenses must have written confirmation from Local Organizing Committee, Tournament Director, or Head Official. Each tournament may have different people or slightly different processes, clarify with Tournament Director if unsure.
 - All financial transactions, processes, and records will be in accordance with BCWA financial policies
-

5.5 Recruitment Metrics

- Program Tracking and Reporting

The Officials Development Committee (ODC) will maintain annual records and performance metrics to support the ongoing improvement of the officials' program. The ODC will track:

- The number of **new officials trained** each year.
- **Retention rates** year-over-year, including certification level distribution and advancement trends.
- **Attrition data**, with reasonable efforts made to understand causes when significant losses occur.
- The number of **officials assigned to National Events**, as reported by the Head Official to the ODC and recorded by BCWA administrative staff.

These metrics will be compiled and submitted **annually to the BCWA Technical Committee** to inform program evaluation and future policy or training adjustments.

Part 6 – Conflict of Interest, Travel Policy & Event Standards

6.1 Purpose

To ensure fairness, impartiality, and professionalism in all BCWA-sanctioned events by establishing clear boundaries for officials, consistent travel support rules, and minimum event staffing standards.

6.2 Conflict of Interest

- **Self-Declared** - Officials are expected to self-declare known, suspected, perceived, or potential conflicts of interest with athletes, coaches, clubs, and parents to the Head Official of the event.
 - **Club Affiliation** – Officials should not be assigned to referee matches involving athletes from their home club except when unavoidable due to event size.
 - **Head Official Restriction** – An official may not serve as Head Official at an event hosted by their own club or where they have direct coaching responsibilities.
 - **Declaration Requirement** – All officials must declare any club affiliations or coaching roles on their annual registration form.
 - **Assignment Adjustments** – The Head Official is responsible for adjusting mat assignments to avoid conflicts wherever possible.
-

6.3 Travel Guidelines

- **Travel Reimbursement Eligibility** –
 - For BCWA designated priority events, or for other purposes related to advancing the sport of wrestling and officials training in the province of BC, BCWA may cover mileage, accommodation, travel expenses or per diems for officials traveling from outside the host region.
 - Eligibility and agreed upon expense reimbursement will be confirmed prior to the event. **All expenses must be pre-approved** with Tournament Director.
 - **Mileage Rates** – Based on the current CRA travel rate guidelines..
 - **Accommodation** – When overnight stays are necessary, event host may arrange or reimburse reasonable accommodations.
-

6.4 Event Standards

- **Minimum Officials Per Mat** – All sanctioned events must meet the minimum standard as published in the BCWA Officials Policy.
- **Three-person System** – Required for all provincial championships and national qualifiers (Mat Referee, Judge, and Mat Chairperson). All other tournaments must make an effort to provide 3-person mat systems whenever possible, left to the responsibility of Head Official.
- **Head Official Authority** –
 - Has the final decision on all officiating disputes during an event.
 - May remove an official from assignment if safety or rule application is consistently inadequate.
 - Requirement and responsibility to intercede and interrupt a match if procedures or rules are being misapplied or athletes are placed in danger.
 - Ensures staffing meets BCWA event standards before matches begin.
- **Sanction Compliance** – Events failing to meet staffing or pay standards may have their BCWA sanction revoked or be ineligible for future sanctioning.

Appendices

Appendix A – Practical Evaluation Form

BCWA Practical Evaluation – Officials / Pairing Masters

Purpose: To assess the competency of a BC Aspirant and determine eligibility for advancement to BC Level 1.

Evaluator: Any BCWA National-level referee (for Officials) or National-level PM (for Pairing Masters).

Candidate Pre-Evaluation Checklist (to complete before event day)

- ☐ 1. Completed the BCWA Beginner Course (online or in-person).
- ☐ 2. Downloaded and printed this Practical Evaluation Form.
- ☐ 3. Contacted a local sanctioned event host to request permission to volunteer as an official/PM.
- ☐ 4. Confirmed that a National-level referee (or PM) will be present at the event.
- ☐ 5. Introduced yourself to the National official(s) before the event, explained you are seeking evaluation, and presented this form.

Section	Criteria	Pass/Fail	Comments
Knowledge of Rules/Procedures	Demonstrates understanding of bout procedures, scoring, safety checks, and/or pairing system	☐ Pass ☐ Fail	
Application in Live Setting	Applies rules and/or pairing correctly during live matches; responds appropriately to errors	☐ Pass ☐ Fail	
Professional Conduct	Demonstrates fairness, neutrality, clear communication, and respect for athletes/coaches	☐ Pass ☐ Fail	
Positioning & Presence (Officials)	Maintains safe positioning on mat, communicates confidently with signals/voice	☐ Pass ☐ Fail	
Accuracy & Timeliness (PMs)	Correct bout sheets, classifications, and timely results processing	☐ Pass ☐ Fail	

Evaluator Name: _____ **Evaluator Signature:** _____

Tournament/Event: _____ **Date:** _____

☒ If all criteria are satisfactory, the official/PM is upgraded to **BC Level 1** effective immediately.

Appendix B – Application for Special Consideration

BCWA Application for Special Consideration – Officials Pathway

Purpose: To allow applicants with significant prior experience to be considered for accelerated advancement or standing within the BCWA certification pathway.

Eligible Circumstances:

- High-performance wrestling athlete (provincial/national/international).
- Refereeing or officiating experience in another province or country.
- Other exceptional circumstances deemed relevant.

Applicant Information:

- Name: _____
- Current BCWA Status (if any): _____

Request (select one):

- ☐ Accelerated advancement through levels ☐ Direct placement into: _____ (requested level)

Rationale (attach additional page if needed):

Applicant Signature: _____

Date: _____

Appendix C – Pay Scale

BCWA Officials & Pairing Masters Pay Rates (as published annually by the BCWA Officials Committee)

Certification Level	½ Day* (Under 4 hours)	Full Day* (4-8 hours)	Notes
Aspirant	Volunteer	N/A	Completed the Beginners Officials Course, but have not been evaluated yet. Recommended for Table Judge PM - Updating Wall Charts
BC Level 3	\$70	\$140	Beginner Official, certified for on-mat roles. Recommended Pair with Nat/LV1 officials. PM - Paired with Nat/LV1; Enter Results (Under Supervision)
BC Level 2	\$80	\$160	Experienced Official; certified for all roles in 3 man system, Recommended - paired(supervised) with Nat/LV1. PM - Comfortably work all levels of events
BC Level 1	\$90	\$180	Completed the Advanced Officials Course; Recommended; eligible for Head Official PM - Head Pairing Master for regional events and National events with supervision
Nationally Recognized Official (Nat C or above)	\$100	\$200	Highly Experienced and Trained Officials; deliver clinics, supervise and evaluate Aspirants, act as Head Official for major events. PM - Act as Head Pairing Master for Large National Events

Appendix D – Event Staffing Requirements Chart

Purpose:

To establish standardized minimum staffing requirements for all BCWA-sanctioned wrestling events. These standards ensure appropriate officiating coverage, balanced experience across all mats, and safe, efficient event management relative to event size and complexity.

Section 1 – Referee Staffing Requirements

Event Level / Size	Athlete Range	Minimum Officials per Mat	Additional Floaters	Minimum Certification Composition
Level A	Up to 150 athletes	3	1 National official for H.O.	At least 1 BC Level 1 per event
Level B	151–225 athletes	3	1 National official for H.O.	At least 1 National and 1 BC Level 1
Level C	226–300 athletes	3	1 National official for H.O. +2 Floaters	At least 2 Nationals and 3 BC Level 1s
Level D	301–450 athletes	3	1 National official for H.O. +3 Floaters	At least 4 Nationals and 4 BC Level 1s
Level E	Over 450 athletes	3	1 National official for H.O. +4 Floaters	At least 6 Nationals and 6 BC Level 1s

Mat Assignment Guidelines

- Each competition mat must include an **experienced National or BC Level 1 referee** as the designated Mat Chair whenever possible.
 - A **BC Level 2 referee** may act as Mat Chair **under supervision** of a National or BC Level 1 official.
 - **Aspirant officials** may serve as **Table Judges** or **on-mat referees under direct supervision** of a certified official.
 - Event Directors must ensure appropriate rotation and rest periods for officials during multi-mat or extended-day tournaments.
-

Section 2 – Pairing Master Staffing Requirements

Number of Mats in Operation	Minimum Pairing Masters Required	Additional Floaters (per 150 athletes)	Notes
1–2 Mats	1 PM - 1 Level 2	+1 Floater per 12 divisions	One PM may manage all pairing and results duties.
3–4 Mats	2 PMs - 1 Nat C+	+1 Floater per 12 divisions	One PM serves as Lead PM; one supports data entry and classification.
5–6 Mats	3 PMs - 1 Nat C +	+1 Floater per 12 divisions	One designated Head PM oversees operations and bout verification.

Pairing Master Assignment Guidelines

- Each event must designate a **Head Pairing Master (BC Level 2 or higher)** responsible for oversight of classification, bout sheets, and final results submission.
- **Beginner or Level 1 Pairing Masters** may assist under the supervision of the Head PM.
- For larger tournaments, additional PM floaters should be scheduled to manage workload, address errors, and support live result posting.
- The ODC may assign or recommend Head PMs for high-level or National Control events to ensure consistency and quality control.

Implementation and Oversight

- Meeting or exceeding these staffing minimums is a **condition of BCWA event sanctioning**.
- The **Officials Development Committee (ODC)** will review event staffing plans during the sanctioning process and may recommend adjustments to maintain compliance and appropriate experience balance.
- Exceptions to these requirements may only be granted with **prior written approval** from the ODC Chair.

National Control Tournament (NCT) Staffing Guidelines

Purpose:

National Control Tournaments (NCTs) represent the highest standard of officiating within British Columbia and serve as key opportunities for the development and assessment of officials seeking national certification. These events require enhanced staffing oversight to ensure compliance with Wrestling Canada Lutte (WCL) and the Canadian Amateur Wrestling Officials (CAWO) guidelines, while maintaining the integrity of national-level competition.

1. Designation of Events

- An event may be designated as a National Control Tournament either:
 - a) **By request** of the event host, or
 - b) **By recommendation** of the Officials Development Committee (ODC) at the start of the competition season.
 - Designation as an NCT will be confirmed through the BCWA sanctioning process and communicated to the event host in writing.
 - NCT designation is considered **prestigious** and signifies that the event meets elevated standards for officiating quality and operational readiness.
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2. Minimum Staffing Requirements

- Each NCT must include a minimum of **two (2) National Category C or higher officials**.
 - A ratio of **seven (7) officials for every two (2) competition mats** will be maintained.
 - Remaining officiating positions should prioritize **BC Level 1 officials** pursuing advancement toward National Aspirant certification.
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3. Out-of-Province Officials

- Nationally certified officials from other provinces may be invited or volunteer to participate.
- Out-of-province National officials may **supersede BC Level 1 officials** for staffing allocation when required to meet National Control standards.
- All out-of-province participation will be coordinated by the **ODC**, which will liaise with other provincial officiating associations and confirm available positions.
- An **online Expression of Interest form** will be published annually to collect availability from out-of-province officials for BC National Control Tournaments.

4. Compensation Structure

- Officials required to meet the NCT staffing minimums will be compensated at the **established BCWA provincial pay scale**.
- Additional National or BC Level 1 officials who attend beyond the minimum staffing requirement may be welcomed as **volunteers**.
- Volunteer officials will not receive financial compensation for travel, accommodation, or day rates but will receive **priority consideration for future National Clinics and professional development opportunities** as recognition of their contribution.

5. Travel and Accommodation Support

- If an event host **requires** out-of-province officials in order to meet the NCT minimum staffing requirements, those officials **must receive full reimbursement** for reasonable travel and accommodation expenses.
- Volunteer out-of-province officials—those attending by choice and not required to meet staffing minimums—**will not have any travel or accommodation expenses paid** by the event host, regardless of whether they receive a day rate.
- The ODC and event host may jointly determine reimbursement details prior to the event.
- The ODC is actively pursuing **reciprocity agreements** with other provincial officiating associations (e.g., Alberta) to formalize shared lodging and travel arrangements for future events.

6. Oversight and Coordination

- The BCWA Officials Development Committee (ODC) will oversee all staffing, assignment approvals, and inter-provincial coordination for National Control Tournaments.
- The **Head Official** will submit a post-event staffing and performance report to the ODC within fourteen (14) days of event completion.
- No individual or club may self-designate an event as a National Control Tournament without prior ODC approval and confirmation through the BCWA sanctioning process.

7. Compliance Statement

All National Control Tournaments sanctioned under BCWA must adhere to the **Wrestling Canada Lutte**

(WCL) and **Canadian Amateur Wrestling Officials (CAWO)** regulations governing National Control events, including referee assignment standards, evaluation procedures, and tournament conduct requirements.

Appendix E – Officials Incident Report Form

BC Wrestling – Officials Complaint / Incident Report

(Submit within 48 hours of the event)

1. **Event Name:** _____
2. **Date & Location:** _____
3. **Complainant Name & Role (Coach, Host, Official, etc.):** _____
4. **Official(s) Involved:** _____
5. **Incident Type:**
 - ☐ Safety Concern
 - ☐ Rule Misapplication
 - ☐ Professional Conduct Issue
 - ☐ Other: _____
6. **Description of Incident:**
(Attach separate sheet if needed)

7. **Supporting Evidence:**
 - ☐ Video Attached
 - ☐ Photo Attached
 - ☐ Witness Statements Attached
8. **Requested Action or Resolution:**

Signature: _____ **Date:** _____

Appendix F - National Control Tournament (NCT) Application Form

Purpose:
To request designation of a sanctioned BC Wrestling event as a *National Control Tournament (NCT)* and confirm compliance with BCWA, WCL, and CAWO staffing and reporting requirements.

Event Information

Field	Details
Event Name:	
Host Club/Organization:	
Event Date(s):	
Venue & City:	
Expected Number of Mats:	
Expected Number of Athletes:	
Event Director / Contact Name:	
Email / Phone:	

Designation Request

- ☐ Event host requesting NCT status
- ☐ ODC recommended designation for this event

Rationale / Notes:

Officiating Plan

Requirement	Confirmation / Notes
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Minimum 2 National Category C or higher officials secured ☐ Yes ☐ Pending

Minimum 7 officials per 2 mats planned ☐ Yes ☐ Pending

BC Level 1 officials seeking advancement included ☐ Yes ☐ Pending

Out-of-province officials invited / confirmed ☐ Yes ☐ Pending Province(s):

Volunteer officials welcome (acknowledged non-paid) ☐ Yes

Head Official appointed Name:

Head Pairing Master appointed Name:

Travel and Accommodation Arrangements

Policy Item	Confirmation / Notes
Out-of-province officials required to meet minimums will receive travel and accommodation reimbursement	☐ Yes ☐ Pending
Volunteer out-of-province officials understand no travel reimbursement provided	☐ Yes
Reciprocal lodging agreement (if applicable)	☐ Yes ☐ N/A Province: _____

Compliance and Approvals

Statement	Initials
Event will operate in accordance with BCWA, WCL, and CAWO regulations for National Control events.	

ODC will manage officials assignment and coordination.

Head Official will submit post-event report within 14 days.

Event Director Signature: _____ **Date:** _____

ODC Chair Approval: _____ **Date:** _____

BCWA Executive Confirmation: _____ **Date:** _____