



2015 Officials Development Program

Vision:

The IBRA officials program will endeavor to attract new, retain, and grow officiating talent and careers in an effort to provide for fair and safe events with the consistent application of rules and event management that is in alignment with the intent of USA Cycling and the best practices of officiating throughout the country.

Guidelines:

1) IBRA

- a) **IBRA Officials Coordinator** shall be as affirmed annually by the **IBRA Board of Directors**
- b) **IBRA Officials Coordinator** shall submit to the **IBRA Board of Directors** an annual budget to develop and retain USA Cycling Officials in the state of Iowa consisting of
 - i) Funding for an apprentice program as described within this document
 - ii) Funding for the education and licensing of new standing and Moto officials
 - iii) Funding for the retention of officials through Development and License Reimbursement Guideline
- c) **IBRA Officials Assignment Committee**
 - i) This committee is intended to provide a broader perspective on officials talent, race venues, and the assignments process in order to support the development of Iowa officials and the fair and safe management of race events
 - ii) The **IBRA Officials Assignment Committee** shall be chaired by the **IBRA Officials Coordinator**
- d) The **IBRA Officials Assignment Committee** shall consist of the **IBRA Officials Coordinator**, and a minimum of 2 additional officials selected by the IBRA Officials Coordinator, one of which shall be the Iowa Representative to the USA Cycling Midwest **Regional Technical Commission**
- e) To participate in this program, officials must fulfill all requirements established by USA Cycling to retain an annual license

2) USA Cycling Midwest Regional Technical Commission

- a) The Iowa Representative to the USA Cycling Midwest **Regional Technical Commission** shall be as affirmed annually by the **IBRA Board of Directors**

3) New Officials Development

- a) Upon successful completion of the C official's examination, newly licensed officials will receive
 - i) A whistle and a clipboard as a welcome into the profession on officiating
 - ii) A rule book from USA Cycling

- b) Each new C official (standing referee or motor referee) will be assigned a mentor for their first year
 - i) This mentor will be a local B or higher level official
 - ii) The mentoring relationship will be informal and will not constitute any form of an evaluation process of the C official
 - iii) This mentoring is intended to help orient the new C official to the officiating world and set the new official up for success
 - iv) The mentoring relationship may be extended past the first year if requested by the C official with either the current mentor or a new mentor
- c) First Race assignments
 - i) Race assignments will be provided by the **IBRA Officials Coordinator**
 - ii) Race assignments will be primarily for Iowa races, however based on the type and availability of races close to the apprentice and with approval of the race's Chief Referee, first race assignments may be out of the state of Iowa
 - iii) The new official's first race assignment shall be that of an apprentice paired with a more senior official or officials to act as on site mentors for the day
 - iv) Additional apprentice race assignments for C officials can be created based on need and the IBRA budget
 - v) The apprentice assignment will be reimbursed by IBRA per the ***Apprentice Reimbursement Guideline***
 - vi) Officials may and are encouraged to volunteer at their own expense to apprentice at other events not assigned by the **IBRA Assignments Committee** or the **IBRA Officials Coordinator** if cleared in advance with the Chief Referee of those races
- d) New Officials Equipment Kit
 - i) In order to lessen the financial burden on the new official, IBRA will manage several "kits" of basic equipment to be used by new officials
 - ii) The Kits will be maintained around the state to aid in the new officials first assignments

4) B & C Officials Development

- a) As the IBRA budget allows, special funding may be made available for any B official to attend an A clinic. The request to the IBRA Board of Directors will be made by the **IBRA Officials Coordinator** on that official's behalf, and reimbursement is subject to the official successfully completing the clinic
- b) Reimbursement for attendance of clinics shall be limited to 1 clinic per official per year
- c) Funding for B Category Officials apprentice assignments is typically made through the **Regional Technical Commission**
- d) As the IBRA budget allows, special funding may be made available for C or B officials to apprentice at larger events within or outside of the state of Iowa
 - i) Reimbursement for B apprentice assignments will be per the ***Apprentice Reimbursement Guideline***
 - ii) ***Reimbursement*** for C apprentice assignments will be per the ***Apprentice Reimbursement Guideline*** and prior to the application for reimbursement, the official shall have completed 50% of the B upgrade Modules.
- e) Any B or higher official should maintain a Officiating Career Plan, although all officials are encouraged to create a Career Plan
- f) Any B or higher official should maintain a Resume of Races, although all officials are encouraged to create a Resume
- g) Any C official working on a B upgrade should maintain a Resume of Races
- h) B level officials may request mentors locally or through the **Regional Technical Commission**.

5) New Chief Referee program:

- a) First time Chief Referees will be assigned a race mentor to be a resource and to help guide the first time Chief Referee through the process
 - i) The mentor shall make him/herself available to the Chief Referee in the weeks prior to the event to provide guidance, to provide advice, and to be a resource
 - ii) The mentor shall be present at the event with the first time Chief Referee from the officials pre-race meeting until the close of the event
- b) The first time Chief Referees will be paid by the race organization as per the USA Cycling [Schedule of Fees](#)
- c) The race mentor will be paid by IBRA as per the apprentice reimbursement scale excluding the limit of two events per year although the mentor may chose to forego the reimbursement

6) Reimbursement Guideline

- a) The **IBRA Officials Assignment Committee** shall endeavor to impartially and fairly distribute reimbursements to qualified officials to foster the growth of all Iowa Officials.
- b) All IBRA officials reimbursements are subject to the availability of funding provided within the IBRA budget. Reimbursement is not an entitlement and IBRA budgets are not guaranteed from year to year.
- c) Reimbursement is subject to prior approval of reimbursement and the officiating assignment
- d) Receipts will be required as a condition of reimbursement for expenses.
- e) For B and C officials, a maximum reimbursement of \$250 per official per year for travel fuel, event fuel, and lodging will be provided for apprentice assignments subject to the availability of funding and with no limit to the number of apprentice assignments worked
- f) Category C apprentice and Mentor assignments will be reimbursed by IBRA per the following subject to the availability of funding:
 - i) A daily fee of \$40 per day for a full day or \$25 for a half day race as defined by USA Cycling
 - ii) Fuel costs reimbursed for travel expenses to and from an event based on actual receipts up to a maximum of \$50, however, carpooling strongly encouraged whenever feasible to reduce costs
 - iii) Motor Referees be provided additional event fuel expense reimbursement based on actual receipts up to a maximum of \$25
 - iv) Apprentice assignments to be reimbursed are limited to a maximum of three events per calendar year per each official subject to the annual budget
- g) Reimbursements for Category C and B or higher officials assignments outside of the State of Iowa may be reimbursed by IBRA per the following:
 - i) Reimbursements for C officials in the process of completing the B Module upgrade requesting to shadow at National Level events shall be preapproved in advance by the **IBRA Officials Assignment Committee** and if preapproved then approved by the **IBRA Board of Directors**
 - ii) Reimbursements for Category B and higher officials are not the focus of the IBRA Officials Development Program and shall be preapproved in advance by the **IBRA Officials Assignment Committee** and if preapproved then approved by the **IBRA Board of Directors**
 - iii) If the **Regional Technical Commission** provides funding for the apprentice assignment then the **Regional Technical Commission** reimbursement shall apply towards expenses first. After the **Regional Technical Commission** reimbursement is exhausted the IBRA reimbursement will apply.

7) IBRA Official of the year

- a) See separate policy

8) IBRA Officials License Reimbursement Policy

- a) Iowa based race officials will be refunded all or a portion of their annual USA Cycling officials license
 - i) Reimbursement will be based on the requirement of having working permitted events within Iowa of at least five race days in duration during the previous calendar year
 - ii) The five race day minimum is waived for newly licensed officials
 - iii) The five race day minimum is reduced to three race days for Category C licensed officials
- b) The maximum reimbursement for each official's officiating license will be based on the current cost of a Category C officials license as per the current USA Cycling [Schedule of Fees](#)

9) B and C Officials Evaluations

- a) IBRA will support the official if the official chooses to request that the Chief Referee provide an evaluation of the official as per the B Upgrade [Module 0 – Customer Service](#)
- b) Use of these evaluations can be used for the official's progress towards and upgrade
- c) Unless used specifically for purposes of upgrading an officials license, these evaluations will be informal and for the Official's own personal use and development and will not be forwarded to USA Cycling

10) Administrative Procedures

- a) Reimbursement for any reason to officials who hold or whose immediate family member(s) holds any of the following positions: **IBRA Officials Coordinator**, member of the **IBRA Board of directors**, or the Iowa Representative to the USA Cycling Midwest **Regional Technical Commission** for him/herself shall constitute a conflict of interest. Any such requests shall be pre-approval by the remaining members of the **IBRA Officials Assignment Committee** and if pre-approved shall then receive final approval by the **IBRA Board of Directors** with the member subject to the conflict of interest abstaining from voting in such matters.

11) Contacts

- a) **IBRA Board of Directors**
 - i) <http://www.iowabicycleracing.org/board-of-directors>
- b) **IBRA Officials Coordinator:**
 - i) [Jeff Mertz](#)
- c) **IBRA Officials Assignment Committee**
 - i) [Jeff Mertz](#) (Chair)
 - ii) [Larry Howe](#)
 - iii) [Bruce Pesch](#)
 - iv) USA Cycling Midwest **Regional Technical Commission** Iowa Representative: [Jeff Mertz](#)
- d) USA Cycling **National Technical Commission** Midwest Representatives
 - i) [Steve Eppel](#)
 - ii) [Bruce Brasaemle](#)