



# PICKLEBALL CANADA

## REFEREE COORDINATORS DUTIES AND RESPONSIBILITIES

2026-06

### REFEREE TRAINING COORDINATORS (RTC)

#### General

1. The Referee Training Coordinator (RTC) is responsible for supporting the recruitment, training, and development of new referees and assisting Level 1 Referees in their progression toward Level 2 certification within their assigned region. The RTC works with Provincial Head Referees, trainers, and Pickleball Canada staff to coordinate training opportunities, provide mentorship, and help ensure the consistent delivery of the Pickleball Canada Officiating Program.
2. These positions should ideally be current Certified Referees (CR) or Level 2 Referees with training experience

#### Regions

- Eastern: NL, NB, PE, NS
- Central: ON, QB, MB, NU
- Western: AB, BC, SK, YK, NT

#### Duties and Responsibilities

1. This is a volunteer position, must be willing to dedicate a few hours per week to the position.
2. Must be a member in good standing with Pickleball Canada.
3. Must adhere to the Pickleball Canada Code of Conduct
4. Support the development of Verified Trainees (VTs) by providing guidance, training opportunities, and on-court mentorship to ensure a positive introduction to officiating.
5. Work with Provincial Head Referees and established Referee Trainers within the province to deliver training and support for Verified Trainees.
  - a. Facilitate their progression from Verified Trainee to Level 1 Referee by coordinating training, monitoring readiness, and ensuring they meet all requirements for advancement.
6. Establish, recruit, and manage a team of Referee Trainers responsible for delivering referee training classes and on-court practice sessions following the Pickleball Canada Referee Handbook and Best Practices guidelines.
7. Provide training and ongoing support to Referee Trainers in the region which they are responsible for.
8. Maintain knowledge of referee databases of referees in training and those holding Level 1 and Level 2 ratings within the Region.
9. Oversee the Level 1 and Level 2 Referee assessment program, maintain communication with



Certified Referees and Level 2 Assessors, ensure assessors are trained on completing Tiered Referee Rating (TRR) Form and ensure completed TRRs are submitted and recorded appropriately.

10. Promote referee training and assist in growing the population of skilled referees within the Region through outreach to clubs, organizations, social media, and other communications.
11. Provide support to Tournament Directors in their region as required regarding referee development and training.
12. Liaise with the Certified Referee Coordinator (CRC) on referee development and progression within the officiating pathway.
13. Coordinate with other Regional Training Coordinators on national referee development initiatives and communications.
14. Stay current on Pickleball Canada rules, rule changes, and the Referee Handbook, including Best Practices

### **Skills**

- Excellent knowledge of the Pickleball Canada Officiating Program and referee development pathway.
- Strong teaching, mentoring, and coaching skills.
- Proficient with computer applications, email, and virtual communication platforms.
- Ability to build positive working relationships with referees, trainers, Provincial Head Referees, and Pickleball Canada staff.
- Strong leadership, organizational, communication, and written communication skills.
- Demonstrated officiating experience and a strong understanding of pickleball rules and procedures; referee certification is preferred but not required.

### **Competencies**

- Patience and a commitment to referee development.
- Professional, respectful, and approachable demeanour.
- Strong verbal and written communication skills.
- Excellent interpersonal and relationship-building skills.
- Ability to provide constructive feedback and mentorship.
- Strong organizational and problem-solving skills.



## **CERTIFIED REFEREE COORDINATORS (CRC)**

### **General**

1. The Certified Referee Coordinator (CRC) supports the development and advancement of Level 2 Referees toward Certified Referee status within their assigned region. The CRC provides mentorship, coordinates evaluation opportunities, assists with certification requirements, and serves as a resource to referees pursuing higher levels of officiating.
2. This position is reserved for current Certified Referees (CR) only

### **Regions**

- Eastern: NL, NB, PE, NS
- Central: ON, QB, MB, NU
- Western: AB, BC, SK, YK, NT

### **Duties and Responsibilities**

1. This is a volunteer position, must be willing to dedicate a few hours per week to the position.
2. Must be a member in good standing with Pickleball Canada.
3. Must adhere to the Pickleball Canada Code of Conduct
4. Oversee the development of referees who have achieved Level 2 credentials and support them as they progress toward Certified Referee evaluation.
5. Establish and manage a mentoring program for Level 2 referees aspiring to become Certified Referees and assign mentors as required.
6. Conduct oral interviews with Level 2 referees to assess readiness for Certified Referee evaluation.
7. Provide mentorship and guidance to Referee Coordinators at sanctioned tournaments as required.
8. Connect Referee Coordinators with Certified Referees within their Region.
9. Liaise with the Referee Training Coordinator (RTC) to support referee development as officials progress through the officiating pathway.
10. Coordinate with other Certified Referee Coordinators on national referee development initiatives and communications.
11. Stay current on Pickleball Canada rules, rule changes, and the Referee Handbook, including Best Practices.

### **Skills:**

- Strong knowledge of the Referee Certification Program
- Strong teaching, mentoring, and coaching skills.
- Proficient with computer applications, email, and virtual communication platforms.
- Ability to build positive working relationships with referees, trainers, Provincial Head Referees, and Pickleball Canada staff.
- Strong leadership, organizational, communication, and written communication skills.
- Demonstrated officiating experience and a strong understanding of pickleball rules and procedures; referee certification is preferred but not required.



### **Competencies**

- Patience and a commitment to referee development.
- Professional, respectful, and approachable demeanour.
- Strong verbal and written communication skills.
- Excellent interpersonal and relationship-building skills.
- Ability to provide constructive feedback and mentorship.
- Strong organizational and problem-solving skills