



Roller Derby Certification Program for Officials Learning Guide

Presented by WFTDA Education

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If you have questions regarding the certification process, contact certification@wftda.com.*

WFTDA Education and the Officials Certification Committee have provided this guide to help you prepare for and achieve your certification and navigate our online system easily.

You can use this guide to prepare before the online classes go live, during your actual learning period, or as a checklist, before you send in your application. You may also use it if you do not wish to apply for certification but would like to become familiar with the process. However you want to use this document, we hope it helps you navigate the certification process better.

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a. Tips and Tricks for Online Learning

The great advantage of online learning is the flexibility it provides. You can learn anytime, anywhere, and with any device you want, all you need is internet access. With this in mind, there are some tips and tricks that can help you make the most of your learning time.

- Creating a comfortable **learning environment** for yourself is essential. You know where and how you learn best, whether it's a quiet place at home or on the train to practice.
- Make sure to create a **learning schedule** and a **study plan** by taking into consideration the following:
 - Classes should take you somewhere between 30 minutes and one hour, depending on your prior knowledge and your comfort level with English and the content.
 - The test has a 90-minute time limit but many will finish faster (see more information on the test below).

- Here are two [steps](#) that can help you build a new **learning routine**:
 - Find an existing habit that is already connected to learning and officiating (like checking the forum or social media).
 - Tie the online learning program to that habit and take the classes before or after you've checked your social media accounts.
- Start a **learning journal**:
 - Take notes while taking the online classes. Writing things down helps with learning, even if you never look at your notes again.
 - Write down questions or ideas that come up during the classes and share them with others. Discussing the topics covered in the online material and how to put them into practice is a great way to improve as an official and enhance your knowledge.
 - You can also use your journal to create certification to-do lists and checklists to keep track of your paperwork and timeline (see our Certification Application checklist below).
- **Feeling isolated?** Seek exchange with other officials about ideas, questions or problems you are having. They might have great tips about how to update your Games History or point you to resources on a topic you want to know more about. You will also learn a lot by explaining concepts and answering questions asked by other officials or skaters.
- **Don't be afraid of making mistakes.** Not only is it okay to make mistakes — it's also a great way to learn. The online classes need to be passed by finishing the units and achieving 100% progress, and the test can be retaken.

b. How to Prepare for the Classes

You can also prepare for the online classes by becoming familiar with WFTDA officiating, risk management and Rules documents and managing your expectations on the content.

Risk Management Education for Officials:

Are you familiar with the updated 2018 [Risk Management Guidelines](#) and the [Quick Reference Guide](#)? If so, the Risk Management class should not be too difficult for you. It will cover the role and responsibility of officials in managing the safety of a game and deal with topics such as concussions, which are relatively common in roller derby.

Rules Education for Officials:

Don't worry — this basic class will not train rules knowledge or casebook scenarios. Instead, it will explain how these documents work, how to read them, and how to use judgment and discretion. A good way to prepare for the class is to think about how to read [the rules and the casebook](#).

Position Classes:

These classes will cover the basics of different officiating positions, duties and responsibilities, and general tips.

The skating official classes will focus on different positioning options for Jammer Referees, Inside Pack Referees, and Outside Pack Referees, while the three non-skating official classes will cover paperwork strategy for Score and Clocks (for the positions of Scorekeeper, Scoreboard Operator and Jam Timer), Penalties and Line-up Tracking (for the positions of Penalty/Lineup Tracker, Penalty Tracker, and Lineup Tracker), and Penalty Box (for the positions of Penalty Box Manager and Penalty Box Timer).

c. How to Prepare for the Test

Remember: The test will be available June 1, but to apply for Level 1 positional classes must also be completed.

Some information about the test:

- The *Basic Flat Track Roller Derby Rules and Procedures Test* will cover basic rules, procedures, and StatsBook items that are included in the following publicly available documents:
 - Rules <https://rules.wftda.com/>
 - [WFTDA Officiating Cues, Codes and Signals](#)
 - StatsBook <https://wftda.org/stats>
- You will have 90 minutes to answer around 50 questions.
- You will need to get 80% of all questions correct in order to pass the test.
- You will be able to move back and forth between questions if you wish to answer them in a different order.
- In later phases, translated versions will be available. Until then, if you are not a native English speaker, you may have a translator present.
- After you've taken the test you will be able to see your answers, noted as correct and incorrect, as well as your overall score.
- If you fail a test, don't worry. You can re-take it 30 days after the original test date, which gives you a few chances to take it again before applications open.
- Be aware that questions are shuffled, so the next time you take the test, the order will be different.
 - You can't apply for certification until you have passed the test, so, if you don't pass on the first try, adjust your timeline and try again in a month.
- There is a different Rules and Procedures test for skating and non-skating officials. If you wish to take both, feel free to do so, but keep in mind you should not take a test unless you are seeking certification in that role.
- **Dual Certification:** You may pursue skating and non-skating official certification concurrently. This may mean taking one test right after the other, but don't be alarmed —

several of the questions are the same. Anything that is the same for both tests (such as Risk Management and Rules classes) counts towards both types of certification, so you only need to do them once. However, you will still need to take all three position classes from the NSO curriculum to apply for NSO certification and all three position classes from the skating official curriculum to apply for certification as a skating official.

d. Overviews of Officiating Skill, Evaluations, and Feedback

Apart from the Online Learning classes and the test, you will also need to obtain feedback about your officiating from your mentors and peers through Overviews of Officiating Skill, evaluations, and general feedback.

Overviews of Officiating Skill (OOS):

To apply for Recognized or Level 1 certification, you will need to have three people fill out an overview of your officiating skill:

- **One from a “Head Official”:** We recommend that this be filled out by the person who has the most complete and broad view of your officiating history. This is often your league’s Head Official or an officiating mentor, but it can be anybody who has worked as a Head Official in some capacity. Advanced officials who are not yet certified might consider asking a recent Tournament Head or Crew Head Official.
- **One from a “League Representative”:** This will provide a skater perspective. It will usually be written by a skater from the official’s affiliated league, but it may be written by anybody who is empowered to speak on behalf of their league. Your league does not need to be affiliated with the WFTDA or MRDA, but it does need to be able to speak to your capabilities of officiating under WFTDA rules and procedures.
- **One from any other official, defined broadly:** This will usually be one of your peers — an official you have worked with in various capacities but not necessarily as a Head Official. It can also come from another official within your own league or even someone who has worked for you, when you were their Head Official.

The OOSs will take 30-45 minutes to fill out and will contain many questions about your officiating skills, including areas of strength and challenge, areas for growth, and ability to take feedback. Be sure to check in with the people who agree to write them for you, as they must be submitted before you can apply for certification.

Evaluations

Legacy Evaluations

In the previous certification system, an evaluation about your performance in a game or tournament could be filled out by anybody, with an emphasis on evaluations from skaters and Head Officials. Evaluations were based on certain events (games or tournaments) and Certification panels would attempt to piece together information about an official’s performance over time when conducting a certification review. These “old” or “legacy” evaluations will be phased out with the new system, but Certification will continue to accept and process any

received before the new system opens. These evaluations will be read along with your other materials but they are not required for certification. Remember that evaluations are only valid for games that have occurred within two years of your application date.

Modern Evaluations

If you have heard a rumor that Certification no longer accepts evaluations or feedback, don't worry — that's not true. The evaluation system has now been completely overhauled and is only available to Certified Officials.

Evaluations may be submitted to provide Certification and the official with feedback on performance at an event, but are not required to apply for certification and will no longer be listed on record spreadsheets.

General Feedback

- Feedback is most helpful to Certification when it describes your performance in a game in detail. What did you do well? What challenges are you working on overcoming? Facing challenges don't mean you're less likely to get certified — Certification is most interested in how you work through them and grow and improve over time, especially for introductory Level 1 certification.
- You can also fill out feedback about yourself, including self-evaluations for games and overviews of your own officiating skill.
 - Need some [tips](#) on how to write a self-evaluation? Check out this helpful [worksheet](#) or read up on the concept of "[feed forward](#)," which encourages thinking about future, rather than past performance.

e. Your Games History Document

The WFTDA Official's Game History is a personal document of your officiating experience that you can share when applying for officiating positions or for certification. You can find the link to it [here](#).

Tips:

- Don't wait!
 - The sooner you start your Game History document, the better. Copy a link to your Google Drive or download it.
 - The more frequently you update it, the easier it will be. For example, make it a habit to update your document every Monday after the games' weekend, or on another day that works for you.
 - The sooner you know how many of the required sanctioned or regulation games are still missing for your Certification application, the better you can plan your season.
- If you forget some games, ask your fellow officials if you can take a look at their Game Histories. This may help you remember games you've worked or fill in any gaps you may

have in your Game History if you haven't updated it in a while (or if you are just starting to put together your history).

f. Certification Application Checklist

- **Make a timeline:** How much time do you need to gather all your documents? Have you updated your Game History? Estimate the time needed for each step of the process. Also keep in mind the following restrictions when deciding when you want to apply:
 - Applications must be submitted 14 days before the end of the month to be considered for review in the following month.
 - Once the number of applications has met the number of Level 1 Certification Panelists multiplied by the number they are required to review, no further applications will be accepted and you will have to wait until the following month to apply, so waiting to apply until the 14th carries some risk of delay.
- Have you created or claimed your **Officiating Identity**?
 - This includes your derby name, league affiliation (which need not be a WFTDA league — “Independent” is also a valid choice), your email address, and whether you have “opted in” to the ability to receive new-style evaluations (once certified).
 - Important: If you do not have an identity, nobody can fill out Overviews of Officiating Skills (OOSs) for you, which could delay your ability to apply.
 - You also also need an Officiating Identity in order to apply for certification or for any Exceptions to Policy (e.g. early application due to geographic need, or appeals) to which you may be entitled.
- Did you sign up for the LMS and take all the required **Online Learning classes**?
 - For first-time certification: did you take and pass **the test**?
- Have you updated your **Game History** and do you meet the necessary game requirements?
- Has everybody submitted their **Overviews of your Officiating Skill**? Make sure you check in with people with enough time ahead.
- Did you sign all your required paperwork (**NDA**s, **CoC**s, etc.)?

Once all those items are completed you will be ready to apply for certification. We wish you luck with your certification application!

As a recap, the following table illustrates the certification requirements for each level. Note that the advanced courses and test will be released by the start of 2019.

Certification Process	Cert Level Requirements				
	Legacy	Recognized	Level 1	Level 2	Level 3
ONLINE LEARNING					
Register and pay in LMS for appropriate level classes	x	x	x	x	x
If seeking scholarship, apply via Google Form	x	x	x	x	x
Complete Rules and Risk Management classes	x	x	x	TBD	TBD
Complete SO and NSO Position Classes	-	x	x	TBD	TBD
Take appropriate test and pass	-	Basic	Basic	Advanced	Advanced
CLAIMING IDENTITY					
Claim Identity one year prior to application	x	-	-	x	x
Opt in to receive evaluations	x	-	-	x	x
SUBMIT DOCUMENTATION					
Official's Game History (requirements differ by level)	x	-	x	x	x
Signed WFTDA Non-Disclosure Agreement	x	x	x	x	x
Signed WFTDA Officiating Code of Conduct	x	x	x	x	x
Signed MRDA Code of Conduct Acknowledgment and Confidentiality and Non-compete Agreement	x	x	x	x	x
Overviews of Officiating Skill: 3 = From a League, Head Official, any additional official 4a = Two additional officials 4b = Tournament, THO or Level 3 official	-	3	3	4a	4b
Evaluations	x	-	Only for re-applications	x	x
If Certified, receives					
Certification online certificate and certification patch	x	x	x	x	x
Access to WFTDA and MRDA forum	x	x	x	x	x
If denied, may choose to submit					
Appeals Form	x	x	x	x	x