



# **Tournament Officials Selection Panel (TOSP) Policies and Procedures**

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This document outlines the structure, policies, and procedures of the Tournament Officials Selection Panel (TOSP).

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# What is the Tournament Officials Selection Panel?

The Tournament Officials Selection Panel (TOSP) oversees the officials selection process for WFTDA Playoffs and Championships (Postseason).

## Goals of TOSP

The Tournament Officials Selection Panel (TOSP) oversees the officials selection process for WFTDA Playoffs and Championships (Postseason) by hiring qualified Tournament Head Officials (THOs) and Assistant Tournament Head Officials (aTHOs). Additionally, TOSP ensures that the THOs staff effective crews utilizing the [WFTDA Postseason Requirements](#) for Officials staffing guidelines that meet the needs of the WFTDA membership. TOSP creates policies and processes for the selection of officials. Additionally, TOSP promotes the consistency of officiating across Postseason tournaments. TOSP also acts as oversight for the treatment of officials and the adherence to policies and expectations of the WFTDA.

TOSP's role in officials' selection and staffing is as follows:

1. Determine the eligibility requirements for all levels of officiating: Tournament Head Officials (THOs), assistant Tournament Head Officials (aTHOs), Crew Head Officials (CHOs), and Tournament Skating Officials and Non-Skating Officials, for each tier of Postseason.
2. Administrate the application and selection processes:
  - a. Directly hire the THOs and aTHOs, and present eligible and qualified tournament official applicants to the THOs.
  - b. Provide TOSP oversight to the process and a forum for communication in which the THOs select officials.
  - c. Provide a central repository of information for reference by all THOs and manage this information per the TOSP Data Collection, Analysis, and Distribution policies included in this document.
  - d. Communicate any issues with, and status of, hiring or selection to Officiating Oversight and the WFTDA Board of Directors (BOD).
3. Work with WFTDA Marketing to announce Postseason staffing deadlines and selections.
4. Work with the WFTDA Staff and Tournament Production volunteers to advocate for and ensure officials' needs are met.

5. Ensure that THOs communicate staffing and tournament decisions to other THOs in order to promote consistency between tournaments.

TOSP's Role in Policy and staffing guidelines and requirements is as follows:

1. Review and update Staffing Guidelines and Requirements each Postseason cycle;
2. Review and update feedback systems, both for feedback to officials and from officials to TOSP;
3. Compile suggestions and improvements after each Postseason cycle.

## **TOSP Structure**

TOSP will comprise the following individuals:

1. Two (2) TOSP Chairs.
  - a. Appointed and approved by the BOD.
  - b. Reviewed each Postseason cycle.
2. Two (2) Skater Representatives.
  - a. Voting role.
  - b. Hired by TOSP Chairs for the duration of the Postseason cycle, and approved by Officiating Oversight.
  - c. Requirements for the representatives are outlined in the section "[TOSP Staffing Guidelines](#)." People who have encountered obstacles, such as geographical isolation, discrimination based on sex, gender, ability, race, culture, language, ethnicity, social class or status, or financial means, will get extra consideration.
3. Two (2) Officials Representatives.
  - a. Voting role.
  - b. Hired by TOSP Chair for the duration of the Postseason cycle, and approved by Officiating Oversight.
  - c. Requirements for the representatives are outlined in the section "[TOSP Staffing Guidelines](#)." People who have encountered obstacles, such as geographical isolation, discrimination based on sex, gender, ability, race, culture, language, ethnicity, social class or status, or financial means, will get extra consideration.
4. One (1) Volunteer Representative.

- a. Voting role.
- b. Hired by TOSP Chair for the duration of the Postseason cycle, and approved by Officiating Oversight.
- c. No restrictions are imposed on these representatives. People who have encountered obstacles, such as geographical isolation, discrimination based on sex, gender, ability, race, culture, language, ethnicity, social class or status, or financial means, will get extra consideration.

TOSP Chairs and Representatives are not eligible to fulfill the position of THO in any Postseason Tournament. They are eligible to apply as CHO or Tournament Official but will recuse themselves from any involvement in the tournament for which they applied.

TOSP members will sign a Non-Disclosure Agreement (NDA) to not disclose sensitive and confidential information outside of the Panel. A breach of the NDA will be considered a WFTDA Code of Conduct Violation and will result in removal of the member from TOSP. Such a breach will also be noted and taken into consideration should the individual apply for future TOSP positions or any other roles that require confidentiality.

## **Duration of Service**

All members will serve one Postseason cycle. This cycle starts on January 1st of the year after Championships.

Members may reapply for the next Postseason cycle. Members may serve no more than three cycles in succession, of which two cycles can be as Chair. No two Chairs can repeat a Postseason cycle together. Exceptions may be made in the event that an insufficient number of qualified candidates are available to meet the above criteria. In those cases, extensions or repeat appointments may be granted at the discretion of TOSP Oversight.

## **TOSP Staffing Guidelines**

### **Chairs**

The WFTDA BOD, in combination with Oversight, will put out an application for TOSP Co-Chairs.

### **Requirements**

The TOSP Co-Chairs will have the following skills:

- High level of experience with Google Docs, Sheets, and Forms.
- Ability to recruit, hire, and build a panel.

- Ability to lead and facilitate meetings.
- Ability to consider divergent perspectives beyond one's own.
- Ability to check and respond to emails at least twice per week.
- Ability to “make a call” or be decisive in order to deliver on the timeline.
- Experience with writing policy.
- Experience with conflict resolution.

Additionally, the ideal candidate will:

- Exhibit good written communication skills.
- Check and respond to emails daily.
- Possess prior experience staffing officiating events such as tournaments and/or multi-crew events.
- Seek to balance equitability with regulation.

## **Representatives**

The TOSP Co-Chairs, in combination with Oversight, will put out an application for TOSP members. The Representatives will be chosen by the Co-Chairs, Oversight, and the Tournaments Committee Chair.

If an applicant fulfills multiple roles in roller derby, they can apply for multiple roles on the Panel. They will only be selected for one role, and their main input and feedback will be from that position's perspective. For example, a person applies as both a Skater Representative and an Official Representative. They are hired as a Skater Representative. Their focus will be on representing the skaters.

### **Requirements for Skater Representatives**

1. Member of a WFTDA Member League.
2. Preferably have experience at a WFTDA Postseason tournament as a skater.
3. Preferably at least one Representative from outside of the United States.

### **Requirements for Official Representatives**

1. Preferably have experience at a WFTDA Postseason tournament as an official.
2. Preferably at least one Representative from outside the United States.

## Requirements for Volunteer Representative

1. Experience volunteering at a WFTDA Member League.
2. Experience volunteering as an announcer, photographer, board member, or in a leadership role at a tournament.
3. May be filled by a skater or official if no volunteer applicants qualify.

## TOSP Tasks

### Tasks of TOSP Oversight

1. Publish application form for TOSP Chairs.
2. Analyse applications and decide on TOSP Chairs.
3. Support TOSP Chairs in Representatives selection.
4. Be available to TOSP Chairs and Representatives, if needed.
5. Share historical context or related background information.
6. In case of a disagreement between TOSP Chairs and Representatives, Oversight will:
  - a. Initiate or provide mediation.
  - b. If mediation is unsuccessful, release both parties from their duties and appoint new members as needed.

### Tasks of TOSP Chairs

1. Select Representatives in combination with Oversight.
2. Guide the Panel.
3. Manage timelines.
4. Oversee voting.
5. Discuss policy and guidelines with Oversight before publication.
6. Ensure honest and open consideration of feedback to and from Panel members.
7. Collect and send feedback to unsuccessful applicants.

### Tasks of TOSP Members

1. Create Postseason timeline.

2. Review candidates and make recommendations.
3. Conduct interviews with THO candidates.
4. Vote on candidates for THO, CHO, and Tournament Skating and Non-Skating Officials.
5. Provide feedback to candidates who have not been staffed.
6. Keep in contact with the THOs.
7. Actively monitor the THO Mailing List.
8. Collect feedback after the Postseason cycle has ended.
9. Give recommendations to the WFTDA BOD for improvement for the next cycle.

Note: TOSP will not be in contact with CHOs or Tournament Officials.

These tasks will be expanded upon in the following sections.

## **Creation of Postseason Timeline**

The Co-Chairs will create a Postseason timeline, based on the selected dates of the Postseason tournaments. This timeline will include, but is not limited to:

1. Deadlines for posting application forms.
2. Deadlines for selecting TOSP Representatives.
3. Deadlines for selection of THOs, CHOs, and Tournament Officials.
4. Deadlines for informing non-selected applicants.
5. Response time for Oversight to policy suggestions.
6. Meetings of TOSP.

## **TOSP Voting Structure**

TOSP members will vote on THO, CHO, and Tournament Skating and Non-Skating Officials selections. TOSP will vote on adherence to the Staffing Guidelines and Requirements. Personal preference will not be part of voting.

## **Voting**

1. The Voting Panel will consist of all TOSP Members.
2. One TOSP Chair will head the Voting Panel.

3. All TOSP members have a vote, with the exception of the Chair(s).
4. Members can vote yes, no, or abstain from voting.
  - a. If a member abstains from voting, a Co-Chair will step in as a voting member.
  - b. A member can abstain from voting if the person voted on has a significant influence in their life. For instance, a spouse/partner, employer or dependent.
5. In the case of a tie, the Co-Chairs will have the final vote in the selection of THO, CHO, and Tournament Officials.
6. If the TOSP does not approve of a selection, notes will be given to the THO to submit a different candidate. The process will then restart.
7. Voting will be done in a Google Form. During voting, panelists should determine if a candidate meets the criteria as set in the [WFTDA Postseason Requirements for Officials](#) document. If the candidate does not meet the criteria, the panelist must substantiate why this is not the case.

## TOSP Process of Review

Upon closure of the application, TOSP will immediately parse the data set for the eligibility of each candidate for each position.

1. At this time, the raw list of names will be sent to the internal committees (BOD, Grievance, Certification) to confirm that any disqualifying concerns are logged and tracked.
2. Any applicants removed based on a grievance or past disciplinary concern will be notified immediately and be given an option to appeal.
3. All candidates eligible for at least one position will be sorted into a spreadsheet that clearly marks the roles for which they are candidates. This can happen simultaneously to the grievance work.
4. All candidate pools (THO, CHO, officials) will be divided amongst all TOSP members to review candidate profiles and make a quick recommendation on the following statements, based only on their application:
  - a. "This person meets the requirements as outlined in the WFTDA Postseason Requirements."
  - b. "This person does not meet the requirements as outlined in the WFTDA

Postseason Requirements but can be considered based on the Exceptions to Postseason Requirements.”

5. If a candidate is marked yes, that recommendation is returned to the pool automatically.
6. If a candidate is marked no, those cases will be redistributed to a different panel member.
  - a. If the candidate is marked as no again, TOSP will note on their application that they do not recommend them for staffing, as well as list the reasoning behind this choice from both reviewers.
7. TOSP members will create actionable notes for THOs, CHOs, and for providing feedback to officials not staffed, using the form provided by WFTDA Tech.
8. A Voting Panel, as described above, will meet to choose THO candidates, as outlined in the THO Selection Process.
  - a. Panel reviewers should come prepared to discuss their candidate list and explain their recommendations.
  - b. From that discussion, the THOs are selected by the Voting Panel.
9. THOs are issued a list of CHO candidates. On this list, both the TOSP recommendation and their candidate pool is noted.
10. THOs return CHO candidate selections to TOSP.
11. TOSP votes on the CHO, and the THO must follow the established schedule to submit their first draft of staffing.
12. Representatives from TOSP will review and provide feedback until a final roster is determined.
13. Officials who meet the requirements but are not selected, will be considered should a position become available at a later time.

## **THO Selection Process**

After the closing of the application, TOSP will review the applicants.

1. Only applicants who meet the requirements as set in the [WFTDA Postseason Requirements for Officials](#) document will be considered.
2. The potential candidates as selected by the Panel will be interviewed via video call.

3. This interview will be held by one of the TOSP Co-Chairs and one Panel member.
4. The Panel will formulate a list of questions to be asked.
5. The interview will be recorded for viewing by the Panel members who do not attend the interview.
6. The Panel members will vote on the selection of the THO as described in the 'Voting' section.

## Feedback

Individual feedback on each applicant will be collected in a spreadsheet that will be overseen and owned by WFTDA Tech.

Each unsuccessful applicant will receive feedback after the selection process has been completed. This feedback is meant to show transparency in the selection process, show which elements were considered, and give the applicant a goal to work towards.

After the end of each Tournament, within one week, TOSP will send out a survey to participating officials, teams, announcers, photographers, and representatives from the Host League. This survey will collect feedback on the experiences of the officials, but also on how others experienced the officiating from their specific domain. This feedback may be used in the staffing process of other Tournaments for which an official applied.

See [Data Collection](#) for which data TOSP collects in these surveys.

## Dropouts, Replacements, and Removals

### Dropouts and Replacements

TOSP recognizes that there are certain circumstances that can occur between the time an acceptance is made to the time of the tournament. It is expected that if an official needs to drop out from a tournament, they do so as soon as possible to allow the THO to staff a replacement.

Allowances will be made for any tournament official to opt out of officiating for any game/team in which they feel uncomfortable. This may include, but is not limited to, a team from that official's affiliated league or a team to which they have a personal tie.

Replacements will be staffed according to how far in advance of the tournament notification is given.

1. Replacements for dropouts more than one week prior to the tournament will be filled by trying to use an official who applied to the tournament but was not

selected. (TOSP will notify these officials via email that they are on a reserve list and the position for which they are reserved.)

2. Replacements for dropouts the week of the tournament will be filled by either using the Assistant Tournament Head Official or putting an official on two crews for the weekend instead of one (i.e., “doubling up”).
3. Replacements during the tournament:
  - a. Individual trades (i.e., "swapping") due to performance, injury, illness, conflict of interest, etc. may be done at the discretion of the THO and CHOs with input from the GTO. The THO should notify TOSP of this change.
  - b. Multiple, simultaneous officiating crew changes (i.e., "shuffling") may only be done with, and may be required by, consensus of the THOs, aTHOs, GTO, and CHOs. The THO should notify TOSP of this change. The THOs will have the final say on any matter if there is a stalemate.

## Removals

Officials who have been accepted to work a tournament may be removed prior to the tournament or during the tournament for various reasons. Those reasons include, but are not limited to:

1. Failure to adhere to TOSP, Tournament, and/or WFTDA policies (especially in a prior tournament).
2. Adherence to a grievance recommendation.
3. Demotion in Certification status.
4. Code of Conduct violation.
5. Performance issues at prior WFTDA Regional Championships, Continental Cups, Playoffs, or Championships, or the current tournament.

Removals prior to the tournament will follow the replacement procedures described above based on the timing of the removal.

## THO Violations

Willfully failing to follow the TOSP Policies and Procedures as written will be considered a violation by the THO, and in doing so, may result in removal from that position. Potential reasons for removal include, but are not limited to:

1. Making staffing decisions contradictory to those outlined by the [WFTDA Postseason Requirements for Officials](#).

2. Misrepresentation of their qualifications and/or experience.
3. Failure to meet the requirements of the position (e.g., missing important meetings, deadlines, etc.).
4. Refusal to accept the approval votes of TOSP crew selections.
5. Failure to communicate important information to the official crews about the tournament.
6. All of the reasons listed above in the Removals section.

## **TOSP Data Collection, Analysis, and Distribution**

### **What TOSP Will Collect (and How It Will Be Collected and Used)**

1. Officials' Games Histories.
  - a. Each official submits their game history in the [most recent format](#) during the application process. Information in the game history will be utilized to determine each official's overall experience, positional experience, as well as level of game play experience based on game types (e.g., WFTDA Regional, Playoff, Sanctioned, Regulation, Other).
2. Other information submitted during the application process by the official.
3. THOs and CHOs' Feedback.
  - a. All THOs must provide TOSP with a brief report summarizing the tournament experience and officiating performance within **two weeks** of tournament completion. This feedback will aid TOSP in staffing future tournament cycles and event feedback will help Tournament Production better support the officiating experience.
  - b. All THOs and CHOs must write evaluations for officials working the tournament or on their crew.
    - i. THOs will write an evaluation for their aTHO, their opposite THO, and their CHOs.
    - ii. CHOs will write evaluations for all eligible officials on their crew. They can request assistance from the THO.
    - iii. THOs can ask CHOs to write an evaluation for them.

- iv. If an official is working on two crews in different positions, both CHOs will write a position appropriate evaluation.
  - v. Failure to submit evaluations will be noted for hiring THOs and CHOs for future tournament cycles.
- c. TOSP will use the feedback and performance feedback collected by THOs and CHOs to adjust its processes, assist in hiring THOs and CHOs for future WFTDA Postseason Tournaments, and aid in future staffing of all officials.

#### 4. Post-Tournament Survey Responses.

- a. This information is solicited via Google Forms to standardize responses and facilitate analysis of data.
  - i. Responses will primarily be solicited in the form of Likert scales (e.g., Rate your level of satisfaction with official X on the following 1-to-5 scale, with 1 being extremely dissatisfied and 5 being extremely satisfied).
  - ii. Overall ratings less than the midpoint (3 in the above example) will require written justification for provision of that rating.
  - iii. TOSP will provide both an executive summary of the collected data as well as the raw data from the survey to the WFTDA BOD.

#### 5. Multiple parties submit survey responses for the officials at each tournament:

- a. CHO Feedback: solicited from officials and teams—including any individual skaters—that participated at the tournament in question with the official(s) in question.
- b. THO Feedback: solicited from CHOs, Certification representatives, and GTO representatives.
- c. Individual Officials' Feedback: solicited from officials, GTO representatives, and teams—including any individual skaters—that participated at the tournament in question with the official(s) in question.

#### 6. Evaluations and Other Information Provided by Certification.

- a. Certification will provide, upon request, a summary of evaluations for specific officials to TOSP.

#### 7. Assessments of the Tournament Selection Process.

- a. After the Postseason cycle, TOSP will work with Officiating Oversight to solicit feedback from officials on the tournament selection process and the officiating experience at the tournaments.
8. Acceptance and Attendance Records.
- a. TOSP will collect and retain information pertaining to the following for each official:
    - i. Declined WFTDA tournament invitations.
    - ii. Unexcused absences (i.e., a “no-show”) at WFTDA tournaments.
    - iii. Dropouts from WFTDA tournaments.

TOSP will use ALL the above collected feedback to adjust its processes, assist in hiring THOs and CHOs for future WFTDA Postseason Tournaments, and aid in future staffing of all officials.

## **How Does TOSP Analyze What Is Collected?**

### **TOSP Data Retention Policy**

TOSP will actively enforce a data retention policy not to exceed three years. This policy is aimed at ensuring that TOSP is using relevant information in performing its various duties with respect to staffing tournaments with qualified officials. Anything outside of the three-year window is considered less relevant than applicable information within that window or received from Certification, Grievances and the BOD. As a result, all data older than three years will be destroyed. All data will be securely stored online.

### **Uses for Collected Data**

Data collected is used to identify a pool of officials who meet eligibility requirements as outlined in the [WFTDA Postseason Requirements for Officials](#). This process is aimed at evaluating the pool of officials, who meet published eligibility requirements for Postseason consideration.

This includes, but is not limited to:

1. Critically assessing the staffing selections made by THOs for each tournament in the current cycle.
2. Critically assessing the staffing selections for Championships in the current cycle.
3. Considering future cycles' Postseason staffing.

If information that indicates a Code of Conduct violation or other misconduct comes to light, it will be evaluated by the TOSP Chairs and Oversight Officer to determine whether the matter will be escalated to a formal grievance filed by WFTDA Officiating.

## **How (and with whom) does TOSP share the data/analysis that is collected/conducted?**

All forms and spreadsheets are owned by WFTDA Tech and will not be linked to any individual TOSP's member account.

1. Internal Data Sharing.
  - a. All data will be shared internally via a [tosp@wftda.com](mailto:tosp@wftda.com) email address. TOSP Chair(s) will have access to this account. This account will be used to manage a shared TOSP Google drive. TOSP Chair(s) and Members will have access to this drive along with WFTDA Tech Assets. The TOSP shared drive will be used to distribute the following:
    - i. THOs Tournament Feedback.
    - ii. Post-Tournament Feedback for all officials.
2. External Data Sharing.
  - a. TOSP will share data with external parties as detailed below.
    - i. WFTDA Tech - Will own multiple applications and response documents in order to verify requirements and process and manage data provided to TOSP and THOs.
    - ii. THOs/CHOs – After the Postseason cycle, TOSP will send formal feedback to the THOs and CHOs of each tournament. This feedback will include applicable data from the officiating survey.
    - iii. Certification – TOSP will broadly share the types of data that they collect and will collaborate with Certification representative to determine what, if any, of this information would be useful for the Certification Committee.
    - iv. Membership – TOSP will provide a report to WFTDA membership after Postseason has finished, with generalized information regarding tournament staffing, overall satisfaction levels, and other quantitative data compiled and constructed from sources listed in #1 above.

# 2026 Representatives

Co-Chair: Nine Inch Wheels, Rat City Roller Derby

Co-Chair: Temeraire, Antwerp Roller Derby and Rotterdam Roller Derby

Skater/Non-Officials Representative: Brassica (V Town Roller Derby)

Skater/Non-Officials Representative: The Kraken (Steel City Roller Derby)

Officials Representative: Carmen Dragon (Independent)

Officials Representative: Doesn't Matt-er (Rose City Rollers)

Volunteer Representative: Bob deQuickly (Convict City Roller Derby League)

Oversight: Babe Runner (BOD), Queen Looseyateefa (BOD), Strong Female Character (BOD), TaraByte (BOD)