

# Tips for New Referees

Review each step. Links & reference material are provided in the Referee Resource section on the Southwest Hockey website > Officials tab.

Step 1	<p><b>Confirm your Assignor by reviewing the Postal Code Chart.</b></p> <p><b>Note:</b>  <i>If you ARE designated to the SWH Regional Assignor – Then go to Step 3.            If you are NOT designated to the SWH Regional Assignor, then contact the Association that your Postal Code falls under, for further instructions with regards to their process.</i></p>
Step 2	<p><b>Complete SWH Referee Application: “Level 1 – New”</b></p>
Step 3	<p><b>MUST receive an Acceptance Letter to the SWH Squad BEFORE continuing. Once this is received, then proceed to Step 4.</b></p>
Step 4	<p><b>Review &amp; Complete: “Referee Agreement” &amp; “SWH Referee Checklist”</b></p>
Step 5	<p><b>Complete the e-Learning.</b> This must be completed BEFORE the classroom session. Details are on the SWH website.</p>
Step 6	<p><b>Review the “Introduction to Community Refereeing” Manual.</b></p> <p><b>Note:</b>  <i>This manual will help explain all the steps required in order to register, and also has many of the answers you may be searching for.</i></p>
Step 7	<p><b>Register for a Certification Clinic.</b> Follow the registration instructions on the Central Zone website, which includes <u>paying</u> for the Clinic.</p> <p><b>Note:</b>  <i>If you plan to register for the SWH clinic, a link will be provided. Otherwise please proceed to the Central Zone website to select an alternate clinic if the SWH clinic date does not work for you.</i></p>
Step 8	<p><b>Email the SW Assignor.</b> Email Arlene at: <a href="mailto:averes@czrc.ab.ca">averes@czrc.ab.ca</a> and let her know which Clinic you have signed up for.</p>
Step 9	<p><b>Attend your Clinic.</b></p>
Step 10	<p><b>Wait for an emailed password from Central Zone.</b></p>
Important	<p><b>Follow Instructions!</b></p> <p><i>During this time, please read the instructions carefully in order to support as smooth a process as possible.</i></p> <p><i>The Seeding Round starts approximately the 3<sup>rd</sup> week of October, thus there may not be any games assigned until then.</i></p>

