LEVEL 1 Referee

Introduction to Community Refereeing
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Officiating is a significant component of the game of hockey. Without officials, there is no game. It is an official’s passion and dedication to the game of hockey that makes the game possible.

If you are interested in becoming a Hockey Official – this Manual is for you! It will provide you with information you need to get your officiating career started.
1.0 DEFINITIONS

The following words and phrases shall have the following meanings in this document:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Board”</td>
<td>Those elected to oversee the day to day operations of Southwest Hockey. “Board” is synonymous with Executive and/or Directors.</td>
</tr>
<tr>
<td>“Cardel Rec South” (CRS)</td>
<td>Address is; 333 Shawville Blvd. SE, Calgary, AB, T2Y 4H3.</td>
</tr>
<tr>
<td>“CZRC” or “CZ”</td>
<td>Central Zone Referee’s Committee. Website is: <a href="http://czrc.ab.ca/">http://czrc.ab.ca/</a></td>
</tr>
<tr>
<td>“EMHW”</td>
<td>Esso Minor Hockey Week.</td>
</tr>
<tr>
<td>“HA”</td>
<td>Hockey Alberta: website is: <a href="http://www.hockeyalberta.ca/">http://www.hockeyalberta.ca/</a></td>
</tr>
<tr>
<td>“HC”</td>
<td>Hockey Calgary: website is <a href="https://www.hockeycalgary.ca/">https://www.hockeycalgary.ca/</a></td>
</tr>
<tr>
<td>“Off-Ice Officials”</td>
<td>Are appointed to assist the On-Ice Officials in the conduct of the game. They assist with Scorekeeping, Timekeeping &amp; Penalty Box.</td>
</tr>
<tr>
<td>“On-Ice Officials”</td>
<td>Are Referee and/or Linesman.</td>
</tr>
<tr>
<td>“RC”</td>
<td>Means Referee Coordinator.</td>
</tr>
<tr>
<td>“Reception Office”</td>
<td>Location to submit correspondence, which is at Cardel Rec South.</td>
</tr>
<tr>
<td>“Referee” / “On-Ice Official”</td>
<td>Is synonymous for the purpose of this document, unless otherwise noted.</td>
</tr>
<tr>
<td>“Referee Assignor”</td>
<td>The person responsible for assigning, and any other such duties given.</td>
</tr>
<tr>
<td>“Referee Squad” / “Squad”</td>
<td>Group of Officials selected to work for SWH, as Referee or Linesmen.</td>
</tr>
<tr>
<td>“SWHA”, “SWH”</td>
<td>Refers to Southwest Hockey Association.</td>
</tr>
</tbody>
</table>

2.0 GENERAL INFORMATION

2.1 PURPOSE

This document shall contain the Rules and Regulations governing the Referees that officiate for Southwest Hockey Association (SWHA). These Rules and Regulations are intended to further define the conduct and procedures of the Referees and will be used in conjunction with the SWHA Policies and Procedures and the CZRC Policies and Procedures.

Where a conflict exists between the Referee’s Manual and the SWHA Policies and Procedures, then the Policies and Procedure Manual will take precedence. Where there is a conflict between the SWHA Policies and Procedures and the CZRC Policies and Procedures, the CZRC Policies and Procedures MAY take precedence; depending on the situation.

NOTE: These Rules and Regulations may be amended from time to time as approved by the SWHA Board of Directors.

2.2 INTERPRETATIONS

The insertion of headings and the provision of an Index are for convenience of reference only and shall not affect the construction or interpretation of these Rules and Regulations. Words importing the singular number only include the plural and vice versa, and words importing the use of any gender include all genders.

If any provision of the Rules and Regulations shall be found to be or deemed to be invalid, the remainder of the Rules and Regulations shall not be affected thereby. These Rules and Regulations shall be interpreted according to the ordinary and usual meaning of the words thereof, notwithstanding any usage or custom to the contrary.
2.3 **ELIGIBILITY**

Anyone who will be 13 years or older as of December 31st of the upcoming hockey season is eligible to apply to become a member of the Referee Squad for Southwest Hockey.

SWH is the only Association that requires officials to fill out an application. The SWH Board believes that an application process is a valuable life lesson.

Central Zone has implemented a new way to allocate the “New Officials” coming into the program. Officials will be assigned to an Association by their **Postal Code**, rather than by Association.

All applications that are received by SWH by the deadline may be accepted, however;

1) If your application is on time but you live in one of the Postal Code areas that are not assigned to SWH, your information will be forwarded on to your Assignor.

2) If your application is submitted after the deadline you may be considered for a position on the SWH Squad, or subject to reallocation to another Association - based on the current size of the SWH Squad.

**NOTE:** Level 1 – Test grades that are between 50-65%, **MAY** be hired on, on a 4-game trial basis.

To maintain one's present level of Certification, you must attend a Hockey Canada Officiating Program Clinic and write an examination **every year** with an appropriate passing mark. Specific detailed information is available through Central Zone Referee Committee.

2.4 **COMMUNICATIONS**

2.4.1 **EMAIL**

Referee Coordinator's email is: referee@southwesthockey.ca

If at any time during the season you have any questions, concerns or suggestions as a Referee or about the Referee Program, please don't hesitate to contact the Referee Coordinator. Together we can ensure we provide a successful program.

2.4.2 **MAILBOX**

For items needing to be handed in, drop off the envelope(s) to the Cardel Rec South Reception Office, during their business hours, and also send an email notification of the mail dropped off.

Please address all correspondence to: **Southwest Hockey Referee Coordinator**

3.0 **WHAT’S NEW?**

- Visit [www.southwesthockey.ca](http://www.southwesthockey.ca) and familiarize yourself with the updated Officials Tab, on the brand new SWH website.

4.0 **APPLICATION PROCESS**

Application Forms can be found on the Southwest Hockey website at: [www.southwesthockey.ca](http://www.southwesthockey.ca) on the “Officials” tab. Ensure you complete the correct form.
4.1 APPLICATION DATES

Applications will be accepted until 10:00pm, August 14th. This deadline is a hard deadline for SWH in order to allow time to create the SWH squad.

The Referee Coordinator, on behalf of the SWHA Board, reserves the right to extend the application due date for any reason deemed necessary by the Board. Alternate due dates to that listed in this manual, will be noted on the Referee tab of the SWHA’s website.

4.2 LATE APPLICATIONS

If an application is received after the application due date, listed in Section 4.1, the application will be considered late. Late applications will only be considered if spots remain available on the SWH Refereeing Squad.

4.3 NEW REFEREES – Level 1 (13-15 years old)

If you are 13-15 years of age as of December 31st, of the current playing season, you qualify to register as a Level 1 Official through the CZRC system. However, you MUST SUBMIT an Application Form by the indicated deadline: Section 4.1

New Level 1 Referees may be interviewed, provided your application is received before the deadline.

All New Officials must complete the E-Learning portion of the CZ training. Please refer to Section 5.0 of this document for information pertaining to the E-Learning online course. This can be done before being accepted to the squad as it does show initiative, however, does not guarantee you a spot.

4.4 RETURNING REFEREES – Level 1 (14-15 years old)

Referees who are 14 & 15 years of age; that have previous referee experience as of December 31st of the current playing season, qualify to register as a Level 1 Official through the CZRC system. However, you still MUST SUBMIT the Application Form by the deadline. Section 4.1

Returning Level 1 Referees may have their previous year’s performance reviewed; in order to be considered for the upcoming Referee Squad.

4.5 NOTIFICATION OF ACCEPTANCE FOR ALL REFEREES

Your application alone does not guarantee you a spot on the SWHA Refereeing Squad. All applicants will receive notification of their acceptance status to the SWHA Squad, via email no later than August 31st.

4.6 WITHDRAWAL PROCESS

At any time, for any reason, an Official may withdraw from the SWHA Refereeing Squad.

1. Notify the Referee Coordinator at referee@southwesthockey.ca in writing of the desire to withdraw from the Squad.
2. Once this notification is received, the RC will have the Official removed from the SWH email system.
3. It is the Official’s responsibility to notify CZ of their intention to no longer referee and request that their email be removed to avoid receipt of unwanted emails.
4. A request may be made, with regards to reason(s) why an Official no longer wants to officiate.
5.0 CERTIFICATION

You must obtain your certification under Hockey Canada guidelines through a Hockey Alberta certified program conducted by the Central Zone Referees Committee (CZRC), in order to become an On-Ice Official in Canada.

Please refer to the ‘Clinics’ tab of CZRC to find the most current information pertaining to this season’s E-Learning online course and classroom/on-ice Clinics: http://czrc.ab.ca/page.php?page_id=30901

1-day Classroom & on ice Clinic

Please visit the SWH website for current date and time(s) of the Clinic.

This is for SWH Referees only. The link to sign up for the clinic will be made available, once received from CZRC.

NOTE: As CZRC is the provider for Refereeing Certification in Alberta, no other details will be provided here with regards to obtaining your refereeing certification. The onus will be on the Referee to determine how best to obtain this certification. If you are having difficulties figuring out how to proceed contact CZRC first. If you are still having problems, then contact the SWHA Referee Coordinator.

5.1 What do I bring to the Referee Clinic?

What is the ice session? – For all 1-day Clinics for New Officials, or for 13-15-year-old Returning Officials, there will be an ice session in the mid afternoon of your clinic. The time and location will be on the clinic schedule tab. All Officials must take part in the ice session. This is where drills will be reviewed, so you can understand proper positioning, signaling, penalty calling, icings and offsides. There may also be some skating drills as skating is an integral part of officiating.

What to bring? Bring skates, whistle, helmet with visor, a pen/pencil and a cell phone or device that connects to the internet (this is for test taking). Wear comfortable clothing (wearing your referee jersey is not required). Don't forget a jacket; remember it won't be +20 on the ice, and also bring a lunch.

5.2 E-LEARNING

E-Learning involves completing an online portion of the course BEFORE attending the 1- day Clinic that is held at either Mount Royal College or Cardel Rec South.

All Level 1 Officials, 13-15 years old as of December 31st of that playing season, or any ‘New’ Official (no matter your age), MUST complete the Hockey Canada E-Learning Course PRIOR to attending the clinic. Central Zone will NOT allow you to attend a Clinic until this is completed.

NOTE: You only need to do E-Learning ONCE!

Instructions for the E-Learning Course are located under the Clinic tab on the CZRC website http://czrc.ab.ca/page.php?page_id=30901. Follow the instructions provided by Central Zone.
You must have an account with Hockey Canada in order to take the course and sign up for clinics.

**NOTE:** NEVER create a new account. See Section 5.3

You can take the E-Learning course all at once, or a little at a time. If you are taking the course over a few days - **ensure you complete whatever module you are on** **BEFORE logging out**. Failure to do so may result in you starting from the beginning of the last module that was completed.

**NOTE:** This E-Learning MUST be completed **BEFORE** the classroom session. Anyone who comes to a Clinic, not having completed E-Learning, WILL BE turned away.

5.3 **HOCKEY CANADA REGISTRATION SYSTEM (HCR)**

This is the system that is used by Hockey Calgary to support all members. SWHA Referees can access this system to do all online registration via the CZRC website: [http://czrc.ab.ca/](http://czrc.ab.ca/)

In order to access this system, you will need to use the **same account** you used to register as a player.

Use your “LEGAL NAME” to find your account & **NEVER create a new account**.

**NOTE:** If you need help finding your HCR#, visit the Officials tab, under Certification Clinics and follow the “How To” Steps that have been provided.

5.4 **CENTRAL ZONE CLINICS**

The Clinics typically run between September and November for the upcoming hockey season. All clinics are usually closed 10 days prior to allow for preparation of clinic materials – no exceptions.

Certification deadlines are decided by Central Zone. Failure to meet those deadlines may hinder a Referee from being assigned any games.


5.5 **WHEN DOES YOUR REFFING CERTIFICATION EXPIRE FROM LAST YEAR?**

If you refereed last season and are in good standing, your current certification expires on December 15th of the current season.

6.0 **REFEREE LEVEL SYSTEMS**

The Level System (Level I through VI), is the foundation for the training and development of amateur Hockey Officials across Canada. Hockey Canada has categorized the hockey played in Canada into four (4) basic streams, each with different priorities. They include:

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<tr>
<th>Initiation</th>
<th>Recreational</th>
<th>Competitive</th>
<th>Program of Excellence</th>
</tr>
</thead>
</table>

The Hockey Canada Officiating Program has opportunities for everyone from Initiation (Level I), through to the Program of Excellence (Levels V and VI). Select a level and begin officiating!
<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>To prepare a young or new official to officiate minor hockey.</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEVEL II</td>
<td>To further enhance the training and skills of minor hockey officials.</td>
</tr>
<tr>
<td>LEVEL III</td>
<td>To prepare officials capable of refereeing minor hockey playoffs, minor hockey regional playoffs and female national championships, or being linesmen in Junior B, C, D, Senior and Bantam or Midget Regional championships.</td>
</tr>
<tr>
<td>LEVEL IV</td>
<td>To prepare hockey officials capable of refereeing Senior, Junior A, B, C, D, minor hockey regional &amp; national championships, female hockey national championships &amp; designated minor hockey IIHF competition, or being a linesman in Major Junior, Junior A, Senior, CIS, CCAA, inter-branch &amp; IIHF competition.</td>
</tr>
<tr>
<td>LEVEL V</td>
<td>To prepare competent officials to referee Major Junior, Junior A, Senior, CIS, and inter-branch playoffs.</td>
</tr>
<tr>
<td>LEVEL VI</td>
<td>To prepare competent officials capable of refereeing at national championships and designated IIHF competition (i.e. Memorial Cup, RBC Cup, Allan Cup, Hardy Cup, University Cup, CCAA finals, world championships, Olympics, FISU Games).</td>
</tr>
</tbody>
</table>

6.1 LEVEL 2 – ADVANCEMENT INTO CENTRAL ZONE

It is the Referee’s responsibility to ensure that their rankings are correct prior to the beginning of the hockey season. **It is suggested that you confirm your rankings over the Summer to avoid receiving zero assignments in September and October.**

If you are an Official that feels his/her rankings may be incorrect, or if you simply want to work higher hockey, please contact the CZ Rankings Director. Please visit CZ’s website to find the Rankings Director and CZ Assignors contact information.

CZRC, historically, has had trouble filling Peewee level and above. If you are a Level 2 Official, most of your assignments will come from CZ assignors. Please ensure that you register with CZ when you have completed your test. There is a sheet with your test that needs filling out. Exceptions may be made if an Official does not feel confident to proceed.

7.0 REFEREE EXPECTATIONS & CONDUCT

This is a JOB and you are representing Southwest Hockey, CZ and Hockey Alberta. As a Referee with SWHA, you will be held responsible and accountable for the duties that come with being a Referee.

1. **BE PROUD, BE CONFIDENT:** Represent the rules of the game as fairly and as consistently as possible.
2. **BE ON TIME:** You must arrive 30 minutes PRIOR to the scheduled game time.
3. **BE RESPECTFUL:** of fellow Officials, Players, Coaches, Supervisors and Spectators in all situations
4. **FAIR PLAY:** To be followed at all times. Fair Play Codes are available on the website.
5. **POSTURE:** No toes up or leaning on the boards.
6. **CONSISTENCY:** Call the 3rd period the same way as the 1st.
7. **UNIFORM:** you are expected to be in proper attire/equipment at all times during officiating duties.
8. **ASSIST:** Help the rink personnel, whenever possible, after the game to move nets for Zamboni.
9. **ABUSE:** Abusive language/gestures (“Reverse Abuse”) is unacceptable. Report abuse to RC immediately.
10. **RAISE THE STANDARD** of play in each game that you officiate.
11. **ALWAYS BE IMPARTIAL:** Do not favour one side or opinion, more than another.
7.1 **CZRC OFFICIAL’S CODE of ETHICS**

All SWHA Officials are CZRC Officials too. Please refer to the CZRC website for all the CZRC governances that apply to Community Officials.

**NOTE:** Officials under the age of 18 will not be assessed a monetary fine as a result of any of the discipline items that carry a monetary fine. They will, however, be subject to all other forms of discipline.

7.1.2 **FAILURE TO FOLLOW OFFICIAL’S CODE OF ETHICS**

SWHA Referees are required to follow the Official's Code of Ethics. Failure to do so may result in the assessment of supplemental discipline by CZRC and may require a hearing as determined by the CZ Discipline Committee. Further details can be found on the CZRC’s website.

8.0 **DRESS CODE & EQUIPMENT**

8.1 **DRESS CODE**

1. Officials of SWHA shall be in proper attire/equipment at all times during officiating duties.
2. Correct dress code for officiating shall be outlined in the National Certificate Program and/or as determined by the Provincial Executive. All items of dress shall be neat, clean and tidy.
3. Correct dress code shall include all protective gear including a helmet, mandated by Hockey Canada.
4. **No TEAM or ASSOCIATION** apparel to be worn prior to or during officiating assignments.

8.2 **EQUIPMENT**

<table>
<thead>
<tr>
<th>REQUIRED EQUIPMENT</th>
<th>ADDITIONAL (Not mandatory)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Black CSA Certified Helmet</td>
<td>- Approved Stick gauge</td>
</tr>
<tr>
<td>- CSA Certified HALF visor</td>
<td>- Rule Book/Case Book Combination</td>
</tr>
<tr>
<td>- Elbow pads</td>
<td>- Needle &amp; Thread</td>
</tr>
<tr>
<td>- Metal/Black plastic whistle</td>
<td>- Hockey Puck</td>
</tr>
<tr>
<td>- Athletic support/cup</td>
<td>- Referee pad &amp; pencil</td>
</tr>
<tr>
<td>- Measuring Tape</td>
<td>- Off-Ice Officials Manual</td>
</tr>
<tr>
<td>- Black polished skates/white laces (NO GOALIE SKATES)</td>
<td>- Officiating Procedures Manual</td>
</tr>
<tr>
<td>- Hockey Canada Rule Book</td>
<td>- Protective Girdle</td>
</tr>
<tr>
<td>- Shin Pads</td>
<td>- Black Referee Bag</td>
</tr>
<tr>
<td>- Clean Official’s Black/White sweater with Hockey AB Crest on the front LEFT side &amp; Hockey Canada on the LEFT arm</td>
<td>- Extra safety pins</td>
</tr>
<tr>
<td>- Black, pressed pants</td>
<td>- Skate stone</td>
</tr>
<tr>
<td></td>
<td>- Extra white laces</td>
</tr>
<tr>
<td></td>
<td>- Extra whistle (ACME THUNDER)</td>
</tr>
<tr>
<td></td>
<td>- Towel &amp; soap</td>
</tr>
</tbody>
</table>

**NOTE:** Black mesh 'Under' arm jersey is illegal.

*The Hockey Canada Rule Book is now available as an iPhone and Android App.*
9.0 ASSIGNING GAMES

Have you wondered how officials are assigned hockey games within the Central Zone? Are you new and don’t understand the process by which you will receive officiating assignments? The assignment of officials within Central Zone occurs in two ways:

9.1 LEVEL 1 - COMMUNITY ASSIGNMENTS (ASSIGNOR)

If you reside in Calgary and are a younger, relatively ‘New’ Official or (Novice, Atom and Peewee Divisions 5 – 6), you will receive your assignments from a Regional Assignor who is responsible for the local Community in which you reside.

Contact your local Regional Assignor for more information on the Community level officiating programs. You can locate with Association your Assignor is in by referring to the “Postal Code Chart” which is found on the Southwest Hockey website: Referee Resources.

9.2 LEVEL 2 - CENTRAL ZONE ASSIGNMENTS (AGE 16+)

If you reside in and around Calgary and wish to officiate higher levels of hockey in and around Calgary (starting with Peewee Division AA – Division 6 hockey and working up), you will receive assignments from one of the Central Zone assignors responsible for this hockey.

Please contact CZ if you are a Level 2 Referee that wishes to get these types of assignments.

10.0 ASSIGNING DIVISIONS

The chart below outlines who is responsible for assigning games and the spots available for each level.

The Age Categories that are listed are the ‘Divisions’ that each team has been placed in by Hockey Calgary, and they ARE NOT the ‘team number’ for that Association. Example: SWHA Peewee 3, could be placed in the Hockey Calgary Division 5, therefore the Assignors responsible, would be different.

CZRC will assign a Referee and Linesmen for Peewee hockey Divisions AA to Division 4. For Peewee Divisions 5 and Division 6, the Assignor will assign only the linesmen. The SWH Assignor is responsible for assigning all officials at the Novice and Atom levels.

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Responsibility</th>
<th>Assignor</th>
<th>Email</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignor #1</td>
<td>Male - CIS Lines, ACAC, Ranch, AJHL Lines, Heritage Jr.B, Calgary Jr.B, MAAA</td>
<td>Mike Roberts</td>
<td><a href="mailto:mroberts@czrc.ab.ca">mroberts@czrc.ab.ca</a></td>
<td>403-681-5178</td>
</tr>
<tr>
<td>Assignor #2</td>
<td>Female - CWHL, CIS, ACAC Male - MAA, SCAHL MAA, MA15, BAAA, BAA</td>
<td>Lisa Hedding</td>
<td><a href="mailto:lheddinger@czrc.ab.ca">lheddinger@czrc.ab.ca</a></td>
<td>403-852-1379</td>
</tr>
<tr>
<td>Assignor #3</td>
<td>Female - SAWHA (Senior AA/A), AMFHL (MAAA), AJFHL (Jr. A), AMBFHL (BAAA), Midget, Bantam, Peewee, Atom, Novice</td>
<td>Bill Olsson</td>
<td><a href="mailto:bolsson@czrc.ab.ca">bolsson@czrc.ab.ca</a></td>
<td>403-542-3337</td>
</tr>
<tr>
<td>Assignor #4</td>
<td>Male – Jr. C, Junior Rec, Midget, Midget Rec</td>
<td>Karine Burriss</td>
<td><a href="mailto:jbos@czrc.ab.ca">jbos@czrc.ab.ca</a></td>
<td>403-869-7748</td>
</tr>
<tr>
<td>Assignor #5</td>
<td>Male - Bantam, Bantam Rec</td>
<td>Arlene Veres</td>
<td><a href="mailto:averes@czrc.ab.ca">averes@czrc.ab.ca</a></td>
<td>403-617-0597</td>
</tr>
<tr>
<td>Assignor #6</td>
<td>Male - Peewee, Peewee Rec</td>
<td>Laura Corbett</td>
<td><a href="mailto:lcorbett@czrc.ab.ca">lcorbett@czrc.ab.ca</a></td>
<td>403-461-5971</td>
</tr>
</tbody>
</table>
11.0 **ASSIGNING PROCEDURES**

Assignments are made by the Assignor in accordance with the ranking of Officials. As much as possible, the Assignor will allocate games equally, based on availability of all the Officials within a given ranking level. Officials should be setting their availability on a regular basis, when it comes to receiving assignments.

*Officials who have questions about their assignments are to raise their concerns to the SWH Assignor*

11.1 **ASSIGNING EXHIBITION, SEEDING ROUND and REGULAR SEASON GAMES**

Exhibition, Seeding Round and Regular Season games will be scheduled taking into account an Officials’ availability and skill level.

**Example:** If there are 92 available spots/month and 23 Referees, this could average 4 spots per month per referee, based on their availability.

11.2 **ASSIGNING EVALUATION and TOURNAMENT GAMES**

Evaluation and Tournament games will be handled as individual entities and games will be divided by the number of available Referees and assigned, based on the Referees’ availability and skill level.

11.3 **ASSIGNING EMHW and PLAYOFF GAMES**

Esso Minor Hockey Week (EMHW), and Playoff games are considered “High Profile” games and Central Zone typically requests that the more Senior Officials are used, over the 1st year Officials.

Therefore, the Referee Assignor reserve the right to make assignments based on skill level, and these games will not be divided equally amongst the squad.

12.0 **SETTING AVAILABILITY, ACCEPTING GAMES, TRADES AND TURN-BACKS**

12.1 **SETTING OFFICIALS AVAILABILITY AND GENERAL USE OF GOALLINE**

ALL SWHA Officials are required to set their availability in the CZ GOALLINE system.
By default, all Officials are listed as “unavailable” for games each day of a given month unless the Official changes their availability.

1. ‘Dark Days’, and days when an Official is available for game assignments, must be set ASAP. As soon as your practice & game schedule has been released, it is ideal to set your availability within 24 hours.
   a. **NOTE:** ‘Dark Days’ are declared by checking off the dates and times listed on the availability page.

   Remember to save your changes (there is a button at the bottom of the page).

2. Officials are encouraged to update their availability on GOALLINE on a CONTINUAL basis
   a. Declined games and turn-backs will be re-assigned throughout the month.
   b. Do not email the Assignor that you are going on vacation or unavailable.
   c. Instead you must update your availability in the GOALLINE system.

3. Assignments should be checked daily – to ensure you correct days/times (& there are no mix-ups).

4. Assignments made available for **24 hours WITHOUT** acceptance will be subject to re-assignment.

5. If games are not accepted or declined **within 24 hours of being assigned**, the Assignor reserves the right to re-assign these game(s).
   a. If Officials fail to accept or decline an assignment **within 24 hours of the assignment** and the game is re-assigned, **NO** replacement game may be provided.

6. Assignments are made based on availability, as set by each individual Official.
   a. By setting availability, each Official accepts the responsibility for fulfilling the obligation of assignments made to that availability.
   b. If failure to acknowledge assignments is identified as an issue, it may affect the number of games offered to that Official.

7. Officials are notified of an assignment by an automated email generated from GOALLINE.
   a. In case of disputes, the date and time on the original email sent from GOALLINE will be considered the official timestamp.

8. Continual turn-backs and declined games **may affect your referee status going forward.**

### 12.2 ACCEPTING GAMES

When a game is assigned to you, you are notified of the assignment by an automated email generated from GOALLINE. The email is notifying you that you have a game that needs to be either accepted or declined. If you have set your availability correctly and it is up to date, there should be little to no reason to have to decline a game.

Ideally assignments should be accepted or declined within 24 hours.

### 12.3 TRADES & RE-ASSIGNMENT OF GAMES

All SWHA assigned games, **without exception**, will be managed on the CZ website; using GOALLINE.

The replacement Referee or Linesman **MUST HOLD the appropriate level of hockey**, which is being assigned.

There will be **NO TRADING** of games without notifying the Assignor, and the trade must be processed through the GOALLINE website. The Assignor has the final approval on all re-assignments.

When the trade has been verbally agreed upon, **BOTH Officials** must contact the Assignor and provide the reassignment information. **Notification of all changes is required immediately.**
12.4 TURN-BACKS

Assigned and accepted games that Officials are no longer able to work, are called “turn-backs”. If you need to “turn-back” games, then do this as soon as possible to allow for greater success with the re-assignment of the game.

1. The only way to turn back a game is to email the Assignor with the details of the game that you can no longer work.

2. A voicemail message does NOT constitute reporting a turn-back to the Assignor.

3. Until you have received confirmation from the Assignor regarding the turn-back, and that the game has been accepted by another Official, the original Official is still responsible to work that game.

13.0 PRE-GAME EXPECTATION & CHECKLIST

- **Arrive on time.** Which is defined as 30 minutes PRIOR to the OFFICIAL START TIME of the game.
- **Dress.** Immediately dress in the required equipment & then spend time preparing and/or reviewing rules.
- **Be on the ice 5 minutes PRIOR to the start time of the game.**
- **Rule 5.2 (b)** – “The Referee shall see that the teams are called to the ice at the appointed time for the commencement of each game and at the start of each regulation and overtime period. The Referee shall remain on the ice at the conclusion of each period and any overtime until the players have proceeded to their dressing rooms”.
- **Time Clock Horn** – Blow the time clock horn 3-5 minutes prior to game time, to allow a sufficient time for warm up, once the Zamboni has left the ice surface.
- **Rule 5.2 (f)** – Before the start of the game, the Referee shall see the appointed Time Keeper, Official Scorer and Penalty Box Officials are in their respective positions. If any individuals are missing, discuss with corresponding Head Coach.
- **Meet the Coaches** – In all games, Officials shall approach each bench and meet the Coaches. This process should not take more than about 15 seconds, and will be completed prior to the game, at the end of the pre-game warm up. Officials are also encouraged to shake hands with the Captains where possible.
- **Bench Management** – Have RESPECTFUL OPEN COMMUNICATIONS. Bench and Player communication is a requirement. You are NEVER too important to talk to a Coach. Manage the interaction, and be brief. If for some reason you are the only Referee, talk to the Coaches BEFORE the game to let them know you will do your best.

14.0 PERMIT LENGTH AND LENGTH OF PERIODS

<table>
<thead>
<tr>
<th>Game Length</th>
<th>1st Period</th>
<th>2nd Period</th>
<th>3rd Period</th>
<th>Floods</th>
<th>Permission to leave the ice</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 hour</td>
<td>12</td>
<td>15</td>
<td>15</td>
<td>No Floods</td>
<td>Players do not leave the ice between periods</td>
</tr>
<tr>
<td>1 ¼ hour</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>No Floods</td>
<td>Players do not leave the ice between periods</td>
</tr>
<tr>
<td>1 ½ hour</td>
<td>15</td>
<td>15</td>
<td>20</td>
<td>No Floods</td>
<td>Players do not leave the ice between periods</td>
</tr>
<tr>
<td>1 ¾ hour</td>
<td>15</td>
<td>20</td>
<td>20</td>
<td>Between 2nd &amp; 3rd</td>
<td>Players ONLY leave the ice when a flood occurs</td>
</tr>
<tr>
<td>2 hours</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>Between 2nd &amp; 3rd</td>
<td>Players ONLY leave the ice when a flood occurs</td>
</tr>
<tr>
<td>2 ¼ + hour</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>Flood after each period</td>
<td>Players leave the ice when a flood occurs</td>
</tr>
</tbody>
</table>
NOTES:
- All games are stop time
- No Time Outs permitted
- There will be a 3-minute warm-up before each game.
- No game will exceed the permit time. If undue delays occur for any reason and the game cannot be completed within the permit time, the following procedures will be followed:
  - At first stoppage of play, after time reaches 5 minutes left on the permit, the timekeeper will notify the Referee and the play clock will be reset to 2 minutes and the remainder of the game completed with stop time.
  - Exception to this rule: Hockey Calgary reserves the right to make special changes to the number and length of periods. The respective League Chairperson/League Coordinator should duly notify teams of such changes.

14.1 COMPLETE THE GAME INITIATIVE – NOVICE & ATOM

This is a Hockey Calgary initiative. The goal of this program is to effectively utilize the 1-hour ice slot for Novice & Atom games, in order to complete the game in the designated time and not have to shorten the third period. Hockey Calgary has provided a great 1-page document that is available on the SWH website, under Referee Resources.

15.0 POST GAME PROCEDURES AND HOW-TO

15.1 WHY DO I SIGN THE GAME SHEET?

Every Official **NEEDS** to sign the game sheet. Your signature verifies the accuracy of the details on the game sheet. *After the game* – look over the sheet to ensure accuracy, paying particular attention to any MAJOR PENALITIES; making sure they are recorded correctly.

- **NEVER** sign game sheet **BEFORE** the game, and **Always** ensure your name is legible.
- **Be sure to CORRECT** mistakes **PRIOR** to signing the game sheet.

15.2 HOW TO HANDLE A SITUATION, PENALTY; POST GAME

During a game, Officials know what to do if an unacceptable occurrence happens. What do you do if an offence occurs after the clock has gone to 0:00 but before you reach the Referee room?

If a situation happens during, but not limited to, the handshake or at the Time Keeper's box, the Official does not need to physically signal the penalty nor does he/she need to indicate out loud that he/she is issuing said penalty.

Let both the Time keeper and Score keeper know that you will need to take all three copies of the game sheet to do a write-up. Let them know that you will work on it as fast as you can, however, a team Official from both teams needs to wait outside the Referee Room to obtain their copy(s) of the game sheet.

No need to rush, take your time and be accurate. **NEVER USE THE WORD “SUSPENSION”**.

- Officials assess penalties and provide an accurate write-up of the incident.
- Hockey Calgary is responsible for issuing any such suspension(s).

Discuss with your Officiating partners if you require clarity on the situation. You may write the incident on the back of the **WHITE** game sheet if you require more space. When you are finished with the write-up give the games sheets to the Team Officials.
15.3 HOW TO WRITE-UP GAME OR INCIDENT REPORT

If a write up is required:

1. Take all three game sheets to the Referee room.
2. Take your time writing up the incident.
3. Make sure the details are clearly recorded.
4. If you do not have enough room on the front, record them on the back of the WHITE copy.
5. If Managers or Coaches are asking for the sheets, don’t panic. Let them know you are working as fast as you can.
6. Team representatives need to wait outside of the Referee room until you are finished.

It is critical that reports contain the right rule number and a detailed description of the incident.

- A quick re-read when you are done, to ensure someone who was not at the game – understands what happens, would be ideal.

- Your attention is greatly appreciated in order to assist with determining the appropriate suspension(s) as required. If you have any further questions, please contact the SWHA Assignor for clarification or any Executive of the CZRC.

Here are a few examples:

**Be sure to include the following:**

<table>
<thead>
<tr>
<th>Time of Game</th>
<th>Period</th>
<th>Team Name</th>
<th>Parent/Coach Name</th>
<th>Player Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td>Period 1 @ 12:35, Central Zone Zebras, #18 Easton Curve</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Include a description of the incident →** Describe the penalty in enough detail so someone who was not at the game can understand what happened.

**Example:** Player #18 was assessed a 2-minute minor + Game Misconduct for Checking from Behind. #5 was following opponent to the side boards in his end zone and cross checked his opponent in the numbers from behind. His opponent fell into the boards but was able to protect himself. No injury resulted and the player returned to the game. There was nothing that occurred prior to the penalty that might have caused #5 to hit his opponent from behind. The penalty was directly observed by the referee from across the ice.

**Include the Rule number →** Remember that you are quoting a playing rule. Ex. Rule 6.4(a) for a 2-minute minor + game misconduct for checking from behind.

**Example:** Rule 6.4(a)

16.0 CENTRAL ZONE MENTORSHIP PROGRAM

The Lead Mentor and selected senior CZ Officials are dedicated to the development of the new Officials. These Senior Officials will provide Mentorship by means of supervision of games; which includes a written assessment, shadowing during a game, working as a Linesman when a new official is ‘Head Refereeing’ and/or being available via email or phone for advice and questions.

A “Mentor” is someone who has the desire, commitment and initiative to expand and develop his/her expertise and career goals by listening to, learning from and working with a trusted adviser and counselor.
The “Mentor’s” responsibilities may include, although not limited to:

1. Dedication toward improving your current knowledge and competency level.
2. Assessing your individual needs and current abilities.
3. Constructing a personal officiating development plan for you.
4. Take initiative in own development.
5. Actively participating in the mentoring relationship.
6. Taking full advantage of the training and assistance offered.
7. Respecting the rules of Confidentiality.
8. Developing and utilizing the skills of ethical and professional conduct.

The “Mentoree’s” responsibilities may include, although not limited to:

1. Dedication toward improving your current knowledge and competency level.
2. Taking initiative in your own development.
3. Actively participating in the mentoring relationship.
4. Taking full advantage of the training and assistance offered.
5. Willingness to accept and follow through on the Mentor’s advice.
6. Developing and utilizing the skills of ethical and professional conduct.

17.0 **ABUSE OR REVERSE ABUSE OF AN OFFICIAL**

Hockey Canada has provided officials with several tools to deal with abuse on Officials. As a result, SWHA Referees are called upon to conduct themselves with a high standard when confronted with situations of abuse by players, coaches or spectators. Accordingly, situations where CZ Members abuse players, coaches or spectators will not be tolerated. The discipline for such behavior is listed in the Discipline Policy Document of CZRC.

*** NO ABUSE OF OFFICIALS or REVERSE ABUSE BY OFFICIALS, WILL BE TOLERATED ***

18.0 **SUSPENSIONS and CONCUSSIONS**

If any official receives a suspension as a Coach or Player it is YOUR responsibility to advise the Referee Assignor immediately of your suspension and the duration of the suspension.

You are NOT permitted to officiate while serving a Coach or Player suspension. You may access the Hockey Calgary “By-Laws and Playing Rules” on their website [www.hockeycalgary.ca](http://www.hockeycalgary.ca).

**No more than one (1) game suspension**

Should an on-ice Official be suspended while participating as either a player or team Official for no more than one (1) game as outlined in Minimum Suspensions, the Official will be permitted to continue to officiate with no restrictions.

**More than one (1) game suspension**

Should an on-ice Official be suspended while participating as a player or team official for more than one (1) game as outline in Minimum Suspensions, the Official will be permitted to officiate assigned games during the day immediately following the suspension, however at the conclusion of that day, the on-ice Official will not be allowed to officiate until his/her full suspension time has been served.

**Concussions**

As with the “Return to Play Player Protocol” directed by Hockey Canada, you are governed to follow these same rules as an Official.
If you are not cleared to play hockey, you are NOT cleared to referee it either. If it is found out that you are officiating, and you have not been cleared to play hockey under the Hockey Canada injury protocol, you may face disciplinary actions.

19.0 PAYROLL & EXPENSE REIMBURSEMENT

19.1 PAYMENT PROCESS

1. All Officials are paid as per the current CZRC Rate Sheet.
2. Evaluation games, Seeding Round, Regular Season, Tournaments, Minor Hockey Week and Playoff games will be paid by cheque.
3. Exhibition games will be paid by the team hosting the game; cash payment to be given to the official(s) PRIOR to the start of the game.
4. It is the Official’s responsibility to be paid for these cash games. Do not start the game until you are sure you will be paid. CZ will not track down teams after the fact.
5. It is the Official’s responsibility to confirm that his/her monthly payroll is accurate. This should be done within 3 days of the end of the month.
6. You can choose two ways to receive your pay cheque:
   a. Pick it up at the CZRC’s monthly meeting. Details can be found on the CZRC’s website.
   b. Mailed to your residence. Cheques will be mailed out by the CZRC Treasurer.
7. All inquiries about CZ issued cheques need to be directed to the CZRC Treasurer.
8. If a cheque needs to be cancelled and re-issued, there will be a $25 fee charged to the Official.
9. Once you have received your cheque, please go into Goaline to see how the total was arrived at. If you note any discrepancies, please bring them to the attention of the Assignor immediately.

19.2 REIMBURSEMENT - EQUIPMENT & CERTIFICATION

Level 1 Referees will be reimbursed for certification fees and/or referee equipment costs incurred to a maximum of $130, only if the Referee has worked 5 games for the Community.

NOTE: SWHA does not guarantee a minimum number of games.

Reimbursement will ONLY be made payable to the Referee who completed the course, and if the required minimum number of games have been worked.

Submit ALL expenses at ONE TIME. Only ONE cheque will be issued.

DEADLINE for submitting receipts for reimbursement is NO LATER THAN February 28th of the current playing season, and so long as the 5 games have been worked.

20.0 DISCIPLINE GUIDELINES

The reason for these guidelines is to encourage the timely acceptance and follow through of the officiating duties. The intent is to provide direction on the desired behaviors and consequences.

It is imperative that an Official communicates with the Assignor whenever situations arise that may prevent that Official from completing their assignments.

20.1 LATES

“Lates” will mean not arriving at the assigned game 30 minutes prior to the official start time of that
game. Exceptions could apply, but MUST be discussed with the Assignor.

**Example:** A Referee is already working a game on Arena 1 and that game ends at 5:30pm and he is scheduled for the next game on Arena 3 at 5:45pm.

Lates will primarily be dealt with by communications between the Referee in question and the Assignor. Discussion will take place to determine the reason for and solution to the occurrence. If there are repeat occurrences with showing up late, disciplinary actions may be warranted whereby actions up to and including suspension of referee privileges may occur.

### 20.1.1 LEVEL OF LATE OFFENCES

- **First & Second Offence:**
  - Communication with the referee and/or parent about the occurrence and create a plan to correct the behaviour.

- **Third Offence:**
  - Communication with the Referee and Parent about the repeat occurrences and reinforce the plan to correct the behaviour. These repeat occurrences may come with the loss of “top-level” hockey. (No head referee assignments, EMHW Finals or Playoff Games)

- **Fourth Offence:**
  - Continued communication with regards to repeat occurrences and a possible suspension pending a review by the Discipline Committee.

- **Fifth Offence:**
  - Immediate suspension for the balance of the season, no reinstatement.

### 20.2 NO-SHOWS

A “No-Show” is where an Official has accepted a refereeing assignment but does not attend the scheduled ice time.

If you do not show up to work a game, a “No Show” will be noted in the GOALLINE System and may affect your referee status. “No Shows” may affect your ability to continue working the two-man systems and high-profile games.

If there are repeat occurrences with “No-shows” disciplinary actions may be warranted whereby actions up to and including suspension of Referee privileges may occur.

### 20.2.1 LEVEL OF “NO SHOW” OFFENCES

- **First & Second Offence:**
  - Communication with the referee and/or parent about the occurrence and create a plan to correct the behaviour.

- **Third Offence:**
  - Communication with the referee and parent about the repeat occurrences and reinforce the plan to correct the behaviour. These repeat occurrences come with the loss of top-level hockey. (No head referee assignments, EMHW Finals or Playoff Games)

- **Fourth Offence:**
  - Continued communication with regards to repeat occurrences and a possible suspension pending a review by the Discipline Committee.

- **Fifth Offence:**
  - Immediate suspension for the balance of the season, no reinstatement.
20.3 MEETING ETIQUETTE

All meetings held by SWHA or CZRC; require Officials to act with maturity and respect. After any initial warning is issued, if the behaviour persists, the disruptive Referee will be asked to leave the meeting.

20.4 REVERSE ABUSE

Situations where CZRC Members abuse players, coaches or spectators will not be tolerated.

All offences:

- The situation will be reported to CZRC and the situation will be placed in their hands.
- Written notice and/or discipline deemed appropriate by the CZ Discipline Committee up to and including suspension.
- SWHA will review all recommendations from CZRC; will take the suggestions into advisement and will enforce any mandatory rulings.

21.0 DISCIPLINARY ACTION

It is the responsibility of each Official in the Squad to carry out their assignments and duties in a manner that will gain respect for officiating and officials. Registration with the Hockey Canada Officiating Program carries the obligation that every Official will understand and comply with the ‘Official’s Code of Ethics’.

Officials not complying with the ‘Code of Ethics’ may be subject to Disciplinary Action.

Disciplinary action will follow the guidance of the Southwest Hockey Dispute Resolution document, and used accordingly.

22.0 INJURY REPORTS

In the event of an injury to a Referee who is officiating, a Hockey Canada Injury Report must be completed and forwarded to Hockey Alberta. Injury reports can be found on the Southwest Hockey website, under the Manager Tab > Resource section. The report, along with any required attachments need to be mailed to Hockey Alberta. The address is provided on the form.

Hockey Canada Injury Reports MUST BE submitted within 90 days of the date of injury in order for a claim for expenses to be made. The Hockey Canada Insurance Program is the SECONDARY insurer. This means that a claim must first be submitted to any other plan available through an employer or independent provider.