

Southwest Hockey Association Checklist to become an Official



Southwest Hockey is providing this checklist as a means of tracking the steps you have completed, and what remains outstanding.

It's recommended to place a checkmark or n/a beside each task, *as applicable*.

- ___ Confirm your Assignor by reviewing the **Postal Code Chart** on the SWH website. If you are not assigned to SW Hockey, then contact the Association you are assigned to, for further instructions.
 - ___ Complete the SW Hockey Officials Application for **Level 1 Returning** or **Level 1 New**, **by the deadline**.
 - ___ **Level 2 Officials** (16+ years old) contact Central Region to confirm their ranking, and registration process.
 - ___ You **MUST** receive an Acceptance Letter from SW Hockey **BEFORE** completing the rest of this checklist.
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If you receive an Acceptance Letter, then proceed with the rest of this checklist.

- ___ Print, review and sign the **Officials Agreement** and **Officials Fair Play Code**. Submit to referee@southwesthockey.ca
- ___ **Level 1 New Officials** **must first** complete e-Learning, **before** the classroom session.
- ___ Register for a **Certification Clinic** **and remember to attend!**
- ___ Email the SW Hockey Assignor indicating the clinic you signed up for. The Assignor's email can be found here: <https://www.southwesthockey.ca/officials/>
- ___ Read the SW Hockey **Level 1 – Officials Manual**, which can be found on the website.
- ___ Review the **Officials Resources** and other information on the SW Hockey website.
- ___ Provide the SW Hockey Assignor with a copy of your **Hockey Alberta Registration Form**.
- ___ **Level 1 – New Officials** should receive a password from Central Region in order to login.
- ___ **Level 1 – Returning Officials** must check their Central Region Account from last season, and confirm personal information is still correct.
- ___ Set your availability **and** your arena preferences. Also be sure to update your availability on a regular basis; throughout the season.
- ___ Ensure you have **ALL** required equipment. Approved equipment for Officials can be found on the SW Hockey website.

Further information can be found at: <https://www.southwesthockey.ca/officials/>