



LEVEL 1

Officials Manual

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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.

Where a conflict exists between the Officials Manual and the SWHA Policies and Procedures, the SWHA Policies and Procedure Manual will take precedence.

Where there is a conflict between the SWHA Policies and Procedures and the CRRC Policies and Procedures, the CRRC Policies and Procedures MAY take precedence; depending on the situation.

1.0 DEFINITIONS

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

“Board”	<ul style="list-style-type: none"> ▪ Those elected to oversee the day to day operations of Southwest Hockey. ▪ “Board” is synonymous with Executive and/or Directors.
“Cardel Rec South” (CRS)	<ul style="list-style-type: none"> ▪ Address is; 333 Shawville Blvd. SE, Calgary, AB, T2Y 4H3.
“CRRC” or “CR”	<ul style="list-style-type: none"> ▪ Central Region Referee’s Committee. ▪ Website is: http://CRRC.ab.ca/
“EMHW”	<ul style="list-style-type: none"> ▪ Esso Minor Hockey Week.
“HA”	<ul style="list-style-type: none"> ▪ Hockey Alberta. Website is: http://www.hockeyalberta.ca/.
“HCal”	<ul style="list-style-type: none"> ▪ Hockey Calgary. Website is https://www.hockeycalgary.ca/
“Off-Ice Officials”	<ul style="list-style-type: none"> ▪ Are appointed to assist the On-Ice Officials in the conduct of the game. ▪ They assist with Scorekeeping, Timekeeping & Penalty Box.
“On-Ice Officials”	<ul style="list-style-type: none"> ▪ Are Head Officials and/or Linesman.
“OC”	<ul style="list-style-type: none"> ▪ Means Officials Coordinator.
“Reception Office”	<ul style="list-style-type: none"> ▪ Location to submit correspondence, which is at Cardel Rec South.
“Official”/ “On-Ice Official”	<ul style="list-style-type: none"> ▪ Is synonymous for the purpose of this document, unless otherwise noted.
“Officials Assignor”	<ul style="list-style-type: none"> ▪ The person responsible for assigning, and any other such duties given.
“Officials Squad” / “Squad”	<ul style="list-style-type: none"> ▪ Group of Officials selected to work for SWH, as a Head Official or Linesmen.
“SW Hockey”, “SWH”	<ul style="list-style-type: none"> ▪ Refers to Southwest Hockey Association.

2.0 GENERAL INFORMATION

2.1 PURPOSE

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

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 submit an application to become a member of the Officials Squad for Southwest Hockey.

Central Region has implemented a process on how to allocate Officials to Associations. Officials will be assigned to an Association by their **Postal Code**.

All applications that are received by SW Hockey 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 SW Hockey, must reach out to the appropriate Assignor.
- 2) If your application is submitted after the deadline you may be considered for a position on the SW Hockey 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 Region Referee Committee.

2.4 COMMUNICATIONS

2.4.1 Email

The Officials Coordinator email is: referee@southwesthockey.ca If at any time during the season you have any questions, concerns or suggestions, please don't hesitate to contact the SW Hockey Officials Coordinator.

2.4.2 Mailbox

Southwest Hockey has a mailbox at Cardel Rec South Reception Office. For items needing to be handed in, drop off the envelope(s) to the Reception Office, during their business hours. Also send an email to the SW Hockey Officials Coordinator regarding the drop-off.

Correspondence should be addressed to: **Southwest Hockey Officials Coordinator**.

3.0 WHAT'S NEW?

Refer to the SW Hockey website for postings of new processes.

4.0 APPLICATION PROCESS

Application Forms can be found on the SW Hockey website under the "Officials" tab.

4.1 APPLICATION DATES

Applications deadline will be posted on the SW Hockey website. This deadline is a hard deadline for SW Hockey in order to allow time to create the SWH squad. However, the Officials Coordinator, on behalf of the SW Hockey Board, reserves the right to extend the application due date for any reason deemed necessary by the Board. Alternate deadline date(s) will be posted to the SW Hockey website.

4.2 LATE APPLICATIONS

Applications received after the due date, will be considered late. Late applications **will only be considered** if spots remain open on the SWH Officials Squad.

4.3 NEW OFFICIALS – 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 CRRC system. However, you **MUST SUBMIT** an Application Form by the deadline date.

New Level 1 Officials may be interviewed, provided the application is received by the deadline.

All **New Officials** must complete the e-Learning portion of the CRRC training. Refer to **Section 5.0** for information pertaining to the **e-Learning online course**. This can be done before being accepted to the squad; however, **does not guarantee you a spot**.

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

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

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

4.5 NOTIFICATION OF ACCEPTANCE FOR ALL OFFICIALS

Your application alone does not guarantee you a spot on the SWHA Officials Squad. All accepted applicants will receive notification of their acceptance status to the SWHA Squad, via email.

4.6 WITHDRAWAL PROCESS

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

1. Notify the Officials Coordinator at referee@southwesthockey.ca in writing of the desire to withdraw from the Squad.
2. Once notification is received, the OC will have the Official removed from the email system.
3. It is the Official's responsibility to notify CRRC of their intention to no longer be an Official 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 Region Referees Committee (CRRC)**, in order to become an On-Ice Official in Canada.

Please refer to the 'Clinics' tab of CRRC to find the most current information pertaining to this season's **E-Learning online course and classroom/on-ice Clinics**: http://CRRC.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 Officials only. The link to sign up for the clinic will be made available, once received from CRRC.

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

5.1 What do I bring to the Officials 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 Officials 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

IMPORTANT

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 one-day clinic. Central Region will **NOT** allow you to attend a classroom clinic until this is completed.

You only need to complete e-Learning ONCE! Instructions for the e-Learning Course are located under the Clinic tab on the CRRC website http://CRRC.ab.ca/page.php?page_id=30901.

You must have an account with Hockey Canada in order to take the course and sign up for clinics. NEVER create a new account. Refer to 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.

5.3 HOCKEY CANADA REGISTRATION SYSTEM (HCR)

This is the system used by Hockey Calgary. SW Hockey Officials can access this system to do all online registration via the CRRC website. To access this system, you need to use **the same account** used to register as a player. Need help finding your HCR number? Visit the SWH Officials tab.

Use your "LEGAL NAME" to find your account & NEVER create a new account

5.4 CENTRAL REGION 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 Region. Failure to meet those deadlines may hinder a Official from being assigned any games. Please refer to the 'Clinic' page of CRRC for current information.

5.5 WHEN DOES REFFING CERTIFICATION EXPIRE FROM PREVIOUS YEAR?

If you were an Official last season and you are in good standing, then your current certification expires on **December 15th** of the current season.

6.0 OFFICIALS 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:

Initiation	Recreational	Competitive	Program of Excellence
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The Hockey Canada Officiating Program has opportunities for everyone from Initiation (Level I), through to the Program of Excellence (Levels I and VI). Select a level and begin officiating!

LEVEL I	To prepare a young or new official to officiate minor hockey.
LEVEL II	To further enhance the training and skills of minor hockey officials.
LEVEL III	To prepare officials capable of officiating minor hockey playoffs, minor hockey regional playoffs and female national championships, or being linesmen in Junior B, C, D, Senior and U15 or U18 Regional championships.
LEVEL IV	To prepare hockey officials capable of officiating Senior, Junior A, B, C, D, minor hockey regional & national championships, female hockey national championships & designated minor hockey IIHF competition, or being a linesman in Major Junior, Junior A, Senior, CIS, CCAA, inter-branch & IIHF competition.
LEVEL V	To prepare competent officials to officiate Major Junior, Junior A, Senior, CIS, and inter-branch playoffs.
LEVEL VI	To prepare competent officials capable officiating 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).

6.1 LEVEL 2 – ADVANCEMENT INTO CENTRAL REGION

It is the Officials 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 CRRC Rankings Director. Please visit CRRC's website to find the Rankings Director and CRRC Assignors contact information.

CRRC, historically, has had trouble filling U13 level and above. If you are a Level 2 Official, most of your assignments will come from CRRC assignors. Please ensure that you register with CRRC 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 OFFICIALS EXPECTATIONS & CONDUCT

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

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 CRRC OFFICIAL'S CODE of ETHICS

All SWHA Officials are CRRC Officials too. Refer to the CRRC website for all CRRC governances that apply to Community Officials. **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 disciplinary measures.

7.1.2 Failure to follow Officials Code of Ethics

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

REQUIRED EQUIPMENT	ADDITIONAL (Not mandatory)
<ul style="list-style-type: none"> - Black CSA Certified Helmet - CSA Certified HALF visor - Elbow pads - Metal/Black plastic whistle - Athletic support/cup - Measuring Tape - Black polished skates/white laces (NO GOALIE SKATES) - Hockey Canada Rule Book - Shin Pads - Clean Official's Black/White sweater with Hockey AB Crest on the front LEFT side & Hockey Canada on the LEFT arm - Black, pressed pants 	<ul style="list-style-type: none"> - Approved Stick gauge - Rule Book/Case Book Combination - Needle & Thread - Hockey Puck - Official pad & pencil - Off-Ice Officials Manual - Officiating Procedures Manual - Protective Girdle - Black Officials Bag - Extra safety pins - Skate stone - Extra white laces - Extra whistle (ACME THUNDER) - Towel & soap

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 Region? Are you new and don't understand the process by which you will receive officiating assignments? The assignment of officials within Central Region occurs in two ways:

9.1 LEVEL 1 - COMMUNITY ASSIGNMENTS (ASSIGNOR)

If you reside in Calgary and are a younger, relatively 'New' Official or (U9, U11 and U13 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; Officials Resources.

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

If you reside in and around Calgary and wish to officiate higher levels of hockey in and around Calgary (starting with U13 Division AA – Division 6 hockey and working up), you will receive assignments from one of the Central Region assignors responsible for this hockey.

Please contact CRRC if you are a **Level 2 Officials** 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 U13 3**, could be placed in the Hockey Calgary **Division 5**, therefore the Assignors responsible, would be different.

CRRC will assign a Head Official and Linesmen for U13 hockey Divisions AA to Division 4. For U13 Divisions 5 and Division 6, the Assignor will assign only the linesmen. The SWH Assignor is responsible for assigning all officials at the U9 and U11 levels.

Title/Position	Responsibility	Assignor	Email	Phone #
Assignor #1	Male - CIS Lines, ACAC, Ranch, AJHL Lines, Heritage Jr.B, Calgary Jr.B, MAAA	Mike Roberts	mroberts@CRRC.ab.ca	403-681-5178
Assignor #2	Female - CWHL, CIS, ACAC Male - MAA, SCAHL MAA, MA15, BAAA, BAA	Lisa Hedding	lhedding@CRRC.ab.ca	403-852-1379
Assignor #3	Female - SAWHA (Senior AA/A), AMFHL (MAAA), AJFHL (Jr. A), AMBFHL (BAAA), U18, U15, U13, U11, U9	Bill Olsson	bolsson@CRRC.ab.ca	403-542-3337
Assignor #4	Male – Jr. C, Junior Rec, U18, U18 Rec	Karine Burriss	jbos@CRRC.ab.ca	403-869-7748
Assignor #5	Male - U15, U15 Rec	Arlene Veres	averes@CRRC.ab.ca	403-617-0597
Assignor #6	Male - U13, U13 Rec	Laura Corbett	lcorbett@CRRC.ab.ca	403-461-5971

Divisions	Regional Assignors	
U9	Official Linesman	Supplied by SWH Assignor
U11 (Division 1 – 3)	Head Official Linesman #1 Linesman #2	Supplied by SWH Assignor
U11 (Division 4+)	Official #1 Official #2 <i>Note: In a 2-man system, the Officials have equal status</i>	Supplied by SWH Assignor
U13 (Division AA – 4)	Head Official Linesman #1 Linesman #2	Supplied by Central Region
U13 (Division 5 & 6)	Official	Supplied by Central Region
U13 (Division 5 & 6)	Linesman #1 Linesman #2	Supplied by SWH Assignor

11.0 ASSIGNING PROCEDURES

Assignments are made by the Assignor according to the ranking of Officials. The Assignor will aim to allocate games as equally as possible, based on availability of the Officials with the ranking level required. Officials should review their availability on a regular basis. 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 Officials, this could average 4 spots per month per Official, based on their availability.

11.2 **ASSIGNING EVALUATION and TOURNAMENT GAMES**

Evaluation and Tournament games will be handled and assigned as individual entities and games will be divided by the number of available Officials.

11.3 **ASSIGNING EMHW and PLAYOFF GAMES**

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

Therefore, the Official's Assignor reserves 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 CRRC 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.
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- 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 Officials 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 CRRC website.

Any Official who is being traded or re-assigned, **MUST HOLD** the appropriate level of hockey.

There will be **NO TRADING of games without notifying the Assignor for approval**. The trade **must be** processed through the GOALLINE website.

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**

If you are no longer able to work a game that was assigned and accepted by you, is called a "turn-back". If you need to "turn-back" games, do this as soon as possible to allow for 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.**

IMPORTANT

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 Official shall see that the teams are called to the ice at the appointed time for the
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commencement of each game and at the start of each regulation and overtime period. The Official 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 Official 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 Official, talk to the Coaches **BEFORE** the game to let them know you will do your best.

14.0 PERMIT LENGTH AND LENGTH OF PERIODS

Game Length	1 st Period	2 nd Period	3 rd Period	Floods	Permission to leave the ice
1 hour	12	15	15	No Floods	Players do not leave the ice between periods
1 ¼ hour	15	15	15	No Floods	Players do not leave the ice between periods
1 ½ hour	15	15	20	No Floods	Players do not leave the ice between periods
1 ¾ hour	15	20	20	Between 2nd & 3rd	Players ONLY leave the ice when a flood occurs
2 hours	20	20	20	Between 2nd & 3rd	Players ONLY leave the ice when a flood occurs
2 ¼ + hour	20	20	20	Flood after each period	Players leave the ice when a flood occurs

NOTE:

- 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 Official(s) 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 – U9 & U11

This is a Hockey Calgary initiative. The goal of this program is to effectively utilize the 1-hour ice slot for U9 & U11 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 Officials 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.

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 Officials 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 Officials 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 game 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 Officials 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 Officials 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.

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- 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 CRRC.

Here are a few examples:

Be sure to include the following:

Time of Game	Period	Team Name	Parent/Coach Name	Player Number
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Example: Period 1 @ 12:35, Central Region Zebras, #18 Easton Curve

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 Region 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 Official 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 REGION MENTORSHIP PROGRAM**

The Lead Mentor and selected senior CRRC 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 Officiating 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.
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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 Officials are called upon to conduct themselves with a high standard when confronted with situations of abuse by players, coaches or spectators. Accordingly, situations where CRRC Members abuse players, coaches or spectators will not be tolerated. The discipline for such behavior is listed in the Discipline Policy Document of CRRC.

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

18.0 **SUSPENSIONS and CONCUSSIONS**

If you receive a suspension as a coach or player it is **YOUR** responsibility to advise the Officials 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

18.1 **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.

18.2 **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.

18.3 **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 officiate 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 CRRC 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. CRRC 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 CRRC's monthly meeting. Details can be found on the CRRC's website.
 - b. Mailed to your residence. Cheques will be mailed out by the CRRC Treasurer
7. **All inquiries about CRRC issued cheques need to be directed to the CRRC Treasurer.**
8. If a cheque needs to be cancelled and re-issued, there may be a \$25 fee charged to the Official.
9. Once you have received your cheque, please go into Goalline 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 Officials will be reimbursed for certification fees and/or Officials equipment costs incurred to a maximum of \$130, **only if** the Official has worked **5 games** for the Community. SW Hockey **does NOT** guarantee a minimum number of games.

Reimbursement will **ONLY** be made payable to the Official 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**.

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: An Official 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 Official 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 Officials' privileges may occur.

20.1.1 **LEVEL OF LATE OFFENCES**

- **First & Second Offence:**
 - Communication with the Official and/or parent about the occurrence and create a plan to correct the behaviour.
- **Third Offence:**
 - Communication with the Official 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 Officials 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 an assignment but does not attend.

If you do not show up to work a game, a “No Show” will be noted in the GOALLINE System and may affect your officiating 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 Officials privileges may occur.

20.2.1 LEVEL OF “NO SHOW” OFFENCES

- **First & Second Offence:**
 - Communication with the Official and/or parent about the occurrence and create a plan to correct the behaviour.
- **Third Offence:**
 - Communication with the Official 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 officiating 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 CRRC; require Officials to act with maturity and respect. After any initial warning is issued, if the behaviour persists, the disruptive Official will be asked to leave the meeting.

20.4 REVERSE ABUSE

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

All offences:

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