

# **SOUTHLAND HOCKEY ASSOCIATION**

## **POLICIES & PROCEDURES MANUAL**

### **APPENDIX C**

#### **REFEREE PROGRAM**

**Revised September 2009**

# SOUTHLAND HOCKEY ASSOCIATION

## POLICIES & PROCEDURES MANUAL APPENDIX C

### REFEREE PROGRAM

The following pages outline the policies and procedures for use in the referee program for boy's hockey. Refer to the Girls Hockey website for rules re referees in Girl's hockey.

Referee may be referred to as referee, linesmen or on ice officials.

Persons interested in being a referee in S.H.A. should contact the Southland Referee Coordinator

#### Assignments

Seeding Round and Regular Season Games:  
S.H.A. must assign referees/lines men as follows:

Pee Wee Division 5 and above - 2 linesmen

Atom Divisions 1 to 3 - 1 ref and 2 linesmen for seeding and regular season

Atom Divisions 4 and above and all Novice Divisions - 2 referees

Central Zone Referee Committee (C.Z.R.C.) of the M.H.A.C. assigns all of the referees and linesmen for games in Pee Wee 1 to 4 and Bantam and above, and assigns referees for all divisions of Pee Wee.

Referees will be assigned to the league games as follows:

Level of Play	Group "A"	Group "B"
Pee Wee Div 5 and above (lines)	2	
Atom Div 1 to 3 (ref)	1	
Atom Div 1 to 3 (lines)	1	1
Atom Div 4 to 8 (refs)	1	1
Novice Div 1 & 2 (refs)	1	1
Atom Div 9-10 and Novice Division 3-6 (refs)		2

*Group A consists of more experienced referees. Group B refers to referees with less experience.*

### REFEREE PROGRAM

The Referee coordinator will issue a monthly assignment report to community referees late in the month preceding the assignment

Best efforts will be made to assign referees to games that do not cause conflict with other activities. It is important that referees let the Referee Coordinator know of any conflict situations

before the referee schedule is sent out.

Once a referee has received their schedule it is their responsibility to find a replacement if a conflict comes up. If a referee cannot make a game, the referee is required to find a replacement at an equivalent or higher grouping level.

Southland will not assign Bantam and higher age groups. Pee Wee 1 to 4 will be assigned in pre-season only depending on availability.

**Playoff Games:**

Playoffs are higher pressure situations and usually require a higher level of experience and technical skills. Referee evaluations completed through the year will be used in determining the referee assignments for playoff games.

**Swaps or Give Your Game Away**

If officials swap or give a game away they must inform the Referee Coordinator (e mail preference). If there is a “no show” and the Referee Coordinator was not informed about the swap or game give away then the “no show” goes against the original scheduled official.

**“No Shows”**

If an official has 2 “no shows” in the season, all of his or her subsequent games will be reassigned and no additional games will be assigned. No shows should be reported to the Referee Coordinator by the head coach of the Southland team and the on ice official that made the game.

**Late Arrival**

If a game has commenced in which the official has arrived late and another official has started the game in place of the scheduled official, the official on the ice gets to remain on the ice and be paid for the game. (see Payment Practice). However, the late arriving official should contact the Southland team head coach or manager and the Referee Coordinator.

## **REFEREE PROGRAM**

### **Payment Practice**

For all games, with the exception of Esso Minor Hockey Week (EMHW), playoff games and CZRC assigned referees, the community referees/linesmen are to be paid by the S.H.A. team at the end of the game. It is the responsibility of the head coach to make sure that the payment is made.

EMHW and playoff games will be paid by the S.H.A., not the teams. Payment will be made by the Treasurer after receipt of the written payment summary from the Referee Coordinator. Best efforts will be made to make the payment within two (2) weeks of receipt of the payment request.

If the S.H.A. team is unable to make the payment at the end of the game, the on ice officials

should be informed immediately and an alternative payment plan needs to be put in place.

If the on ice officials do not get paid by the team then they need to contact the Referee Coordinator asap. The Referee coordinator will follow up the incident with the team head coach.

On ice officials are to be paid regardless of whether or not the Southland team believes the performance was acceptable. These types of concerns need to be raised directly with the Referee Coordinator (see Grievance Procedure).

Payment Schedule: See Appendix “1

#### One Time Payments

Officials will receive recognition payments as follows:

- \$35 - if referee officiates at all of his or her games as assigned by the Referee Coordinator and attends one of two referee clinics.
- \$20 - if referee misses only one of his or her games as assigned by the Referee Coordinator and attends one of two referee clinics.

#### Other Payment Notes

- If a team cancels a game and the assigned officials have not been notified and show up at the rink, then the team must pay the officials in full as if the game had been played.
- If too many officials show for a game the head coach should refer this to the Referee Coordinator to resolve – the team need only pay for the officials that took to the ice for the game.

## **REFEREE PROGRAM**

### **Referee Development**

The objectives of the referee development program are:

- To better prepare S.H.A. community officials for the demands of the MHAC’s Central Zone and higher caliber levels of hockey.
- To help develop the skills and knowledge needed to be a quality on ice official
- To provide exposure to new development and supervision opportunities
- To prepare officials for the demands and expectations of CZRC and Hockey Alberta

The program also helps to identify the best officials who are capable of working playoff games.

The referee coordinator or his designate will oversee the referee development program and will coordinate two clinics during the season consisting of an on ice and off ice sessions for officials. These clinics are of no charge to the officials.

The on ice session will be used to identify areas that officials need to improve in regard to skating, positioning and game awareness. Officials will be tested for their skating speed (forward and backward skating). Instructors will work with officials to build confidence and skills, particularly the “piston system”.

The off ice session will provide the opportunity for officials to ask questions in regard to officiating situations that they have encountered, rule interpretation/clarification, player/parent communication etc. This session will include a visit to a high caliber game at the Midget AAA or Junior A level.

Referee courses are available through M.H.A.C. – go to [www.czra.ab.ca](http://www.czra.ab.ca) for information.

The referee coordinator or his designate will also oversee the referee evaluation process for the season. A review committee, consisting of senior referees and other members of S.H.A. will be formed to help in the evaluation process.

## **REFEREE PROGRAM**

Officials will be evaluated throughout the year. The process and the process weighting are as follows:

- On ice game observation 50%
- Written examination (CHA) 10%
- On ice clinic 10%
- Observations (re attitude/professionalism) 30%

This evaluation process will be used to select officials for EMHW and playoffs.

### **Referee Grievance Process**

***All grievances in regard to a S.H.A. assigned community on ice official must be filed with the Referee Coordinator.***

The following rules apply to the filing of a grievance report on a S.H.A. community on ice official.

- The “24 Hour Rule” applies – no grievance will be taken within 24 hours of the game
- The on ice official must have been assigned by S.H.A. through the Referee Coordinator.
- The reason for the grievance should be based on a lack of performance throughout a game and not based solely on 1 or 2 isolated events.
- Grievances must be submitted by the head coach – grievances from other coaches, managers or individual parents will not be accepted.
- Grievances that contain profanity or abusive language will not be accepted.
- Grievances are to be filed in writing and preferably via e mail.
- Grievances will be held in confidence.

The grievance must follow the format outlines below:

- Addressed to: Referee Coordinator
- Subject line for E mail: Grievance, (Team), (Date of Game)
- General Content:
  - Date of Game
  - Time of Game
  - Arena
  - Team Info
  - Division

Level  
Head Coach Name  
Head Coach Phone  
Opposing Team

## **REFEREE PROGRAM**

### **Grievance Statement:**

Provide a clear, concise and factual outline of the problem that is giving rise to the grievance.

### Handling of a Grievance

All grievances will be reviewed within 24 hours of receipt and the individual filing the grievance will be notified of the receipt and the results of any initial review.

Grievances that do not conform to the rules and are deemed unacceptable will not be pursued further.

A grievance that is missing required information will be returned – only when all the required information is on hand will the grievance be formally reviewed.

After the initial review, the Referee Coordinator will determine how best to resolve the grievance. This may include anything from a face to face meeting with the on ice official, to added supervision, to no action at all. Any action undertaken by the Referee Coordinator is at his or her sole discretion.

If in the process of reviewing the grievance, it is discovered that any member of a S.H.A. team filing the grievance acted in an unacceptable manner then these findings will be forwarded to the S.H.A. Disciplinary Committee.

### **Other Referee Program Notes**

Rides: If an official requires a ride to a game, they should contact the head coach of the Southland team to arrange a drive.

Problems at Games: If an official experiences a problem with coaches, parents or others in the audience from either team during a game, contact the Referee Coordinator immediately after the game and report the incident. The Referee Coordinator will take up the matter with the S.H.A. Disciplinary Committee. S.H.A. has a zero tolerance level for inappropriate behavior towards Southland officials.

Complements: The focus of the S.H.A. Referee Program is on the development of its officials. Coaches and parents are reminded that complements and positive feedback is acceptable and welcomed by the Southland officials.

## Southland Hockey Association Referee Rates 2009 – 10

*Note: All fees listed are per person, per game  
Late is defined as "not there" at start of ice time*

### NOVICE - All season, all levels

Two ref system: \$20 each  
One ref: \$24  
Fee if late: \$14 per late official

### ATOM - PRE-SEASON, all levels

Two man system: \$24 each

\*\*\* The two man system in pre-season allows for evaluation of new refs\*\*\*

### ATOM - SEEDING ROUND AND REGULAR SEASON

**Division 1-3:** (Should operate on 3-man system – alternate fees listed in case of no-shows)

Three man system: \$24 for ref/\$20 per linesman  
Two man system: \$24 each  
One man system: \$29  
Fee if late: \$14 per late official

**Division 4-10:**(Should operate on 2-man system – alternate fees listed in case of no-shows)

Two ref system: \$20 each  
One ref system: \$24  
Fee if late: \$14 per late official

### PEEWEE – PRE-SEASON

**Divisions 5 to 10 only:** Two ref system: \$26 each  
Fee if late: \$21 per late official

### PEEWEE –SEEDING ROUND AND REGULAR SEASON

**Divisions 5 to 10 only:** (operates on a three man system with ref supplied and paid for by CZRC  
Alternate fees are listed in case of no shows by other officials)

Three man system: \$ 20 per linesman  
Two man system: \$ 26 each  
Fee if late: \$ 14 per late official

Note to coaches:

- Esso Minor Hockey Week: fee is \$ 19 per official, paid for by the association.
- Southland Hockey does not assign Peewee Div 1-4, Bantam and higher age groups.
- If your game is cancelled and referees have not been notified, they must still be paid in full.
- If too many referees show up for a game, please pay the on-ice officials or ones who arrive first and refer extras to the co-ordinator.
- Referees are to be paid at the conclusion of the ice-time.