

POLICIES AND PROCEDURES
FOR OFFICIALS

Updated August 10, 2010

INDEX

Goals of the Director of Officials	PAGE 1
Suspension of a Hockey Game	PAGE 1
Power Failure at Arenas	PAGE 1
Harassment and Abuse	PAGE 2
Verbal Abuse	PAGE 2
Blood Policy	PAGE 3
Jewelry Policy	PAGE 3
Dress Code For Officials	PAGE 3
Family Members Playing or Coaching	PAGE 3
Officials That Play Hockey	PAGE 3
Use of Alcohol	PAGE 3
Goaltender's Water Bottles	PAGE 3
Official's Dressing Room	PAGE 4
Officials Wearing A Cast	PAGE 4
Players Wearing A Cast	PAGE 4
Referee Supervision Guidelines	PAGE 4
Linesman Supervision Guidelines	PAGE 5
Re-certification Clinics	PAGE 6
Cross-Over Administration Fee	PAGE 7
Officials Returning from Leave of Absence	PAGE 7
Officiating Non-Sanctioned Hockey Games	PAGE 7
GMJHL Policy	PAGE 8
Recruitment of Officials Form	PAGE 10
Officials Verbal Abuse Pledge Form	PAGE 11

GOALS OF THE DIRECTOR OF OFFICIALS

1. All Junior officials to be supervised in every District
2. Officials be given a fair opportunity to advance
3. All concerns of the Referee-in-Chiefs will receive a quick reply
4. Handle discipline of officials quickly
5. Qualified officials officiate the elite leagues
6. Better relationships with coaches and executive members of hockey associations

SUSPENSION OF A HOCKEY GAME

Only the Referee or Arena Management can suspend a hockey game. Use the following guidelines. Rule 2.2 (a) A minimum of six players in uniform, not necessarily a goaltender on each team shall be necessary to start the game. In this situation, the clock is set for the length of period of this league and started at game time. After this period has concluded, the game is over. For unforeseen circumstances, if the team shows up anytime during the first period, the game will be played according to ice availability even if the time runs down to conclude the opening period. This will be noted on the game sheet and the Referee-in-Chief contacted. They will inform their Council Director.

Rule 2.5 (d) Situation 8

When a team is unable to place the exact number of players on the ice to which they are entitled whether due to penalties or injuries, the referee shall suspend the game and report this incident to the Referee-In-Chief. The Referee-in-Chief is to contact their Council Director.

Risk Management

If an official feels that there is an unsafe condition, they may suspend a game.

Examples: Unsafe ice or rink conditions. In these situations, the rink manager should be involved. He is the expert in this field. The official when conferring with the arena manager, should have a witness on hand to back up his version of what was said. If he is not available, the on-ice officials should discuss the situation and make a decision. Report this on the game sheet and give a written report to the Referee-in-Chief who will report this to their Council Director.

POWER FAILURE AT ARENAS

If a power failure occurs during a hockey game, follow these guidelines: Wait for half hour and call the hydro company for information. You will get a recorded reply, but they do give updates if possible. If an answer is supplied, consult the coaches and rink management for their input. If you do not get an update, again consult the coaches and rink manger and inform them that the game will be called 1 hour from the time the power went out. If it is a one hour game, the rink manager will decide how long to wait according on ice availability.

HARASSMENT AND ABUSE

Hockey Canada's policy is that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. The CHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

HARASSMENT is a behavior, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It may be physical, verbal, emotional or sexual and the victim may feel discomfort, embarrassment or fear of their safety. It creates negative and uncomfortable feelings for the person, or group of persons, to whom it is directed. One of the defining characteristics of harassment is that it usually takes place where one person is in a position of power over another, or has the trust of another, and then abuses that relationship.

Examples: unwelcome jokes or teasing, hazing, comments on race, a sexual comment.

ABUSE is any form of physical, emotional and /or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child.

Examples:

Emotional-excessive criticism,
Isolating-prohibiting interaction with others, Terrorizing-scaring or verbal taunts of harm,
Corrupting-endorsing an athlete's violent behavior or attitude. Please note, these are only a few examples.

It is the responsibility of an official to be aware of these situations. If an official feels that a player is being harassed or abused they must report it. Please follow these procedures:

Write down as much information as possible, the teams playing, the date, the rink, the period and time it occurred, the number and player's name, the name of the person committing the foul, if you do not know the name, state that you do not know the name but make sure the name of the team is noted and record the incident. **DO NOT WRITE THIS ON THE GAME SHEET.** Send this report to the NOHA office and do not discuss this with anyone except your fellow officials of that game, ask them for their input if they witnessed this incident. Although we want this reported, you must be positive of your decision. A person's name and reputation could be on the line. If you are not sure whether to write it up or not, contact the NOHA office for their advice.

VERBAL ABUSE

Officials must be encouraged to assess the appropriate penalties to coaches and players who display disrespect or who abuse them in any fashion. However, Referee-in-Chief cannot allow their officials to commit REVERSE ABUSE. Officials who themselves display abusive behavior to others, will be disciplined. All complaints regarding reverse abuse will be investigated.

BLOOD POLICY

1. If a player suffers a bloody wound, their participation should be immediately interrupted until the bleeding is stopped and the wound is properly covered with a medically acceptable dressing.
2. All abrasions and skin lesions must be properly covered with a medically acceptable dressing prior to a player participating in an NOHA sanctioned game or practice.

JEWELRY POLICY

All jewelry, with the exception of Medic-Alert identification must be removed by all officials prior to participation in NOHA hockey. A finger ring may be worn if it is taped.

DRESS CODE FOR OFFICIALS

Dress Code for officials in the NOHA for all games, does not include blue jeans, track pants, jogging suits or team jackets. Failure to adhere to this policy could lead to a suspension. For all BAAA, MAAA, Junior A and Playdowns, officials are to wear a shirt, tie and dress pants. A suit is recommended for Provincial and Canadian Championships. Neat dress to other hockey games is required.

FAMILY MEMBERS PLAYING OR COACHING

An NOHA official is not allowed to officiate in the same game in which he has an immediate family member registered as a player or a team official. Officials cannot be a team official and/or player and officiate in the same age division of the league they participate in.

OFFICIALS THAT PLAY HOCKEY

Officials that play hockey and are suspended from league play are also suspended from officiating until the suspension has been completed. Officials are not allowed to officiate as a Referee or Linesman in the league they play in. This includes tournaments.

USE OF ALCOHOL

Officials are responsible for the on-ice safety of the players and assessing the appropriate penalties to players that are under the influence of alcohol. The NOHA forbids the use of alcohol in any form on game day prior to officiating.

GOALTENDER'S WATER BOTTLES

Water bottles are allowed on the top of the net. However, they are not there for the use by officials. Bring your own water bottle and leave it with the timekeeper at the penalty bench. This is for safety reasons.

OFFICIAL'S DRESSING ROOM

Family members and friends are not allowed in the official's dressing room. If an Executive member from a hockey association enters the Referee's room, it is to be written up and given to the Referee-in-Chief. As officials, we should encourage a better relationship with coaches. If they would like to talk to you in a reasonable manner, they should be instructed that you will talk to them once you leave the dressing room.

OFFICIALS WEARING A CAST

In order to officiate with a cast, the official must provide their Referee-in-Chief with a doctor's certificate. As long as they can adequately perform their job, they will be allowed to officiate. A guideline would be, the cast being below the elbow.

PLAYERS WEARING A CAST

If an official notices a player wearing a cast, they are to note this on the back of the game sheet providing the player's name, number and team. They will be allowed to play as long as it is covered. The area to focus on is between the glove and sweater. If the cast is exposed, it must have a protective covering or the player is ineligible to play and the team will be issued a warning. Rule 3.7 (e)

COMMON COMMENTS ON SUPERVISION FORMS - REFEREES

1. Penalty Procedures - Mentally record the number. On the whistle, come to a complete stop and point to the player with your whole hand. If the player is within 10 feet, do not point. Pause to make sure there are no further gatherings or altercations and skate backwards to the penalty box keeping all players in view. Once the signal is given to the penalty timekeeper, skate in an arc away from the player. Avoid direct confrontation with the penalized player and resist using signals that could be intimidating.
2. End Zone Positioning - Home base is 6-8 inches off the boards, $\frac{1}{2}$ way between the goal line and the face-off circle hash marks. Half piston is $\frac{1}{2}$ way between home base and the nearest goal post, in line with the face off dots at the bottom of the face-off circle. It is accepted to have one skate inside the circle. If the play is in the opposite corner, move slightly to the front of the net, not back behind the goal line.
3. Not Getting Back To Home Base Quick Enough - If a defending player is coming around the net, start moving back towards home base, chances are, he will be going in your direction because he wants to clear the zone. If it is an attacking player, do not move back as far, as he will probably try to get the puck in front of the net or back to the point.

4. Line Change Procedure - After a whistle to stop play, the Referee will now begin the line change procedure as soon as it is safe to do so, even if he is still moving into position. Linesmen are to prepare to drop the puck as soon as possible thereafter. Reducing the time of the stoppage is the goal, but not at the expense of quality and fairness of the face-off. Look at the visiting team's bench and allow 5 seconds for the change then raise your arm. Now look at the home team bench and allow 5 seconds then lower your arm. Always have eye contact with the benches. If a team commits a violation, give that team a warning.

5. Verbal With The Players - Be more verbal with the players, let them know you are there. Whenever players from each team are going into a corner, say, "okay guys, easy in the corners, or if players are trying to get a better position in front of the net. "keep the sticks down in front of the net", comments like these will be a benefit in a lot of games.

6. Penalty Calls - Set the standard in the first 10 minutes of the game. Impact penalties must be called early. The very first incident is extremely important, this gives the message to the players and coaches.

7. Positioning Going Down ice - When the play is on the opposite side of the ice, skate out by the dots. This will take you right to the ½ piston position. You should always be 15-20 feet behind the play whether the play is on your side of the ice or the opposite side.

COMMON COMMENTS ON SUPERVISION FORMS - LINESMEN

1. Stoppages of Play - Be aware of the players before picking up the puck or going to the face-off area. If you are conducting the face-off, skate backwards to your destination or skate looking back over your shoulder. If you are retrieving the puck, pause on the whistle, take an overall view and then pick up the puck.

2. Face-offs - Stand square to the players about 18 inches from the dot or where you are dropping the puck. Conceal the puck just below the waist then go out and down with the puck. After you drop the puck, pause to see which way the puck goes and then skate in the opposite direction to the sideboards and out to the blue line.

3. Encroachment - Be firm on all face-offs and start with the first one if necessary. If a player does not line up properly, remove his centreman, no warnings. Encroachment is also called in the neutral zones. The players should be about 22 inches apart, use your judgment. Any contact, which includes stick on stick, remove the centreman of the offending team.

4. Working the Line - Be at the blue line prior to the play crossing the line. If there is more than one attacking player crossing the line, go inside about 2-3 feet to get a better angle. Once you make the call, get back outside the line quickly if the play is onside.

5. Icing - If you are the back man on an icing, continue to skate down ice until your partner makes the call. If he waves it off, you should be at his blue line, if he calls an icing, pause to

make sure there are no gatherings or altercations before skating into position. Continue to look back at the players. If you are the front man, once the puck crosses the goal line, blow your whistle then raise your arm. On the whistle, pause and focus on the players to make sure there are no gatherings or altercations and then pick up the puck and hustle down ice.

6. Back Linesman Responsibilities - Watch the goal tender-player exchange on delayed penalties and the clock late in a period. When the play is leaving your end-zone with opposing players behind the play, hold your line until they start moving down ice. If the Referee does not see an infraction, he may ask for your interpretation.

7. Delayed Off-sides - Blow the play down quicker if an attacking player is forcing the play or the defending player is beyond the top of the face-off circle and the attacking team is not clearing the zone. This could save unnecessary contact or a shot on goal.

8. Anticipation - Anticipate stoppages in play, getting in quicker could prevent altercations. If its your end-zone, be 6-8 feet inside your blue line, if its your partners end-zone, at his blue line. Hints - Watch for a scramble in the crease area or a gathering along the boards, usually in the corners.

9. When the play is in an end-zone, stand at a 45 degree angle, this will give you a better view of the whole end-zone.

ANNUAL RE-CERTIFICATION CLINIC LEVELS 1 TO 6

Commencing with the 2001/2002 hockey season, the following guidelines will be followed in regards to the annual re-certification clinic levels.

All officials must attend a full clinic and pass the exam to officiate. Only ONE re-write will be allowed per official and must be completed by November 15th of each hockey season. In order to register, an official must be 14 years of age by December 31st of the current hockey season.

Failure of a re-write would mean an official would drop a level for the current season. If the official attends a re-certification clinic the following year and passes the exam, he/she would gain back their higher level status.

GUIDELINES

Hockey Canada/NOHA requires all Officials, Junior and Senior, to write and successfully pass a written rules examination every season.

Senior Officials must obtain 80 % to pass, or be required to re-write another exam. The re-write will cost each Senior official \$ 5.00

Junior Officials must obtain 70 % to pass or be required to re-write another exam. There is no cost for a Junior official to re-write.

Level 1 would remain a level 1

Level 2.1 would drop to a level 1

Level 2 would drop to a level 2.1

Level 3.1 would drop to a level 2

Level 3 would drop to a level 3.1

Level 4.1 would drop to a level 3

Level 4 would drop to a level 4.1

Level 5.1 would drop to a level 4

Level 5 would drop to a level 5.1

Level 6.1 would drop to a level 5

Level 6 would drop to a level 6.1

If the official repeats failure again at the re-certification and re-write exam the following season, then the official remains at the dropped level status.

NOHA CROSSOVER ADMINISTRATION FEE

If an official wishes to officiate within the NOHA and chooses to attend a recertification clinic outside of the NOHA district, be advised it is your responsibility to request an inter-division transfer form at the clinic you attend and forward it to the NOHA office along with the \$60.00 administration fee before you become a registered official in the NOHA. An NOHA official cannot be upgraded unless approved by the NOHA.

OFFICIALS RETURNING FROM A LEAVE OF ABSENCE

Officials up to a Level 5 that return to officiating after a leave of absence shall be reinstated at the theory of their last assigned HCOP level. To obtain their previous full level, they must:

- Complete a recertification clinic
- Successfully pass the HCOP National Exam at their previously held HCOP level
- Successfully complete two on-ice performances

When a Level VI official has not officiated for a season or more or has not registered as a Level VI in the previous year and wants to regain Level VI status, the individual must first obtain Level V status within the Branch. The candidate may then apply to the Hockey Canada Manager, Officiating for Level VI certification, which requires the successful completion of the Level VI examination and on-ice evaluation by a national supervisor. The cost of such re-assessment shall be borne by the Branch and/or official.

OFFICIATING NON-SANCTIONED HOCKEY GAMES

For non-sanctioned hockey games, it is important for each NOHA official to have full knowledge that officiating in such games is without insurance. Working these games is your responsibility and you are not permitted to wear your NOHA/OHF/Hockey Canada cresting. You should only accept games from your Referee-in-Chief or assignor.

PAGE 10

LETTER TO POTENTIAL OFFICIALS

The minor hockey season in _____ will include various programs for all ages. I am pleased to invite you to become involved as an on-ice official in our program.

The officials program which includes certification at an eight hour Canadian Hockey Officiating Program clinic, is fundamental to the operation of our amateur hockey system. The clinics are held in all districts of the N.O.H.A. usually sometime in September.

To successfully operate a quality program, we require properly trained and certified officials. Without officials, there are no hockey games.

I am assuming that your experience in hockey has been positive and people who know the game possess a great deal of potential to assist in the development of the game and in the officiating program.

Although much of your commitment to officiating will be your personal preference, we will do our best to schedule you to the number and level of games we believe you can properly officiate. In addition we will attempt to team you with individuals who can assist you in your development.

Officiating may be rewarding to those who are dedicated and advance up through the officiating program. More and more Northern Ontario officials are being selected for Ontario and Canadian championships, and International assignments.

If you think you would enjoy this experience, I would like to hear from you. Please feel free to contact me my phoning _____.

Thank you for taking the time to consider my proposal. I look forward to hearing from you at your earliest opportunity.

OFFICIALS VERBAL ABUSE PLEDGE FORM

I am a registered official with the Northern Ontario Hockey Association and know it is my duty to make the game safe and fair for all participants. As an official, I know there will be times where there will be verbal abuse from players, team officials and fans and that I will act professional at all times. I will not, at anytime, verbally abuse any player, team official or fan and understand if I do so, I may be suspended from officiating.

NAME _____

DATED _____