

## **MCYHA Officiating Policy**

### **I. Appointed Positions**

The Marathon County Youth Hockey Association (MCYHA) shall have the following special positions, appointed by the association President.

#### **1. Referee-in-Chief**

The Referee-in-Chief shall interpret, understand and is the liaison to USA Hockey and WAHA for all rules pertaining to the sport of ice hockey and shall:

- Provide notification and information of all clinics for USA Hockey certification.
- Organize the association's officials training program providing additional training of officials as considered necessary including.
- Obtain USA Hockey certifications verifying the seasonal status of each official and provide this information to the scheduler.
- Ensure that all officials are routinely evaluated and provided with constructive feedback regarding their officiating of MCYHA sanctioned games.
- Provide bi-annual evaluations to the Referee Scheduler and MCYHA Board for use in assignments and potential disciplinary action.
- Organize and run the association's on-ice Official evaluation program.
- Follow up on all association Official's game reports.
- Work with the Referee Scheduler for assigning tournament officials.

#### **2. Referee Scheduler**

The MCYHA Referee Scheduler shall:

- Assign games based on MCYHA needs, Board input, Referee-in-Chief evaluations and USA Hockey guidelines.
- Assign officials to the games that are MCYHA's responsibility.
- Notify officials of any changes in assignments.
- Inform the Treasurer of the games actually officiated by each official.
- Obtain USA Hockey Certification of each official from the Referee-in-chief.
- In carrying out these duties the scheduler shall be guided by the MCYHA Board of directors.

## **II. Disciplinary Policy**

As prescribed by the association charter, the Disciplinary Committee will meet during the off-season in the summer months to discuss and define the disciplinary policy and the code of conduct for officials for the upcoming season. These policies shall be distributed annually at the organizational meeting. The disciplinary policy is a list of rules by which all officials of the MCYHA are required to abide by. Those officials who wish not to abide by the defined policy can be fined, suspended, or in extreme cases banned from officiating any games for the association. All rules listed below are basic responsibilities of officiating games and being an official-in-good-standing with MCYHA.

### **Failure to officiate a scheduled game assignment (No-show)**

- First offense full game fee and 2 week suspension from officiating MCYHA games.
- Second offense 2 game fees and a 30 day suspension from officiating MCYHA games.
- Incident reviewed by Disciplinary Committee.

### **Late notification to MCYHA scheduler of game assignment cancellation**

- First offense ½ game fee.
- Second offense full game fee and 2 week suspension from officiating MCYHA games.
- Incident reviewed by Disciplinary Committee.

### **Late arrival to officiate a MCYHA game assignment**

All officials are expected to arrive 30 minutes prior to game time. You are considered to be late if you are not ready to go on the ice at your assigned game time.

- First offense ½ game fee.
- Second offense full game fee and 2 week suspension from officiating MCYHA games.
- Incident reviewed by Disciplinary Committee.

### **Failure to follow MCYHA officiating policies including completing accurate and neat reports and forwarding the report to the association Referee-in-Chief in a timely fashion.**

- Incident reviewed by Disciplinary Committee

### **Any documented underage use of tobacco or alcohol and any illegal use of drugs**

- First offense of underage alcohol use will result in a suspension from being assigned as an official for any MCYHA games for 90 days. A repeat offense will result in a 2-year suspension.
- First offense of underage tobacco use will result in a suspension from being assigned as an official for any MCYHA games for 30 days. A second offense will result in a one-year suspension. A repeat offense will result in a 2-year suspension.

- Illegal use of drugs will result in a suspension from being assigned as an official for any MCYHA games for one year. A repeat offense will result in a permanent suspension.

Any official incurring disciplinary action may file a written grievance within fourteen (14) days of the incident to the MCYHA Referee-in-Chief, who will also be a sitting member of the disciplinary committee. This process shall be used for all grievances including those created by emergency situations or situations beyond the control of the official (weather, accident, incapacitation, etc.).

### **III. Independent Contractor's Agreement**

MCYHA requires each member to sign the Independent Contractor's Agreement stating their relationship to the association.

#### **Independent Contractors**

Each member of the MCYHAA shall be considered an independent contractor and is the sole person responsible for their tax liability. Each member shall sign a waiver each year stating their status as an independent contractor. Consistent with IRS guidelines, the waiver shall include the following stipulations:

- 1) Each official is responsible for his or her tax liability.
- 2) Each official is responsible for providing his or her own equipment and uniform.
- 3) Each official is responsible for providing their own transportation to and from each local association game assignment and any other local organization functions. If officials are selected by MCYH and assigned to officiate away games, reimbursement for travel will be allowed.
- 4) Each official is responsible for providing his or her own meals. If a MCYH official officiates 3 games in one day, a predetermined food allowance is available at the concession stand, allowance is good only for current days use.
- 5) Each official shall attend an annual, mandatory, on-ice clinic organized and provided by USA Hockey.
- 6) Each official is responsible for acquiring any additional training as prescribed by USA Hockey and/or WHOA.
- 7) Each official is free to officiate for any officiating association.
- 8) Each official may accept or decline any game assignment assigned by the association scheduler.
- 9) Each official is responsible to obtain their own health insurance.

## **IV. Code of Conduct**

As prescribed by the association charter, the Disciplinary Committee will meet during the off-season in the summer months to discuss and define the disciplinary policy and the code of conduct for officials for the upcoming season. These policies shall be distributed annually at the organizational meeting held in September.

The Code of Conduct for Officials was developed to explain what is expected of a member of our association.

You will be expected to:

- Act in a professional and businesslike manner at all times and take your role seriously.
- Dress professionally in proper referee attire as defined by USA Hockey (clean stripes and black pants with a belt or suspenders, black helmet secured w/chinstrap, black skates w/white laces taped to boot, etc.)
- Officiate all games you are scheduled. Do not re-assign games without approval of the scheduler.
- Confirm with the MCYHA Referee Scheduler a minimum of 24 hours prior to game assignment to verify who you are doing the game with.
- Promptly cancel any game assignments where you have a scheduling conflict and will not be able to officiate.
- Arrive at the rink for each game assignment a recommended 30 minutes prior to start of the game.
- Make an effort to know all playing rules, their interpretations and their proper application.
- Remember that officials are teachers. Set a good example.
- Use honesty and integrity when answering questions.
- Admit your mistakes when you make them.
- Answer all reasonable questions and requests.
- Adopt a “zero tolerance” attitude toward verbal or physical abuse.
- Keep your emotions under control.
- Dedicate yourself to personal improvement and maintenance of your officiating skills.
- Be fair and impartial at all times.
- Make your calls with quiet confidence, never with arrogance.
- Attend all mandatory MCYHA officials meetings.

- Conduct yourself with a professional attitude of a certified USA Hockey Official before, during, and after any game.

As a responsible official of our association, you are expected NOT to conduct yourself in the following manners:

- Using alcohol or illicit drugs before or during any game assignments or association events.
- Physically or verbally abusing of any player/coach/parent/spectator as an official before, during, or after any game.
- While participating in a game as a player, coach or spectator, showing disrespectful or inappropriate behavior, including physical or verbal abuse, towards an official before, during, or after any game.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Acting in a violent or disruptive manner at association meetings or association events
- Intentionally accepting and officiating game assignments in which a direct family relative (son, daughter, brother, sister, etc.) is a member of either team involved in the game. Situations due arise when an official is needed to cover a game. In this case it is left up to the discretion of the official as to whether or not he feels he can officiate the game without bias.
- Using association information (i.e. roster, letterhead, fee schedules) in a manner not approved by the Board of Directors.
- Distributing association materials including association rosters and phone lists, game assignment schedules, fee/fine/meeting schedules, or the association charter to anyone outside of the association.

When such situations arise, the Disciplinary Committee will meet on an “as needed” basis to determine whether or not the actions of official involved require disciplinary action.

Any official incurring disciplinary action may file a written grievance within fourteen (14) days of the incident to the MCYHA Referee-in-Chief, who will also be a sitting member of the disciplinary committee. In the event the Disciplinary Committee feels an official's conduct warrants permanent suspension from officiating association games, the committee will recommend to the MCYHA Board that such action be taken. Any member may be permanently suspended from officiating association games for the MCYHA with a minimum two-thirds (2/3) vote of the Board of Directors.