



Officials Policy & Procedure Manual

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THIS IS A LIVING DOCUMENT AND CAN BE REVISED AT ANYTIME.

PLEASE READ THIS POLICY MANUAL, IT IS YOUR RESPONSIBILITY TO BE INFORMED OF ITS CONTENTS

1.0 HOW TO BECOME A PSMHA OFFICIAL

1.1 RETURNING OFFICIALS

PSMHA Officials Registration Form must be completed on an annual basis. When registering, please register as a RETURNING official. If you do not register by November 1 of the current hockey season, you will no longer receive any email communication regarding officiating.

Failure to complete the online registration form will result in that official being removed from the assigning system and will no longer receive game assignments.

Returning officials must complete the Hockey Canada online modules AND attend a Hockey Saskatchewan official's clinic annually to be recertified.

1.2 NEW OFFICIALS


New Officials must be a minimum of 12 years old by December 31st of the current hockey season. Please complete the Hockey Canada online modules AND the Hockey Saskatchewan's official's clinic before completing the PSMHA Officials Registration Form. Please register as a NEW official. Once the above items are completed notify the RIC of PSMHA. You will be notified of further steps required to receive game assignments.

If you have multiple officials in the same household each official must have their own email address when registering.

2.0 OFFICIALS CLASSIFICATION

PSMHA classifies their officials with a rating system as recommended by Hockey Canada and Hockey Saskatchewan. This classification system is used by the PSMHA for the following reasons:

- To allow officials to gain confidence while further enhancing their skills and abilities at a level with their acquired skill, physical fitness, experience, and age. The level of hockey that the official plays at has no bearing on the level of hockey they officiate at.
- To provide a process to develop officials of all ages and abilities in conjunction with the Hockey Saskatchewan Officiating Development Program.



PSMHA will concentrate its development and mentorship as per Hockey Canada and Hockey Saskatchewan standards. Officials in the grassroots divisions (U9-U13) will be our focus. Our goal with new officials is to mentor/coach their first or second game on the ice. Officials may request a mentor at any time.

It is expected that each Official performs and upholds refereeing standards as set forth by Hockey Canada and Hockey Saskatchewan. Officials not adhering to Hockey Saskatchewan and Hockey Canada standards will have their capabilities adjusted within the PSMHA.

Official's capabilities are set by the Referee in Chief and the official coach Staff. The PSMHA Assignor can only assign from the set capabilities and will distribute games as evenly as possible based on the availability of officials and games available.

Officiating is a job, you are expected to put forth a certain level of effort and enthusiasm into your games, no matter what your assignment may be. All PSMHA officials are expected to wear proper mandatory equipment as per Hockey Canada. Late and/or a no show will affect an official's classification.

At any given time throughout the season, an official can be adjusted up or down in their classification based on game performance, supervisions, on and off ice attitude. Officials wishing to advance in the classification system can request an evaluation/supervision from a PSMHA officials coach. Periodic random assessments will be completed on all officials. However, to ensure you are afforded the chance to advance you are required to identify your desire to the PSMHA Referee in Chief or one of the officials coaches.

3.0 OFFICIALS ASSIGNMENTS

Assignments from PSMHA should take precedence over tournaments or assignments from other associations with the exception of games assigned by Hockey Saskatchewan. Assignments will be affected if an official is found returning games to PSMHA to do another associations game.

All games will be assigned without prejudice based on the Officials ability and availability. Official's capabilities are set by the Referee in Chief and officials' coaches. The PSMHA Assignor can only assign from the set capabilities and will distribute games as evenly as possible based on availability and games available. Game assignments shall be assigned by the PSMHA Assignor, or his/her designate. Special circumstances may result in some assignments being specified by the PSMHA Referee in Chief.

3.1 ASSIGNING OFFICIALS TO GAMES

PSMHA utilizes the 4-official system (2 referees/2 linesman, modified 3-official system (2 referees/1 linesman) and the 2-official system (2 referees)

- 1) Officials must have the capabilities/qualifications to officiate the proper division of hockey as set out by the PSMHA Referee in Chief.
- 2) The level of hockey that the official plays at has no bearing on the level of hockey they officiate at or what the official or parent feels that they are capable of.
- 3) Referees or linesmen may be the same age as the players in that division but must not be rostered on that team or an AP to that team.

3.2 DEVELOPMENT OF OFFICIALS

Officials will be assigned in mentorship roles to help mentor and grow our younger officials. All officials are expected to comply with this request. In the U13A-U18B divisions where the 4-official system is used it should be recognized that we need to develop our younger officials. It will be preferred to assign by pairing a senior official with a junior official as referees and as linesman.

If applicable, PSMHA will assign linesman for the PSMHA U15AA and U18AA home games. Officials must be qualified to work at this level and preference will be given to those in the Sask First or SODM programs. Officials not working to expectations will not be used.

4.0 GAME ASSIGNMENTS

Game assignments for all PSMHA games will be assigned through the automated notification system within Arbiter Sports.

- September Evaluations – Emails for availability and scheduling will occur as needed during player evaluations. These games are mainly scheduled using the 2-referee system.
- *The remainder of the season will be assigned through the arbiter sports system.*

Officials will need to set blocks the arbiter website, blocks are days or times where the official is unavailable, failure to set blocks properly and declining games will affect the amount of games an official receives.

It is recommended that you keep your availability up to date should your schedule change.

It should be understood that even though you have set your availability, there may not be any games scheduled in the divisions you are capable of officiating on the days you are available. Also depending on the number of officials and games available not all officials may be assigned games.

Payment to officials is prior to the start of the game in U9-U13, U15-U18 is to be paid no longer than 15 minutes from the end of the game.

Arrive at the rink no later than 30 minutes prior to the scheduled game time. **This is for all divisions.** If you are running late, please e-mail ric@psmha.ca or text the Referee in Chief with your name and rink/game information.

If an official does not show up the following should happen:

1. The most senior official is to text or call the officials assignor immediately to try to arrange another official
2. If we are unable to get another official, please use the following;
 - a. In games where there was to be a 4-official system, you will revert to the modified 3-official system (2 referee/1 linesman) *the two most senior officials will be priority for referees.*
 - b. In games where there was to be the modified 3-official system or the traditional system you will revert to the 2-official system (2 referee)
 - c. No game shall be run with only 1 referee

3. No show and late shows are very serious and penalties will be imposed. The teams will only be required to pay for the officials on the ice. Any officials that do not abide by this will be dealt with by the Referee in Chief.

Please do not switch your assignment roles. Your partners may not be qualified to referee that level of hockey.

4.1 SCHEDULING

Once scheduling is completed, you will receive an email notification with your game assignment(s). If you are not assigned any games you will not receive an email. You are required to login and confirm/decline your game assignment(s) **within 24 hours** of receiving the email. Any games confirmed are now the responsibility of the official. Any games **NOT** confirmed/declined within the 24 hours will be re-assigned to another official.

4.2 RETURNING GAMES / GAMES UP FOR GRABS

An official who has accepted a game and no longer can do the game must email the assignor stating the game number and that they cannot do the game anymore, if games are returned to the assignor with less than 48 hours' notice disciplinary action may be taken.

4.3 LATE AND NO-SHOW DISCIPLINE

LATES AND NO-SHOWS are treated very seriously and will not be tolerated. WE ARE IN THE BUSINESS OF PROVIDING QUALITY OFFICIALS WHO TAKE THEIR RESPONSIBILITIES SERIOUSLY.

The hockey teams are expecting a full crew of Officials for their game therefore PSMHA has the following expectations:

1. You are to be at the rink at least 30 minutes prior to the start of the game. This ensures there is enough time to find a replacement official should one not show. If you are running late, you are expected to contact the Referee in Chief or email ric@psmha.ca
2. If you are at the rink and you do not have a full crew of official's 25 minutes before game time, you must notify the Referee in Chief immediately with the names of the officials that are there and the rink you are at. A replacement official will be called if you are not at the rink.
3. Once an official has been called to replace you, that official is entitled to work the game, even if you show up.

4. If you are called and cannot make your game, this will be considered a no-show.

Lates

Lates will be tracked throughout the year and accumulate through the current hockey season.

- 1st offence – warning 1
- 2nd offence – warning 2
- 3rd offence – loss of 2 assignments
- 4th offence – *loss of all assignments for the remainder of the season*

Lates are not being at the rink less than 30 minutes before the start of the game. 45 minutes for U15AA and U18AA .

No-Shows

No-shows will **NOT** be tolerated. No-shows will be tracked throughout the year and accumulated through the current hockey season.

- 1st offence – loss of your next 1 scheduled game. Additional disciplinary steps may be applied.
- 2nd offence – loss of your next 3 scheduled games. Additional disciplinary steps may be applied.
- 3rd offence – immediate suspension disciplinary action to be determined

All discipline actions can be reviewed and adjusted on an individual basis by the Referee in Chief and supervisory staff.

All appeals must be made in writing to the PSMHA Referee in Chief within 48 hours of receiving disciplinary action. The PSMHA board's decision is final and is not subject to any further appeal.

If PSMHA receives a concern form on an Official, this may result in a temporary suspension until the matter is dealt with by the Referee in Chief or a designate.

If PSMHA receives a concern form regarding an official in player capacity, depending on the type of suspension, a suspension as an official may result.

4.4 GAME SHEETS

Officials are required to check the game sheet before the start of the game. Game sheets must have a signature by the team coach or manager. Captains & AP Players must also be listed. After each game, the game sheet **MUST NOT** be signed until the players have shaken hands and have left the ice surface. You must **print and sign** your name in the appropriate box.

The head referee is required to verify all information on the game sheet is correct at the conclusion of the game. Also ensure that the penalties and rule reference numbers are correct and listed in the proper area.

REPORTING PROCEDURES

1. All PSMHA game officials will practice ZERO TOLERANCE. Any fan, team official or player, at the discretion of the referee, will be ejected from the game for unacceptable or offensive behaviour. The official must report to the Referee in Chief if there is a situation where a fan, team official or player is ejected from the rink. If the incident needs to be reviewed, the Referee in Chief will inform the PSMHA Board.
2. All penalties requiring a written game report must be filled out accurately, and emailed to the appropriate person by noon the next day. Failure to do so can result in the player(s)/team official not being properly suspended by the league.
3. If the official fails to get the game report to the proper individuals in the time frame allowed, the official will be disciplined.
4. Guidelines for reporting procedures are found in the Referee's Case Book, and the registered official's handbook.
5. Should you feel threatened by any unauthorized person (ie coaches, parents, fans) that enter the official's room, please ask them to leave. If they refuse, please text the Referee in Chief immediately. Also, after please CALL the ric@psmha.ca with name of rink, date, time and game officiated regarding details.
6. As an official you are protected by the boundaries of the game, before, during and after the game.

5.0 DRESSING ROOM ETIQUETTE

When male and female officials are working games together, or when there is a cross over between games, they should respect each other's privacy and not change in the same room at the same time.

Smoking in the referee room shall not be tolerated. Provincial law prohibits smoking in a public building. Harassment or bullying of fellow officials will not be tolerated before during or after a game. Any instance should be reported to the Referee in Chief. The PSMHA Board of Directors will handle all complaints of harassment or bullying.

No form of pictures or videos can be taken in the dressing room at any time. If any official is caught with photos or is caught posting photos or negative comments that came from inside the officials dressing room, the official may face Discipline from the Referee in Chief or the PSMHA Board of Directors.

Officials are expected to keep the room clean and tidy even while they are on the ice so the next crew coming in does not have to touch other people's items and still have a spot for them to get dressed before the game ends. (There may be 8 officials bags in a room at a time between games please be thoughtful of the next crew.

**IT IS THE EXPECTATION THAT ALL OFFICIALS WILL DEMONSTRATE POSITIVE CONDUCT TOWARDS THE GAME OF HOCKEY AND ALL PARTICIPANTS.
MUTUAL RESPECT BETWEEN OFFICIALS AND ALL PLAYERS, COACHES AND PARENTS IS TO BE EXHIBITED IN ALL DIVISIONS!**