

District 5 Policy For Requesting Officials For Scrimmages When officials are needed for a D5 scrimmage the following steps will need to take place.

1) Only the Ice Scheduler for the Youth Hockey Association in need of officials will submit a request to the Officials Scheduler, Adam Smiglewski. Send your request to Smig at [d5refereescheduler@gmail.com](mailto:d5refereescheduler@gmail.com)

2) Requests for officials less than 7 days from date of scrimmage are not allowed. Request will be denied.

3) The ice scheduler will include the team managers email of the team needing officials on the correspondence with Smig. 3) Once Smig has added the game to the Arbiter he will respond to both the ice scheduler and team manager that the request for officials has been received.

4) If the team manager does not see an email from the ice scheduler to Smig or the ice scheduler or team manger do not see a reply from Smig it will alert the concerned parties that the officials are not scheduled. This has now created a checks and balances situation.

5) No officials will be allowed to work a game they have not been assigned by the Arbiter or by the Supervisor of Officials of D5