

Quick Reference Guide

Title	Section
General	3.01
Job Descriptions	3.03
Organizational Chart	3.02
Specific Policies	3.04

3.01 GENERAL

a) GAME PASSES

BC Hockey Administrators / Branch Above Minor Supervisor, District Above Minor Coordinators and designated Above Minor Officiating Coaches shall be issued BC Hockey passes annually.

b) CARDING FEES

- BC Hockey Referee Committee members shall not be required to pay Registration / Certification fees up to Level 2.
- Approved BC Hockey District Supervisors shall not be required to pay Registration / Certification fees up to Level 2.
- BC Hockey Referee in Chief and Branch Above Minor Supervisor shall not be required to pay registration / certification fees up to Level 3.
- Annual Certification Fees are non-refundable. Certification does not guarantee assignment

c) LEVEL 6 CERTIFICATION

In the event a HC Level 6 official does not successfully pass the BC Hockey certification exam, the official will be certified as a level 5 for the year. The opportunity to be reinstated Level 6 may be given the following year based on having shown favorable performance and successful completion of the HCOP exam for that year.

When new Level 6 officials complete the National Seminar, they will be required to pay the Branch Level 6 certification fee to meet certification requirements within the BRANCH.

d) LIABILITY INSURANCE

BC Hockey Referee Committee Members, Above Minor Officiating Coaches and Coordinators who are active on ice officials shall be required to pay the Liability insurance premium as set out by Hockey Canada.

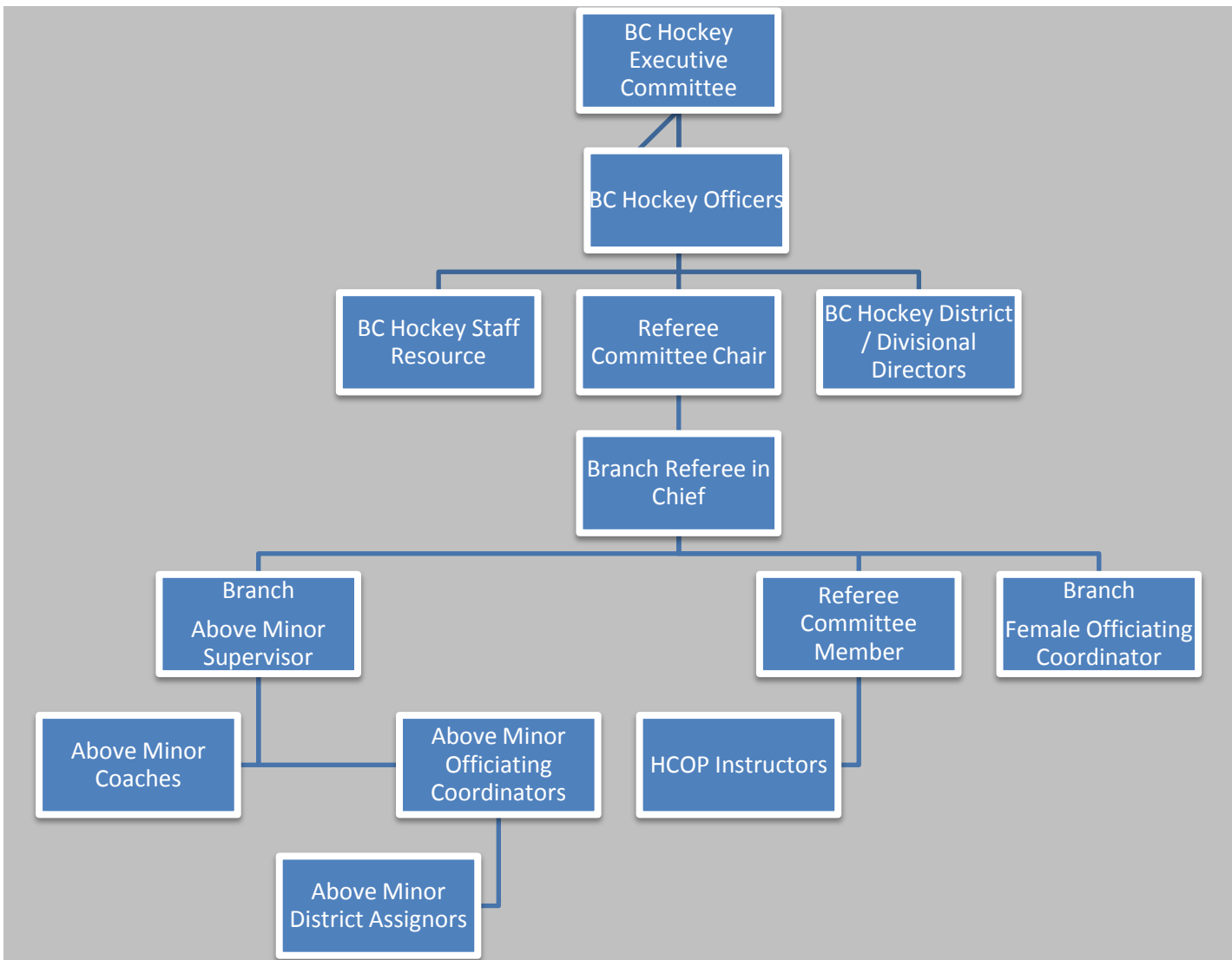
e) GAME SHEETS/GAME REPORTS

Must be received by fax or email and original to be mailed within 24 hrs of completion of the game. Reporting procedures for Gross and Match penalties are pursuant to BC Hockey Reporting Guidelines (at the conclusion of the game).

f) OFFICIATING PROGRAM OF EXCELLENCE

Officials are to be introduced at the ground level creating a pool of officials who will enter into the BC Hockey Officiating Program of Excellence and progress in the following manner: FEMALE – BC U16 District Camps, U16 BC Cup/ BC Winter Games, BC U18 District Camps, U18 BC CUP MALE – BC U16 District Camps, U16 BC Cup / BC Winter Games, BC U17 District Camps, U17 BC Cup, BC OPOE Summer Camp. The top prospects progress to the Hockey Canada Officiating Program of Excellence and then become eligible for selection for the Canada Winter Games, World U17 Hockey Challenge and World Junior A Challenge.

3.02 ORGANIZATIONAL CHART



3.03 JOB DESCRIPTIONS

a) REFEREE COMMITTEE CHAIRPERSON

- Chair the meetings of the Referee Committee
- Recommend the BC Hockey Provincial Supervisor to BC Hockey Officers for approval
 - Participate in the selection of the:
 - BC Hockey Referee in Chief
 - District Referee Committee Members
 - District HCOP Instructors
 - District Supervisors for above minor
 - District Assigner for above minor
 - Official of the Year

- HC Officiating Award recipients
- Represent the Officers at officiating development meetings and events, funds permitting:
 - Supervisors / Assignors clinics
 - Provincial Level 4, 5 and 6 clinics
- Provide the BC Hockey Development staff with input related to referee development program decisions.

b) **BRANCH REFEREE-IN-CHIEF**

i) Assignments

- Oversee administration of all levels of Officiating and Branch officiating programs to ensure deadlines, assignments and all required administrative tasks are completed in a timely manner
- Provide a list of qualified BC Hockey Officials for Branch / Inter-branch playoffs in conjunction with the Branch Provincial Supervisor and Referee Committee Chairperson to BC Hockey President / HC
- Provide a list of qualified Officials for High Performance Programs to Referee Committee Chairperson and assign and / or supervise as necessary
- Assign Officials in conjunction with the Referee Committee Chairperson for Regional / National / International games – approval of BC Hockey President and Hockey Canada
- Approve Officials for all Major Midget League and Above Minor Provincial Playoffs upon approval of Divisional Director in conjunction with Branch Above Minor Supervisor
- Assist with the BC OPOE officiating assignments as required
- Assist with orientation and training of new Referee Committee Members and Female Officiating Coordinator

ii) Communication

- Attend HC Referee-In-Chief meeting at the approval of the BC Hockey President
- Attend BC Hockey Annual and Semi-Annual meetings as a resource person if requested.
- Assist Officer in preparing Officiating Annual and Semi-Annual reports
- Provide up-dates to all Referee Committee Members, Above Minor Supervisors and the BC Hockey Executive Committee
- Assist in designing workshops for Above Minor Supervisors and Referee Committee meetings
- Assist in approving the District Officiating Seasonal Plans
- Assist Referee Committee Chairperson and Branch resource person with an annual operating plan with monetary figures for the next season by May 15 of each year
- Maintain regular communication with Provincial Supervisor, Referee Committee Members

iii) Discipline

- Conduct investigations as required by the Referee Committee Chairperson / BC Hockey President
- Supervise disciplinary actions taken by Referee Committee Members and Provincial Supervisor
- Upon written request investigate and recommend disciplinary action when RCMs or DDs are unable to complete in a timely manner.

iv) Evaluation

- Evaluate all level 5 officials (or qualified designate as approved by the Chair of Officiating)

- Recommend prospective level 6 officials to the BC Hockey Officers through the Referee Committee Chairperson
 - v) Hockey Canada Officiating Program
 - Recommend prospective BC Hockey development programs for officials to the BC Hockey Officers through the Referee Committee Chairperson
 - Design and implement the Provincial Level 4 and 5 Seminars and HCOP Instructor Seminar (Master Course Conductor) in conjunction with Staff resource person.
 - vi) Recruitment
 - Establish a development program for prospective officials
 - vii) Risk Management
 - Raise risk management awareness with officials
 - viii) Rule Application / Interpretation
 - Provide rule interpretations to the BC Hockey Executive, Referee Committee Members and Above Minor Officiating Coaches
 - Review rule change proposals with the Referee Committee
 - ix) Supervision
 - Supervise standards for the HCOP Evaluation Program
 - Evaluate the Referee Committee's administration of BC Hockey policies within the Districts
 - Ensure that BC Hockey and Hockey Canada policies and procedures are followed by officials
 - Recommend District Supervisors in conjunction with the Branch Supervisor to the Referee Committee Chairperson.
 - x) Reporting
 - Report directly to the Referee Committee Chairperson on all matters
 - xi) Qualifications
 - Maintain a minimum Level 3 in the HCOP
 - Previous Referee Committee Member experience would be an asset
 - Have an excellent knowledge of the rules and their application
 - Possess the respect of the top officials in the Branch
 - Possess good communication and administrative skills
 - xii) Selection
 - Appointed annually by the Society's Executive Committee based on the recommendation of a Selection Committee composed of the Referee Committee Chairperson, who shall be the Chairperson, a Referee Committee Member selected by that Committee, the Staff Resource person, and the Officers of the Society
- c) **REFEREE COMMITTEE MEMBERS**
- i) Assignments
 - Responsible for the operation of the HCOP Program within their District
 - Provide District Director(s) with a list of approved officials for the Provincial Playoffs and Championships and assign BC Hockey Championship games

- Recommend a list of capable and available officials for the Western Branch Championships to the Branch Referee-in-Chief for recommendation to Referee Committee Chairperson.
 - Recommend officials to Above Minor Officiating Coach for Major Midget League and above minor hockey
 - Approves list of officials for District tournaments
 - Recommend Level 3 upgrades and document on HCR
 - Nominate recipients for the HC Officiating Awards and a District official for BC Hockey "Official of the Year" and "Official of the Year - Development"
- ii) Development
- Develop, assist and support minor hockey Referees-in-Chief
 - Develop programs to assist in the development of minor hockey officials
 - Recommend minor hockey officials for the Above Minor programs
- iii) Officiating Program of Excellence
- Identify and develop pool of minor hockey officials for the BC Hockey OPOE program
 - Recommend officials for the BC Hockey OPOE program, camps, competitions, and schools to the Branch Referee In Chief.
 - Assign officials to High Performance Program District Camps
 - Attend to Evaluate / Supervise Officials with the intent of moving them to the next level.
 - Recommend list of officials to Branch RIC for the Male U16 BC CUP, Male U17 BC CUP, Female U16 BC CUP / BC Winter Games, Female U18 BC CUP
- iv) Communication
- Maintain regular communication with the Branch Referee-in-Chief and the Referee Committee Chairperson. Submit a Monthly report if requested
 - Provide Minor Hockey Associations with a list of the registered officials in their Association/District within two weeks of completion of clinic
 - Attend District and MHA RIC meetings as required
 - Act as a liaison between District referees and BC Hockey
 - Maintain communication with the District Director(s) and the District President
 - Prepare a District Officiating Seasonal Plan by September 15 of the current season
 - Communicate with Above Minor Officiating Coordinator
- v) Discipline
- Investigate officiating and/or minor hockey game concerns as requested by the BC Hockey Officers, District Director(s) or Branch Referee-In-Chief
 - Provide a written report when requested
 - Authority to suspend minor hockey officials as per BC Hockey Policy or as requested by District Director(s) up to a maximum fourteen (14) days.
- vi) Evaluation
- Prepare a District Evaluation Plan
 - Administer evaluations on officials in District for the purpose of up-grading to Level 3
 - Compile all evaluation forms in their District and record on HCR.
- vii) Expenses
- Request approval of travel and expenses from the Chair of Officiating prior to travel or expenditure date.
(Expenses to be submitted electronically monthly to BC Hockey)

- viii) Hockey Canada Officiating Program
 - Conduct clinics under the Master Course Conductor and BC Hockey officiating guidelines
 - Assist with and recommend list of Head and Assistant Instructors for HCOP clinics.
 - Clinics to be entered on the BC Hockey online registration console
 - Clinic dates are to be approved by the RCM.
- ix) Recruitment
 - Actively assist Minor Association RICs in recruitment of prospective officials in their district
- x) Risk Management
 - Adhere to the Officials/ Supervisors / Instructors Code of Ethics
 - Raise risk management awareness with officials
- xi) Rule Application / Interpretations
 - Circulate rule interpretations to officials within their District
 - Propose revisions of and amendments to BC Hockey and Hockey Canada playing rules
 - Ensure BC Hockey policies and directives are consistently applied in Minor Hockey.
- xii) Supervision /Coaching / Evaluation
 - Supervise and coach minor hockey officials in District to ensure the maintenance of acceptable officiating standards
 - Establish a District Evaluation / Supervision program for minor hockey officials
 - Supervise and coach all minor hockey officials in District assigned to BC Hockey sanctioned hockey
 - Administer evaluations on officials in District for the purpose of up-grading to Level 3
 - Compile all evaluation forms in their District
 - Attend, evaluate and supervise respective BC Hockey Championships for all officials. If unable to attend an experienced designate approved by the Chair must be in place
- xiii) Reporting
 - Report to the Referee Committee Chairperson through the Branch Referee-In-Chief.
 - Report to Referee Committee Chairperson on financial matters.
- xiv) Qualifications
 - Experienced official who is certified minimum Level 2
 - Be knowledgeable about the rules and their application
 - Possess the respect of officials in their district
 - Possesses good administrative, communication, and instructional skills
- xv) Selection
 - Appointed annually by the BC Hockey Executive Committee upon a recommendation from a selection committee composed of the Chairperson of the Referee Committee, who shall be the Chairperson, the District Director(s), the Chairperson of the Hockey Development Committee and the Branch Referee-In-Chief, after consultation with a cross-section of District local Officials and the District President
 - Removal of Referee Committee Member shall be recommended by Chair of Officiating and approved by BC Hockey Executive Committee **or** Officers after recommendation

from Branch Referee-In-Chief and after consultation with District Director(s) and District President

- Interim Appointments: If vacancies arise during the year due to unfilled vacancies, resignations or removal, the position shall be advertised within the district for a period of two weeks. The candidates will then be short listed by the Provincial RIC and interviews conducted with the short-listed candidates. The Program Chair shall Chair a conference telephone call interview to include; the Branch RIC, staff resource, and applicable District Director(s). The successful candidate will be forwarded to the Executive Committee for poll approval on an interim basis to the AGM.

xvi) Guidelines

- It is the responsibility of each Referee Committee Member to ensure that s/he attend and represent the officials within the district at scheduled Referee Committee Meetings
- A Referee Committee Member unable to attend two consecutive meetings without just cause, will be asked to relinquish responsibilities, and a new Referee Committee Member requested from the District Director(s) and officials as per the BC Hockey Handbook
- Since Referee Committee Members incur considerable expense in transportation and accommodation, it is not considered adequate to send a BC Hockey instructor who has no administrative responsibility for the District. If there is a designated Alternate Referee Committee Member who assists the RCM on a continuing basis with administrative requirements, the alternate could attend with prior permission of the President. The missing of two meetings by the designated RCM would still apply
- Referee Committee Members should endeavor to attend as many District meetings as requested by the District, to update Association and League Presidents on the application of rules, HC/BC Hockey Policies and Referee Programs.
- It is suggested that Association Referee-In-Chief meetings be scheduled within each District to ensure that adequate communication is maintained in relaying policies, procedures and evaluation program requirements. In some cases the Referee-In-Chief may not be a certified official. There must be a mechanism for these individuals to receive information other than at certification clinics

d) **FEMALE OFFICIATING COORDINATOR**

i) Assignments

- Provide District Director(s) with a list of approved officials for the Provincial Female Playoffs and Championships and assign BC Hockey Female Championship games
- Attend, evaluate and supervise respective BC Hockey Championships for all officials
- If unable to attend an experienced designate who is approved by the Chair must be in place
- Recommend a list of capable and available officials for HC inter-branch playoffs for minor hockey to the Branch Referee-in-Chief for recommendation to Referee Committee Chairperson
- Recommend a pool of officials to the Branch Referee-In-Chief for Female Major Midget League and Senior Female Hockey
- Recommend officials for consideration for Hockey Canada female officiating assignments to the Branch Referee-In-Chief as requested
- Recommend Level 3 upgrades
- Recommend recipients for the HC-Officiating Awards, BC Hockey "Official of the Year" and "Official of the Year - Development"

- Attend Referee Development Committee meeting to provide report on and provide input on female officiating
- Prepare seasonal Female Officiating plan
- ii) Development
 - Develop, assist and support minor hockey Referees-in-Chief
 - Develop programs to assist in the development of female minor hockey officials
 - Identify and develop female minor hockey officials for the High Performance
- iii) BC Hockey OPOE Officials
 - Develop pool of female minor hockey officials for the BC Hockey OPOE program
 - Recommend officials for BC Hockey OPOE camps, competitions, and schools to the Branch Referee In Chief
 - Assign officials for the Female High Performance Program District Camps
 - Attend and supervise the BC Hockey Female OPOE Provincial Development camp, U16 BC Cup, BC Winter Games, U18 BC Cup as requested. Arrange for an alternate if unable to attend
 - Recommend list of officials to Branch RIC for the BC Winter Games
- iv) Communication
 - Maintain regular communication with Branch Referee-In-Chief, Referee Committee Chairperson and District Directors. Complete a report if requested
 - Act as a liaison between District referees and BC Hockey
 - Maintain regular communication with Referee Committee Members to assist in identification and recruiting of female officials
 - Maintain communication with female officials province wide as required
- v) Discipline
 - Investigate female officiating and/or female hockey game concerns as requested by the BC Hockey Officers, District Director(s) or Branch Referee-In-Chief
 - Provide a written report when requested
 - Suspend female minor hockey officials as per BC Hockey Policy or as requested by District Director(s) up to a maximum fourteen (14) days.
- vi) Evaluations / Supervision / Coaching
 - Prepare a District Evaluation Plan
 - Conduct evaluations on officials in Districts for the purpose of up-grading to Level 3 if required and enter on HCR.
 - Compile all evaluation forms in their District and submit to Branch Referee In Chief and BC Hockey
 - Supervise and coach female minor hockey officials in District to ensure the maintenance of acceptable officiating standards
 - Establish a supervision program for female minor hockey officials
- vii) Expenses
 - Travel and expenses to be prior approved by Referee Chair person (Expenses to be submitted monthly electronically)
- viii) Recruitment
 - Actively recruit and assist Minor Hockey RIC's in recruiting prospective female officials in districts

- Consult District Referee Committee Members for names of prospective female officials
- ix) Risk Management
 - Adhere to the Officials/ Supervisors / Instructors Code of Ethics
 - Raise risk management awareness with officials
- x) Rule Application / Interpretations
 - Circulate rule interpretations to female officials within each District
 - Propose revisions of and amendments to BC Hockey and Hockey Canada playing rules
 - Ensure BC Hockey policies and directives are consistently applied in female hockey
- xiii) Qualifications
 - Experienced official who is certified minimum Level 2
 - Knowledgeable about the rules and their application
 - Possesses good administrative, communication, and instructional skills
 - Possess the respect of female officials in the Branch.
- xiv) Selection
 - Appointed annually by the BC Hockey Executive Committee upon a recommendation from a selection committee composed of the Chairperson of the Referee Committee, who shall be the Chairperson, the Branch Referee-in-Chief, the Branch Female Hockey Development Coordinator and the Chairperson of the Female Hockey Development Committee.
 - Removal of Female Officiating Coordinator shall be recommended by Chair of Officiating approved by BC Hockey Executive Committee.
- e) **BRANCH ABOVE MINOR SUPERVISOR**
 - i) Communication/Assignments
 - Liaise and communicate with Above Minor League Presidents, Branch Referee in Chief, District Supervisors, and Referee Committee Members as required
 - Evaluate new officials requiring Level 5 eligibility requirements
 - Communicates with the Jr A Officiating Coordinator on a regular basis
 - Attend Junior and Above Minor hockey meetings as requested
 - Attend Referee Committee Development meetings
 - Assist in coordination of and attend Upgrade Seminar, Above Minor Officiating Development and Supervisor Camps and Seminars
 - Meet with Above Minor Officiating Coordinators as required
 - Assist Branch Referee in Chief upon request.
 - Recommend to the Branch RIC the assignment of officials to the Doyle Cup
 - Act as liaison with leagues, officials, officials' coaches and Branch Referee-in-Chief
 - ii) Supervision / Evaluation
 - Oversee supervision of the Above Minor Leagues
 - Conduct District Supervisor's Workshop with Branch Referee in Chief
 - Administer a Provincial Evaluation Plan for Above Minor Officials
 - Assist in designing District Evaluation Plans
 - Compile and file all evaluations for Above Minor officials
 - Assist the Branch Referee-in-Chief in supervising and evaluation of Level 5 officials and potential Level 6 officials as requested
 - Coordinate the Fitness Testing Program as per Hockey Canada

- Evaluate and investigate Above Minor officiating complaints upon request by the BC Hockey Referee in Chief
- Recommend officials for assignments in Above Minor leagues
- Recommend upgrade of Levels V and VI officials to the BC Hockey Referee-In-Chief

iii) Reporting

- Report directly to the Branch Referee-in Chief on all matters

iv) Discipline

- Investigate situations involving Above Minor Officials as requested by the Referee Committee Chair and Branch Referee-In-Chief and provide a written report as requested
- Discipline Above Minor Officials up to a maximum of fourteen (14) days after consultation with Branch Referee-In-Chief

v) Qualifications

- Maintain a minimum HCOP Level 3
- Excellent knowledge of the HCOP Rules and interpretation of same
- Possess the respect of the top officials in the branch
- Possess good communication and organized skills
- Ability to travel into various areas of the province when requested

vi) Selection

- Recommended to the BC Hockey Executive Committee by the Referee Committee Chairperson in consultation with the Branch Referee-in-Chief and approved annually by BC Hockey Executive Committee

f) ABOVE MINOR OFFICIATING COORDINATOR**i) Assignments**

- Arrange substitute officials if assigned officials are unable to meet commitment
- Recommend reassignment of officials to Branch Above Minor Supervisor
- Recommend list of referees and linesmen for each category of Above Minor and Major Midget League hockey within district to Branch Above Minor Supervisor and the Jr A Officiating Coordinator by December 1st each year.
- Enter evaluations on HC officiating online site in a timely fashion, provide copies to BC Hockey and Branch Supervisor as requested

ii) Communication

- Ensure all online above minor and Major Midget League evaluations are entered online in a timely fashion.
- Maintain regular communication with the Branch Above Minor Supervisor
- Conduct a District Evaluation / Supervision Clinic as requested
- Liaise with Assigner regarding assignment of officials

iii) Discipline

- Report any discipline matters directly to Branch Above Minor Supervisor and Branch Referee-In-Chief

iv) Evaluation

- Evaluate and grade all Major Midget League and above minor officials as assigned.
- Ensure all Above Minor officials complete Fitness Tests and submit results to Branch Above Minor Supervisor as requested

- Monitor and develop consistency and standards of Major Midget League and Above Minor officials
- Recommend upgrades of Levels 4 and higher to BC Hockey Referee in Chief and Referee Committee Chairperson after consultation with Branch Above Minor Supervisor
- Assist in conducting senior level clinics in District

v) Recruitment

- In conjunction with Referee Committee Member, compile a list of prospect officials for above minor pool of officials
- Assist in evaluations at major tournaments and BC Hockey playoffs for identification and development of younger officials (as requested by Referee Committee Member)

vi) Risk Management

- Raise risk management awareness with officials

vii) Supervision and Coaching

- Supervise and/or coach all officials assigned to Major Midget League and above minor hockey within district
- Concentrate on development of officials and ensure BC Hockey policies and directives are consistently applied.

viii) Reporting

- Report directly to the Branch Above Minor Supervisor
- Report to Branch Above Minor Supervisor on Fitness Testing
- Liaise with Above Minor and Major Midget Leagues as requested

ix) Qualifications

- Certified at a minimum of level 2
- Good knowledge of rules and their application
- Ability to travel to carry out evaluations / supervision and/or coaching
- A non-active official at the level of supervision

x) Selection

- Recommended to Chair of Officiating by BC Hockey Referee in Chief after consultation with Director of Above Minor Officiating and approved annually by BC Hockey Executive Committee

g) DISTRICT ASSIGNERS

i) Assignments

- Assign officials for Above Minor League and playoff games leading to BC Hockey Championships
- Maintain an up to date list of assignments in Major Midget League and Above Minor as instructed
- Compile list of Above Minor officials in District

ii) Communication

- Maintain regular communication with Above Minor Officiating Coordinators and Branch Above Minor Supervisor

iii) Reporting

- Report directly to Above Minor Officiating Coordinators and Branch Above Minor Supervisor

iv) Selection

- Recommended to the BC Hockey Executive by Referee Committee Chairperson in consultation with the Branch Referee in Chief, Branch Above Minor Officiating and Above Minor Officiating Coordinators
- Preferably a non-active official at the level they are assigning

NOTE: This position may be combined with Above Minor Officiating Coordinator

h) BC HOCKEY OFFICIATING INSTRUCTORS Term: 1 year

i) Communication

- Instruct officials at HCOP clinics
- Communicate with Referee Committee Member as required

ii) Hockey Canada Officials Program

- Attend HCOP Instructors clinic
- Assist in scheduling of HCOP clinics within the District
- Conduct the HCOP clinics as scheduled by the District Referee Committee Member
- Complete clinic report forms and forward to the District Referee Committee Member for approval
- Submit HCOP exam results to the Referee Committee Member and/or the BC Hockey Associate Director - Programs

iii) Risk Management

- Raise risk management awareness with officials at HCOP clinics

iv) Rule Application / Interpretation

- Provide direction on rule application and interpretation at the HCOP clinics

v) Reporting

- Reports directly to the Referee Committee Member
- Reports directly to the BC Hockey Associate Director – Programs on financial matters

vi) Qualifications

- Maintain a minimum Level 2
- Knowledgeable about rules and their application
- Good communication skills
- Respected by officials in their District

vii) Selection

- Recommended by the Referee Committee Member and approved by the BC Hockey Executive Committee

i) BC HOCKEY OFFICIATING LEAD INSTRUCTORS Term: 1 year

i) Communication

- Instruct officials at HCOP clinics
- Communicate with Referee Committee Member as required

- ii) Hockey Canada Officials Program
 - Attend HCOP Instructors clinic
 - Assist in scheduling of HCOP clinics within the District
 - Conduct the HCOP clinics as scheduled by the District Referee Committee Member
 - HCOP results should be submitted online and delegates indicated as Attended / Passed / Certified with exam score recorded

- iii) Risk Management
 - Raise risk management awareness with officials at HCOP clinics

- iv) Rule Application / Interpretation
 - Provide direction on rule application and interpretation at the HCOP clinics

- v) Reporting
 - Reports directly to the Referee Committee Member
 - Reports directly to the BC Hockey Associate Director – Programs on financial matters

- vi) Qualifications
 - Maintain a minimum Level 2
 - Knowledgeable about rules and their application
 - Good communication skills
 - Respected by officials in their District

- vii) Selection
 - Recommended by the Referee Committee Member and approved by the BC Hockey Executive Committee

- j) BC HOCKEY INSTRUCTORS Term: 1 year**
 - i) Communication
 - Communicate with BC Hockey Instructors and the Referee Committee Member as required

 - ii) Hockey Canada Officials Program
 - Assist the BC Hockey Instructor in conducting HCOP clinics

 - iii) Risk Management
 - Raise risk management awareness with officials at HCOP clinics

 - iv) Reporting
 - Reports directly to the Referee Committee Member

 - v) Qualifications
 - Experienced official
 - Minimum HCOP Level 2
 - Knowledgeable about the rules and their application
 - Good communication skills

 - vi) Selection

- Recommend by the Referee Committee Member in conjunction with the BC Hockey Referee in Chief and approved by BC Hockey Executive Committee

k) ASSOCIATION REFEREE-IN-CHIEF

Each Minor Hockey Association has a responsibility to appoint a Referee-In-Chief, and an alternate where possible, to assume the responsibilities for Minor Hockey Referees within their Association

i) Assignments

- Arranges assignment and payment of all referees in the Association
- Submit list of recommended tournament officials for approval to District Referee Committee Member within 30 days of tournament
- Assign RCM approved officials to all BC Hockey sanctioned tournaments within Minor Hockey Association
- Serve as Referee in Chief for any tournaments hosted by Minor Hockey Association

ii) BC Hockey OPOE

- Encourage top officials to become involved in the BC Hockey OPOE
- Recommend officials for consideration in the OPOE to Referee Committee Member

iii) Communication

- Attend all Association meetings and report to the Executive on the administration of all Minor Hockey Referees within his / her jurisdiction
- Communicate regularly with the Referee Committee Member
- Provide Minor Hockey Association Executive with information related to BC Hockey rules and directives
- Contact the Referee Committee Member when discipline or assignment problems arise

iv) Discipline

- Refer all disciplinary matters pertaining to officials to the Referee Committee Member for the District
- Know the Match Penalty, Gross Misconduct and Game Misconduct procedures

v) Evaluation

- Evaluate ALL Level 1 and 2 HCOP carded referees
- Request evaluations by a BC Hockey Instructor or Referee Committee Member for officials being recommended for Level 3 and above.

vi) Hockey Canada Officiating Program

- To recommend official for upgrade, submit completed evaluation form together with official's card (duly signed on back by MHA RIC) to RCM.
- Officials being considered for upgrade from Level 2 to 3 must be evaluated at HC carded Bantam or above game by MHA RIC. RCM or HCOP Instructor will provide follow-up evaluations and decision on upgrade request.
- RCM shall make recommendations for Level 3 upgrades to BC Hockey Referee In Chief
- ONLY A REFEREE COMMITTEE MEMBER shall recommend Level 3 upgrades.

vii) Recruitment

- Actively recruit prospective officials

viii) Risk Management

- Raise risk management awareness with officials and executive members within Minor Hockey Association
- ix) Rule Application / Interpretation
 - Provide rule interpretation for all executive and supervisory staffs within Minor Hockey Association
 - Contact the Referee Committee Member for any rule interpretation or clarification
- x) Supervision
 - Supervise ALL referees within your Minor Hockey Association
 - Conduct on-ice instruction and supervision for upgrading of minor hockey officials. A one day HCOP clinic is not sufficient to maintain adequate officiating standards
- xi) Reporting
 - Reports to the Association Executive
 - Reports to the Referee Committee Member any disciplinary matters
- xii) Qualifications
 - Knowledge of the rules
 - Good communication and organizational skills
 - Recommended that certification in the HCOP be achieved
 -
- xiii) Selection
 - Normally appointed by the Minor Hockey Association Executive or may be elected by the or Minor Hockey Association's general membership

3.04 SPECIFIC POLICIES

a) OFFICIATING UNSANCTIONED GAMES

The following BC Hockey Policy will apply to BC Hockey officials who officiate in NON-SANCTIONED hockey games:

- The only unsanctioned games a BC Hockey official may receive permission to officiate shall be those games described as BENEFIT GAMES
- The official must receive approval from the BC Hockey President prior to the game to qualify for Medical and Liability coverage
- The official shall donate all services on this occasion
- Permission shall not be granted for any unsanctioned event where an official is paid a fee
- Officials who officiate unsanctioned events shall remove all reference to BC Hockey, such as their crest
- Such unsanctioned activities shall automatically cancel all Medical and Liability Insurance offered as part of BC Hockey membership, except where permission is granted
- Responsibility for determining whether or not an event is sanctioned rests solely with the official
- Officials who participate in unsanctioned events without removing all references to the BC Hockey (crest, etc.) may be subject to disciplinary action

Outlaw Leagues

Any official who takes part in Outlaw leagues shall lose all benefits of belonging to Hockey Canada and BC Hockey including:

- No coverage under Hockey Canada insurance program
- No assignment by leagues whose participants are Hockey Canada or BC Hockey registered
- No eligibility to officiate any Hockey Canada regional, National or international championships

b) OFFICIAL OF THE YEAR GUIDELINES

- Certified for the current year
- Exemplifies dedication and support for BC Hockey Referee's Programs, BC Hockey / HC Rules and Regulations
- Contributes to hockey other than for on-ice requirements
- Combines leadership and ability, both on and off-ice
- Must not be a former recipient of this award
- Must be recommended by the Referee Committee Member for the District in which the official resides
- Nominations are to be submitted to the BC Hockey Referee-In-Chief not later than March 15 for the current year
- Final selection of the "Official of the Year" will be made by the BC Hockey Referee-In-Chief in conjunction with the Referee Committee Chairperson and the BC Hockey Program Coordinator (the recipient will be invited to attend the BC Hockey Awards Banquet. Expenses to be paid by BC Hockey - funds permitting)
- The award will be a suitable engraved plaque

c) Development Award for Officiating GUIDELINES

Recognizes outstanding service by a volunteer who has devoted his or their time to assist officiating in BC Hockey

d) Hockey Canada Officiating Awards

Most Deserving - This official is rated on his/her own officiating skills and what they put back into the Branch/Association (i.e. supervisor, instructor or administrator).

Most Improved - Official who has shown the most improvement within his/her Award officiating caliber of hockey. This is not necessarily your best official but the one who has progressed the most through their attendance at clinic/seminars and their on-ice efforts.

Most Promising - A young official in his/her first, second, or third year of officiating, as being the best rookie.

e) HCOP CLINIC GUIDELINES (BC Hockey)

- Minimum age for officials is 12 years on or before December 31
- All officials 16 years of age or older on or before December 31 must card a minimum of level II.
- The minimum age for level III officials is 18 years of age on or before December 31 and a minimum of two years at level II.
- Re-certification procedures, including procedures involving Officials who have missed a year(s) of Certification, be that as indicated in HC's HCOP Manual
- An official suspended for one year or more drops one level
- All clinics must have an accredited instructor in attendance

- Officials coming from another Branch with an Inter-branch transfer (or equivalent), will be carded at that level for the first year
- Any official who fails at a level twice cannot be recommended to that level for at least two years
- No official can be certified more than once per year, and must stay at each level for at least one full year
- All new Level 3 officials must be approved by the Referee Committee Member of the District
- HCOP Cards are valid until December 31 of the following year
- Level 4 exams can be marked by any Referee Committee Member. Failures are to be returned to the BC Hockey Referee-in-Chief for review
- To upgrade to Levels 4 and 5 an official must attend a Provincial clinic
- Skating and / or fitness testing is a part of the Level 4, 5 and 6 clinic for certification
- New Level 5 officials must be on-ice evaluated by the BC Hockey Referee-In-Chief or his designated alternate to complete certification
- All Level 5 exams written at local clinics must be returned to the BC Hockey Referee-In-chief for marking and review
- All above minor officials must complete and pass an SRD exam at the beginning of the season. If the official fails the exam, he can re-write within 30 days.
- All HCOP instructors must attend annual Branch District HCOP Instructor's Seminar
- Any Lead Instructor who does not complete annual Branch District HCOP Instructor's Seminar may be considered as an Instructor only. However, the Branch District HCOP Instructor's Seminar must be completed the following year to qualify in either capacity.
- An Instructor shall not qualify as an instructor if (s)he does not complete annual Branch District HCOP Instructor's seminar
- Instructors not attending the HCOP Instructor's Seminar must first attend and certify at a full clinic, and write the exam before being considered as an assistant instructor
- All level 4 - 6 officials must attend the provincial / regional seminar, Branch funds permitting, and must write SRD exams unless a reason is given in writing prior to that seminar and approved by the Associate Director-Programs. If an acceptable reason is given the exam must be written under the supervision of a certified instructor as soon as possible after the event
- BC Hockey Above Minor Officiating Coordinators may recommend an official for upgrading to Level 5 to the Branch RIC. If the RCM does not concur with the recommendation for Levels 4 or 5 upgrades, the Branch Referee In Chief shall make the final recommendation after consultation with the Referee Committee Chairperson
- All above minor officials must complete fitness tests twice per year, deadline to be set by Branch Above Minor Supervisor. If not completed or official does not meet or exceed the National Fitness Standards, that official shall not be assigned above minor games until standard has been met
- All officials who intend to participate in Interbranch, National or International assignments must complete fitness testing as per HC Guidelines

Procedural Policy - Low Attendance Clinics

- A request to host a low attendance clinic must be submitted in writing to District Referee Committee Member
- Clinic determined as low attendance shall be determined by Referee Committee Member in consultation with Associate Director-Programs and Referee Committee Chairperson

- BC Hockey shall submit ½ cost of meals, travel and accommodation to host Minor Hockey Association
 - All HCOP clinics must be concluded by December 15
- d) HCOP POLICY FOR CERTIFICATION CLINICS HELD OUT OF PROVINCE
- i) General
- Clinics will be identical in length, content and delivery method as to those held in BC
 - The host shall pay for course conductor meals, accommodation and travel
 - BC Hockey shall pay the course conductor honorarium
- ii) Yukon Representatives Attending Development Programs Events
- The invitation is extended by the BC Hockey
 - Yukon pays for travel
 - BC Hockey pays for meals / accommodation
- iii) Payment For Out of Province HCOP Clinics
- Spokane Junior "B" Hockey Team is eligible to request BC Hockey HCOP clinics using standard procedures. SEE New Guidelines and affiliation fee structure below
 - Course conductor expense claims are to be forwarded to the BC Hockey using the standard procedure. The BC Hockey will then bill the host for meals, accommodation and travel

iv) Accreditation clinics in the United States

BC Hockey USA certified officials – BC Hockey accreditation / training process

Purpose:

This outlines the process for BC Hockey accreditation of USA Hockey certified officials wishing to officiate Hockey Canada (BC Hockey) sanctioned games held in the USA.

Founding principles:

- Through this process officials will NOT be certified in the Hockey Canada Officiating Program (HCOP)
- Officials must be currently certified by USA Hockey to be eligible to attend the training process and receive accreditation.
- The training process will be designed and conducted by BC Hockey's HCOP
- Only USA Hockey certified officials accredited through this process will be allowed to officiate BC Hockey sanctioned games in the USA.
- Only Hockey Canada certified officials are allowed to officiate BC Hockey sanctioned games in Canada.

*This is to be an annual process.

i) Curriculum

- BC Hockey's officiating program will design the training program based on a comparison of information taught in USA Hockey certification program and the requirements of the Hockey Canada Officiating program.
- The course will be conducted by approved BC Hockey officiating Program Course Conductors
- The course will be approximately 4 hours.
- Delegates will be required to attend the course in its entirety and successfully complete the HCOP exam to receive accreditation.

ii) Materials

- Delegates will receive a Hockey Canada rule book

iii) Registration

- Only officials currently certified by USA Hockey will be accepted.

iv) Accreditation

- Upon successful completion delegates will be accredited.
- Information will be recorded at the BC Hockey office and circulated to District Organizations.
- USA Hockey has assured that delegates will have current CRC's on file with USA Hockey

v) Clinic Operation / Process a) Pre-clinic

- Clinics will be requested by USA Hockey or member organizations to Referee Committee members. This request will come with a written invitation from Hockey USA to enter the US for the purpose of this training (to assist with Border procedures).
- Referee Committee members will send request to BC Hockey office **as with any other clinic request.**

vi) Payment

- A delegate fee of \$15.00 will apply. In addition the host organization will be charged a fee of \$600, invoiced to the host upon completion of the clinic. The host shall be responsible for course conductor accommodation should it be required.

Process

- BC Hockey will respond to the host with confirmation details including the financial reconciliation process.
- The Referee Committee member will inform the BC Hockey office of all clinic details including; date, place, time, instructors assigned.
- Delegates will be pre-register by the host and be responsible for registering on HCR and paying the \$15 fee.

Expenses

- BC Hockey shall pay the course conductor(s) honorarium, meals, travel as per BC Hockey rates
- BC Hockey shall pay for course resource material including a Hockey Canada rule book •Course conductor(s) shall receive an honorarium of \$65
- Course conductor expense claims are to be forwarded to the BC Hockey using the standard procedure.

Post - clinic

- The Referee Committee Member will update delegate lists as ATTENDED and PASSED

e) GAME OFFICIAL REVIEW PROCEDURE - MINOR HOCKEY

The following procedure shall apply in cases in which an official:

1. Feels that the official has been unfairly dropped from officiating a particular division or category of Minor Hockey

-OR-

2. Feels that the official has been unfairly denied the opportunity to advance to a division or category of Minor Hockey above that at which s/he is currently officiating

i) Procedure

The official shall write to the BC Hockey Referee Committee Member for the District to request a review. Such request shall state the reasons for the request and shall indicate the HCOP level and officiating background of the official.

ii) The BC Hockey RCM shall:

- Appoint an assessor or assessors to conduct the review, or may personally conduct the review; determine the category (categories) at which the official will be assessed; and direct the official be assigned to a game or games in the category (categories) to facilitate the review
- The local Referee-In-Chief or assigners shall co-operate as required to ensure that the review is conducted in a fair, timely fashion
- Upon completion of the review, the assessor(s) shall report to the BC Hockey RCM, enclosing completed evaluation form(s)

The BC Hockey RCM shall make a determination; based on evaluations, as the categories the official is capable of officiating.

Following a ruling, the official shall not be denied assignments at the specified categories except at the direction of the BC Hockey RCM.

A ruling of the BC Hockey RCM may be appealed to the BC Hockey Appeals Committee under the BC Hockey By-Laws.

f) GAME OFFICIAL REVIEW PROCEDURE - ABOVE MINOR

- BC Hockey Above Minor Officiating Coordinators will conduct evaluations of on-ice abilities of officials within the District and, where necessary, suggest corrective measures in areas considered weak
- Unless it is clear that an official does not possess the ability to officiate at a specific level of hockey, a further evaluation will be conducted to determine if there is evident improvement
- Where an official has been re-assigned to a lower level because of poor evaluations or roster limitations, there will be no appeal
- Before an official can be considered for a return to a higher level, an evaluation is conducted by the Above Minor Officiating Coordinator at a lower level, and if recommended, then is given selected assignment for re-evaluation at the higher level. The BC Hockey Referee-In-Chief must approve a return to the higher level
- When an official is re-assigned, the options are to work at a lower level, OR, in the case of a referee, line at the higher level and referee at a lower level
- When assignments are reduced to a fixed roster, on or about December 10th, each level will have Referees and Linesmen list. Referees not included on the fixed roster may be carried on a "Standby Basis", to officiate in selected games or on an emergency basis
- When reducing to a fixed roster, Referees and Linesmen will be rated 1 through 6 or 8, depending upon the number of officials to be used. Approximately February 10th, the fixed roster will be further reduced for league Playoffs, and BC Hockey Playoffs will be rostered by the BC Hockey Referee-In-Chief

- An official to be considered to referee above minor, must be carded Level 3 or higher, OR, recommended for upgrading to Level 3 and successfully qualify at the next available carding clinic.

g) UPGRADE CLINICS

- Will be held annually or on an “if needed” basis
- There will be no rewrites unless the official is within 5% of the passing grade for the level written.

h) SUSPENSIONS / RULES

i) HCOP Minimum Suspension Guidelines

Warnings shall be issued where applicable. All Warnings are to be reported to the Branch Referee In Chief.

As per the BC Hockey Regulations, the following **MINIMUM** suspension guidelines will be followed where an allegation is founded (substantiated):

FAILURE TO REPORT FOR AN ASSIGNMENT (NO SHOW)	14 Days
TARDINESS	7 Days
CLEANLINESS	7 Days
CONDUCT UNBECOMING AN OFFICIAL (INCLUDES SWEARING)	14 Days
LATE OR LACK OF GAMESHEET SUBMISSION	7 Days

The above are minimum suspensions that will apply. Before assessing any suspension, all facts are to be available and substantiated. The intent of these guidelines is to provide consistent standards throughout the Branch and to allow officials to be aware of the possible consequences for inappropriate actions or the neglect of their responsibilities.

ii) Notification Of Suspension

The BC Hockey President, Chairperson of Referee Committee, Branch Referee-In-Chief, the Respective District Director(s) and the Respective District President shall be notified on all HCOP Suspensions.

The Branch Referee In Chief shall prepare a monthly summary of HCOP suspensions and forward this summary to the Chair of the Referee Committee. Once reviewed, the summary shall be forwarded to the BC Hockey Executive Director for distribution to the BC Hockey Executive Committee.

The notification of an indefinite suspension of an official and the subsequent decision shall require the same notification and distribution.

HCOP warnings shall be reported by the RCMs on a monthly basis to the Branch Referee in Chief, who shall prepare a monthly summary, which will be forwarded to the BC Hockey Executive Director for distribution to the BC Hockey Executive Committee.



iii) Implementation of District Rules

Where a District League has special rules, a copy of such rules shall be forwarded to the respective District RCM who will review the rules and provide clarification as necessary to the District President and / or Branch Referee in Chief. The RCM will then distribute a copy of these rules to all Local Association RICs in the District in order that they may be posted in the respective arena Referees Rooms.