



2023-2024 OFFICIALS HANDBOOK

SECTION 5: GAME OFFICIALS

5.01 GENERAL

Each year VIAHA will advise the BC Hockey District Director of the candidates it supports for the positions of North Island and South Island Officiating Leads. Every member MHA will select an Association Referee-in-Chief, and, where possible, an alternate to assume the responsibilities for Minor Hockey Referees within their Association. The process of selection will be in accordance with the MHA's By-Laws.

5.02 TERMS OF REFERENCE

MINOR OFFICIATING PROGRAM DELIVERY GROUP

Mandate

The Minor Officiating Program Delivery Group is responsible to oversee the delivery of the Hockey Canada Officiating Program (HCOP) components at the expected level for officials involved in minor hockey. As well, the Minor Officiating Program Delivery Group members discipline officials where required and assist Associations with officiating enhancements.

Key Duties

The Minor Officiating Program Delivery Group will perform the following key duties:

- Organize program delivery components
- Maintain program materials inventory
- Identify, schedule and monitor instructional personnel
- Organize the training of instructional personnel
- Assist with guiding local implementation
- Attend District events to represent program
- Relay operational issues to Program Committee
- District workshop operation (if required)
- Promotion at district and local level
- Communication at the district and local level
- Discipline officials (as required)
- Provide supervision for BC Hockey Minor Championships
- Assignment of officials for BC Hockey Leagues and Regional events



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Composition

The Minor Officiating Program Delivery Group will be composed of:

- Co-Chairs – Officiating Coordinator/RIC and Minor Development Facilitator
- Delivery Group Members will be appointed as:
 - Officiating Lead(s) - Lower Mainland
 - Officiating Lead(s) - Vancouver Island
 - Officiating Lead(s) - Okanagan
 - Officiating Lead - North West
 - Officiating Lead - North Central
 - Officiating Lead - North East/Yukon
 - Officiating Lead - Kootenay

It is the responsibility of the Minor Officiating Program Chairs to recommend Delivery Group Members.

5.03 JOB DESCRIPTIONS

1) OFFICIATING DELIVERY GROUP

Mandate

The Officiating Delivery Group provides technical information, general oversight and monitoring of the delivery of the Hockey Canada Officiating Program and is responsible for the development of new technical components of the program as well as administrative and operational standards of the program.

Key Duties

The Officiating Delivery Group will perform the following key duties:

- Construct uniform operational standards
- Establish and implement strategies for the recruitment and retention of officials
- Establish and implement strategies for the incorporation of Long Term Player Development (LTPD) within the officiating program
- Assist with constructing program budget
- Design program components
- Build administrative components of program
- Recommend policy and regulations
- Assist in the development of program promotion design
- Assist in the development of program communication design
- Design Branch workshops
- Act as a liaison between Operations and Policy



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- Liaise with national programs

2) ASSOCIATION REFEREE-IN-CHIEF

Assignments

- Arranges assignment and payment of all referees in the Association
- Submit list of recommended tournament officials for approval to District Officiating Coordinator within 30 days of tournament
- Assign OC 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

High Performance Officials

- Encourage top officials to become involved in the High Performance Program
- Recommend officials for consideration in the High Performance Program to Officiating Coordinator

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 Officiating Lead
- Provide Minor Hockey Association Executive with information related to BC Hockey rules and directives
- Contact the Officiating Lead when discipline or assignment problems arise

Discipline

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

Evaluation

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

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 OC



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- Officials being considered for upgrade from Level 2 to 3 must be evaluated at a HC carded U15 or above game by MHA RIC, OC or HCOP Instructor will provide follow-up evaluations and decision on upgrade request
- OC shall make recommendations for Level 3 upgrades to BC Hockey Referee In Chief
- ONLY AN OC or Above Minor Officiating Coach shall recommend Level 3 upgrades

Recruitment

- Actively recruit prospective officials

Risk Management

- Raise risk management awareness with officials and executive members within Minor Hockey Association

Rule Application / Interpretation

- Provide rule interpretation for all executive and supervisory staffs within Minor Hockey Association
- Contact the Officiating Coordinator for any rule interpretation or clarification

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

Reporting

- Reports to the Association Executive
- Reports to the Officiating Coordinator on any disciplinary matters

Qualifications

- Knowledge of the rules
- Good communication and organizational skills
- Have a current valid CRC/VPC registered with BC Hockey
- Currently certified at Level 2 or above in HCOP



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5.04 HCOP AND CRC

Prior to assigning an Official to any exhibition, tournament, league or playoff game the RIC will ensure that the Official has a valid Hockey Canada Officiating Program card.

Officials who are 18 years or older must submit an application for a Criminal Records Check (CRC) and Vulnerable Person Check (VPC) to BC Hockey every three years. It is recommended that the application be made in March of the year in which the CRC or VPC is scheduled to expire to ensure this document is available for the start of the hockey season.

5.05 DRESS AND EQUIPMENT

A member of the Officiating Program, in the course of duty as an Official, shall be neat and clean in appearance and is to be properly dressed at all times. The District OCs and local RICs have the authority to establish official's dress codes on the way to and from games.

On ice official dress shall include the official referee sweater with Branch crest(s), black trousers, polished skates and clean white laces, whistle(s), necessary protectors including CSA approved helmets (preferably black in color), to which a CSA approved visor must be securely attached and not altered in any way, and a measuring device.

The Official Referee and Linesman Sweater are to be Black and White. Referees shall wear red armbands.

5.06 ASSIGNMENTS AND FEES

The hosting MHA will be responsible for assigning referees and linesmen for all league and playoff games except for referee assignments for semi-final and final playoff games in the Island League. The hosting MHA will also be responsible for paying the Officials' fees. These may be paid bi-weekly or monthly, at the discretion of the MHA, and should always be paid by cheque.

The fee structure for Island League games will be reviewed annually and approved by the VIAHA Executive Committee. The fee structure for recreational games will be set by the MHAs.

For Island League playoff semi-final and final games only the OC's will assign all referees and the host MHA will assign the linesmen. The local RICs will supply the OCs with the names of Officials they recommend for these games. Where practicable the OC will assign neutral Officials.



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Fees for referees and linesmen, as well as travelling and meal costs (where applicable) for out of town Officials for semi-final and final Island League games will be paid by VIAHA. Carpooling for out of town Officials is mandated and OC's will assign referees accordingly. All Officials for these games must submit a Game Official Travel Claim form to the Director of Hockey Operations prior to March 15 of the current season. This form and a mileage chart can be located on the VIAHA website OR at the back of this Handbook. MHAs will set the protocols for assigning and paying Officials for tournament and exhibition games.

5.07 2 – 3 – 4 OFFICIAL SYSTEMS

VIAHA discourages the use of 2 official systems.

All U15 and above Island League games and Recreational playoff games shall use 4 official systems. U13 Island League and U11 and U13 Recreational League Playoff games may use a 3 Official system. The appropriate Vice President may waive this requirement.

For Recreational league games VIAHA recommends the use of 4 official systems for U15, U18 and U21 games with U11 and U13 games being at the discretion of the MHA.

5.08 PRE AND POST GAME PROTOCOLS

1) Pre-Game

Officials should arrive at the arena a minimum of 45 minutes before the scheduled game time. In addition to dressing for the game, the time can be used for pre-game stretching and discussing the game with the other officials working the game.

In most arenas players are not permitted on the ice before the game officials.

They should be ready to step on the ice at the very beginning of the time slot. If necessary, nets should be put in place by the linesmen as soon as they have completed their laps to allow the teams to commence warm-ups.

The Officiating crew should go to both benches to introduce themselves to the bench personnel, and then proceed to the timekeeper/penalty benches to introduce themselves to the off-ice officials. They should check the game sheet; confirm the timing of the game and which clock will be used to designate the end of the game, if applicable. They should ensure the game number is printed in the top right-hand side of the game sheet and the number of players on each team's roster.



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2) Post-Game

The Officiating crew should oversee the handshake and shake hands with those players and coaches that approach them. Teams should leave the ice by separate gates, if possible. If they have to use a common area to get to their dressing rooms it may be necessary to have the home team remain on the ice until the visiting team is in their dressing room.

All officials should PRINT and sign their names on the game sheet. If a game incident report will be required the referee may ask the timekeeper to add his e-mail address to the distribution list for the electronic gamesheet. The penalties for both teams should be checked to verify they are correct. The amount of time remaining on the game clock, if any, should be printed in a prominent location on the game sheet. The off-ice officials should be thanked for their time and effort.

5.09 REFEREE WRITE-UP PROCEDURE

Referees are required to report all violations of the rules, other than minor penalties, to BC Hockey by way of a Game Incident Report. This includes all Major Penalties, Game Misconduct Penalties, Gross Misconduct Penalties, Match Penalties and Refusal to start Play. This report is submitted through the referee's e-hockey profile. If the "Office" is correct in the team section the report will be directed to the appropriate person.

5.10 DISCIPLINE

OCs will be responsible for the discipline of Officials after consultation with the RIC for the home association of the Official. OC's will follow BC Hockey protocols in the discipline of Officials and will be responsible for notifying the Branch Referee-In-Chief of all warnings and suspensions. All indefinite suspensions will be reported to the B C Hockey President.

Minimum HCOP Suspension Guidelines are as follows:

- | | |
|---|---------|
| 1) Failure to report for an assignment | 14 days |
| 2) Tardiness | 7 days |
| 3) Cleanliness/Dress code | 7 days |
| 4) Conduct unbecoming an Official including, inter alia | 14 days |
| i. detrimental comments to an Official | |
| ii. extensive use of profanity on ice | |
| iii. not officiating to standard | |
| iv. berating fellow officials | |
| v. showing disrespect to players/coaches/administrators | |
| 5) Late or lack of submission of game sheet | 7 days |



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5.11 BC HOCKEY SUSPENSIONS

An official who is suspended under application of the BC suspension guidelines may, under certain circumstances, be prohibited from acting as an official. The guidelines applicable to officials are as follows:

- **Player/Team Official Suspensions:** A player or team official who receives a suspension as a result of a Match penalty, Gross Misconduct, or other penalties outlined in the BC Hockey Suspension Guidelines bulletin shall be prohibited from playing or participating in games as well as from acting as an Official or in any other official capacity with a Team, League, or Association within BC Hockey during the term of the suspension.
- **BC Hockey Regulation 8.4:** An Official [referee] receiving a suspension under BC Hockey Regulation 8 shall be prohibited from officiating until the expiration of the suspension, plus playing in any games and acting in any other official capacity with a Team, League, or Association within BC Hockey.
- **HC Rule 4.7 (Game Misconducts):** A person receiving a suspension as a result of HC Rule 4.7 or a Local/District Association suspension for accumulated penalties, shall be prohibited from playing in game situations until the expiration of the suspension.
- **Other Suspensions:** A player or team official suspended by BC Hockey or under a suspension imposed by a Team, League, or Association that has been honored by BC Hockey shall be prohibited from playing in any games, acting as an Official [referee], and acting in any other official capacity with a team, league, or association within BC Hockey.

For further details please refer to the annual BC Hockey Suspension Guidelines bulletin.

5.12 RECOGNITION

The VIAHA Officers will present an “Official of The Year Award” to an official who exemplifies dedication and support for the VIAHA Officiating Program, VIAHA and Hockey Canada Rules and Regulations, who contributes to hockey in ways other than the on-ice requirements and combines leadership and ability both on and off the ice. The VIAHA Officers will also present a “Most Deserving Official Award to an official who has gone above and beyond. The Official is rated on his/her own officiating skills and what they put back into the Branch/Association. (i.e. supervisor, instructor or administrator.



Vancouver Island Amateur Hockey Association
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Phone: 250-751-8811 Fax: 250-751-8812
Website: www.viaha.org

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Nominations for Official of The Year and Most Deserving Official will be forwarded by the RICs through the OCs to the Officers.

VIAHA supports the development of up and coming young officials by presenting scholarships to the Summer Officiating School. Up to three scholarships will be presented, one each for officials from the North, Mid and South regions of VIAHA. Recommendations for the scholarships will be forwarded from the RICs to the OCs and then to the Officers.

BC HOCKEY EXPECTATIONS OF REFEREES, H.C.O.P. OFFICIAL'S CODE OF ETHICS AND BC HOCKEY OFFICIATING CODE OF CONDUCT



BC HOCKEY EXPECTATIONS FOR REFEREES

Referees and Linemen have a very important role to play in the game of ice hockey. They must apply the rules in a knowledgeable and consistent manner, from the opening face-off to the final buzzer. Only when officials have been able to influence the players to avoid violations will the final outcome be decided by skill and team effort.

Respect for an official is earned by officiating hockey games. It matters not what your HCOP level may be, BUT how you handle the game on the ice.

Points to consider:

1. Do you have pride in your appearance?
2. Do you have a positive attitude about your role as an official?
3. Do you strive to improve your skating and positional skills?
4. Can you communicate with players in stressful circumstances?
5. Do you apply the rules and guidelines consistently?
6. Do you command respect or do you impose control?
7. Do you exercise firm, but friendly, control in altercation situations?
8. Do you show interest and support for your fellow officials, as well as the minor officials?
9. Can you always say, "I did my best"?



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The game of ice hockey is highly competitive and can be stressful, but a competent official should never tolerate abusive language or actions to mar an otherwise enjoyable hockey game. BC Hockey expects a high standard of deportment and conduct by our officials, and only by fine example can they realistically expect others to follow.

As a final reminder, we would like to have all officials frequently review their Game Report and Match Penalty procedures. Only when the officials have adequately reported the circumstances of a penalty situation to the proper BC Hockey executive member for action, in a clear, concise manner, will they, your executive, be able to support you in applying the rules.



H.C.O.P. OFFICIAL'S CODE OF ETHICS

The Hockey Canada Officiating Program - Official's Code of Ethics provides guidance to registered officials across Canada. Hockey Canada's Branches and their members should expect from HCOP officials the highest possible standards of personal integrity, competence, sound judgement, and discretion. Developed by the former Hockey Canada Referees Committee, the Official's Code of Ethics is its public declaration of an official's obligation to himself/herself, his/her peers, and the game.

I will:

- Do the best job I can in each game, no matter what the category of hockey.
- Always show respect for my fellow officials, the players, coaches, and fans.
- Study and continue to improve my knowledge of the Hockey Canada playing rules and the Hockey Canada Officiating Program policies and procedures.
- Represent myself and the rules of the game as fairly and accurately as possible at all times.
- Always be unquestionably impartial, keeping a professional and appropriate distance from teams.
- Understand that the use of alcohol is not encouraged and is totally unacceptable on game days. The use of illicit drugs is against the law.
- Uphold the philosophy and right of all hockey participants to "Fair Play",



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and penalize accordingly all violent acts.

- Raise the standard of play in each game that I officiate.
- Be supportive of my fellow on-ice and off-ice officials at all times, even when I am a spectator.
- Accept the fact that I will make mistakes, but I will not get frustrated or let this learning process affect my performance or professionalism.
- Contribute to the continuing growth of the Hockey Canada Officiating Program and its officials within my Branch through support, encouragement, and positive attitude.
- Respect and accept constructive feedback from supervisors and the assignments I receive from my administrators.

Registering with your Branch in the Hockey Canada Officiating Program implies that you understand and will comply with the Official's Code of Ethics. Officials not complying will be subject to disciplinary action.



BC HOCKEY OFFICIATING CODE OF CONDUCT

The officiating program plays an integral role in the sport of hockey. Officials must recognize their impact on the game and their fellow officials. Program leaders must recognize the need for instilling the highest values and the impact they have on aspiring officials. The following officiating code of conduct has been developed to aid the officiating program in achieving a level of behaviour which will allow officials to become self-confident and productive human beings.

Officials have a responsibility to:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political beliefs, or economic status.
2. Direct comments or criticism at the performance rather than the individual if this is part of your role.
3. Consistently display high personal standards and project a favourable image of the sport and officiating.
 - a. Refrain from public criticism of fellow officials.



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- b. Abstain from the use of tobacco products while in the presence of his/her officials and discourage their use by officials.
 - c. Abstain from drinking alcoholic beverages when working with officials.
 - d. Refrain from the use of profane, insulting, harassing, or otherwise offensive language in the conduct of his/her duties.
4. Educate and ensure high standards of risk management are maintained.
 5. Treat all other hockey participants with due respect and encourage all officials to maintain a high standard of tact.

Officials Must:

1. When in a leadership role ensure the safety of the officials with whom they work.
2. At no time become intimately and/or sexually involved with other officials. This includes requests for sexual favours or threat of reprisal for the rejection of such requests.
3. Respect officials' dignity: verbal or physical behaviours that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned substances.
5. Never provide underage officials with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the officiating code and officiating code of ethics.

| | |
|----------|-----------------------------------|
| _____ | _____ |
| Official | Witness (District Representative) |
| _____ | _____ |
| Date | Date |

FURTHER WORK TOOLS

- 1) Game Officials Travel Claim Form can be found on the VIAHA website www.viaha.org
- 2) An instructional video which will assist Officials in completing the Online Game Incident Reporting can be found through the BC Hockey website



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Game Official Compensation Rates

| Island League | | | | |
|--|-----------------|-----------------|-----------------|-------------|
| <i>Based on 110-120 minutes - +\$5 for 135 minute game</i> | | | | |
| Division | Referee 2 OS | Referee 3 OS | Referee 4 OS | Linesperson |
| U13 | \$60 | \$55 | \$50 | \$40 |
| U15 | \$70 | \$65 | \$60 | \$50 |
| U18 | \$75 | \$70 | \$65 | \$55 |
| U21 | \$80 | \$75 | \$70 | \$55 |

| Recreational Leagues | | | | |
|-------------------------------|-----------------|-----------------|-----------------|-------------|
| <i>Based on 80-90 minutes</i> | | | | |
| Division | Referee 2 OS | Referee 3 OS | Referee 4 OS | Linesperson |
| U11 | \$40 | \$33 | X | \$26 |
| U13 | \$45 | \$40 | X | \$30 |
| U15 | \$52 | \$48 | \$45 | \$34 |
| U18/U21 | \$58 | \$52 | \$48 | \$38 |



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VANCOUVER ISLAND AMATEUR HOCKEY ASSOCIATION

♦ Game Officials Travel Claim ♦
2.5 HOUR GAMES ONLY

***ALL CLAIMS MUST BE COMPLETED IN FULL, SIGNED AND SUBMITTED BY MARCH 15TH "PLEASE PRINT"**

Name of Official: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Email: _____

| Division | 3 Official System | | 4 Official System | |
|----------|-------------------|-----------------|-------------------|-----------------|
| | Referee | Linesmen | Referees | Linesmen |
| U13 | \$60.00 | \$45.00/\$45.00 | \$55.00/\$55.00 | \$40.00/40.00 |
| U15 | \$70.00 | \$55.00/\$55.00 | \$65.00/\$65.00 | \$55.00/\$55.00 |
| U18 | \$75.00 | \$60.00/\$60.00 | \$70.00/\$70.00 | \$60.00/\$60.00 |

Assignments:

| DATE | GM # | Division | Ref | Line | 4 Man | 3 Man | DATE | GM # | Division | Ref | Line | 4 Man | 3 Man |
|------|------|----------|-----|------|-------|-------|------|------|----------|-----|------|-------|-------|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

↑ Enter the Date, Game Number PLUS an X Under if you were a Referee/Linesman or Game Was 4 Man or 3 Man

Fee Calculation:

| Division | # of Games As Referee | # of Games As Linesman | Amount |
|----------|-----------------------|------------------------|--------|
| U13 | | | \$ |
| U15 | | | \$ |
| U18 | | | \$ |
| | | | \$ |

Total Officiating Fees

Automobile Travel:

| Date | Division | Game Number | From / To | \$ As Per Chart |
|------|----------|-------------|-----------|-----------------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |

Total Mileage

Meals

| Number Of | Explanation | Amount |
|--|------------------|--------------------|
| | Lunch @ \$10.00 | \$ |
| | Dinner @ \$17.00 | \$ |
| Note: Meals Only Paid For Out of Town Officials: | | Total Meals |

Ferry/ Miscellaneous:

| Date | Division | Game Number | From / To | \$ As Per Chart |
|------|----------|-------------|-----------|-----------------|
| | | | | \$ |
| | | | | \$ |
| | | | | \$ |

Total Miscellaneous

SUBMIT CLAIMS BY MARCH 15TH TO:

David Beatty, Director of VIAHA Hockey Operations at:
 Scan and email to dbeatty@viaha.org or fax to 250-751-8812
 If mailing: 2301-Suite E McCullough Road
 Nanaimo BC, V9S 4M9

TOTAL CLAIM

Signature above implies that the above claim is complete and correct: ↑

OFFICE USE ONLY

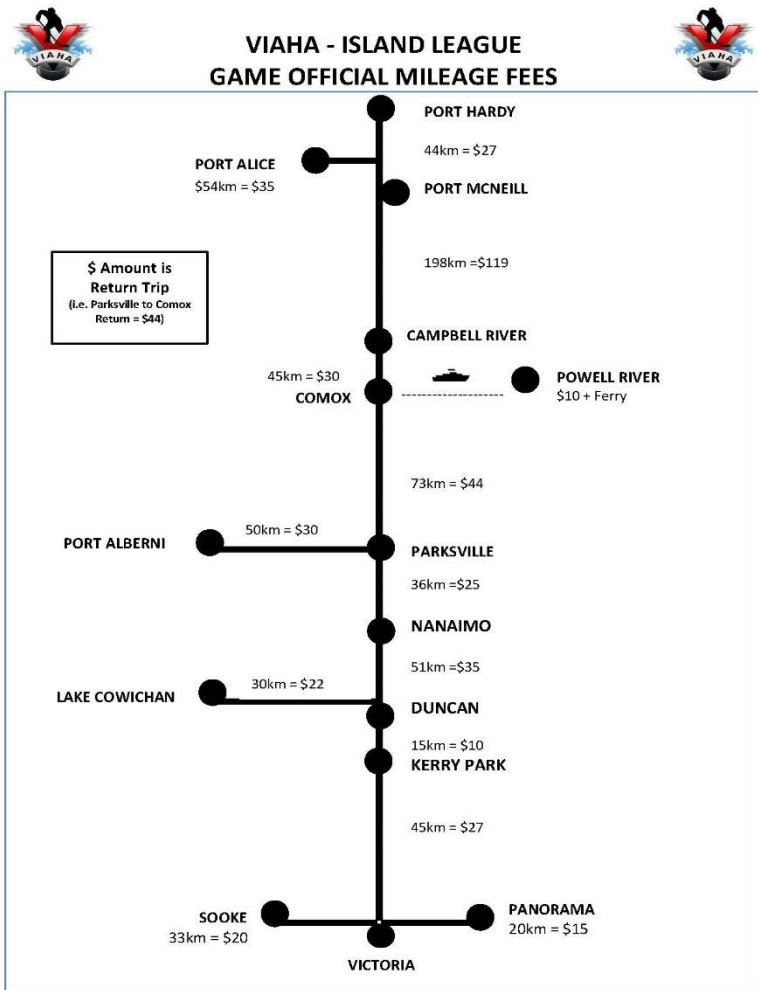
PAID BY CHEQUE #:

APPROVED BY:

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