

# **OFFICIATING DEVELOPMENT TABLE OF CONTENTS**

<b>1.0 OFFICIALS DEVELOPMENT PROGRAM.....</b>	<b>2</b>
1.1 PROGRAM GOALS .....	2
1.2 ACHIEVING GOALS .....	2
1.3 INTERPRETATION OF RULES.....	2
1.4 THE N.O.C.P. CARDING STRUCTURE .....	3
<b>2.0 CERTIFICATION - REGISTRATION AND RENEWAL .....</b>	<b>4</b>
2.1 REGISTRATION .....	4
2.2 RENEWAL.....	4
<b>3.0 EVALUATION PROGRAM .....</b>	<b>5</b>
3.1 EVALUATORS PROGRAM.....	5
3.2 EVALUATION REQUIREMENTS FOR CERTIFICATION AND UPGRADE .....	5
3.3 DOWNGRADING OF EVALUATORS.....	6
3.4 MAINTENANCE OF EVALUATORS .....	6
3.5 DESIGNATED EVALUATORS .....	6
3.6 PAYMENT FOR EVALUATORS .....	6
3.7 EVALUATIONS MANAGER - JOB DESCRIPTION .....	6
<b>4.0 OFFICIAL RANKING PROCESS AND REQUIREMENTS.....</b>	<b>7</b>
4.1 OFFICIALS UPGRADING PROCESS .....	7
4.2 OFFICIALS UPGRADE REQUIREMENTS .....	7
4.3 MAINTENANCE OF OFFICIALS RANK .....	8
4.4 OFFICIALS DOWNGRADING PROCESS.....	8
<b>5.0 REFEREE ASSIGNMENT GUIDELINES .....</b>	<b>10</b>
<b>6.0 N.O.C.P. CLINIC INFORMATION .....</b>	<b>11</b>
6.1 INTRODUCTION .....	11
6.2 CLINIC DETAILS AND GUIDELINES .....	11
6.2 CLINIC CURRICULUM OVERVIEW .....	12
6.3 EXPENSES/FEES: LEVEL 1 AND 2/3 CLINICS .....	12
6.4 EXPENSES/FEES: LEVEL 4 CLINIC.....	13
<b>7.0 CODE OF CONDUCT FOR ON-ICE OFFICIALS.....</b>	<b>14</b>
<b>8.0 GUIDELINES FOR THE SELECTION OF OFFICIALS TO THE PROVINCIAL A AND AA     CHAMPIONSHIPS.....</b>	<b>16</b>
8.1 PROVINCIAL SELECTION PROCESS .....	16
8.2 THE SELECTION PROCESS .....	16

8.3 THE RANKING LIST .....	17
8.4 THE SELECTION PACKAGE.....	17
8.5 THE RANKING PROCESS.....	17
8.6 RANK.....	18
8.7 HOW TO RANK.....	18
8.8 GUIDELINES FOR SELECTION OF OFFICIALS TO THE ONTARIO WINTER GAMES.....	19
8.9 GUIDELINES FOR SELECTION OF OFFICIALS TO THE EASTERN CANADIAN CHAMPIONSHIPS .....	19
8.10 GUIDELINES FOR SELECTION OF OFFICIALS TO THE U12 PROVINCIAL EVENT ...	19
8.11 GUIDELINES FOR SELECTION OF SHOT CLOCK OPERATORS FOR PROVINCIAL EVENTS .....	20
8.12 SUPERVISOR DUTIES AT PROVINCIAL EVENTS.....	20
<b>9.0 OUTREACH PROGRAM .....</b>	<b>21</b>
<b>10.0 NATIONAL SCOUTING PROGRAM.....</b>	<b>22</b>
<b>11.0 PROCEDURE FOR HANDLING COMPLAINTS.....</b>	<b>22</b>
<b>12.0 IMPORTANT NOTICE TO ALL LOCAL REFEREES-IN-CHIEF .....</b>	<b>23</b>
12.1 INTRODUCTION .....	23
12.2 REGISTRATION OF OFFICIALS.....	23
12.3 EVALUATION OF OFFICIALS .....	23
12.4 LOCAL REFEREE-IN-CHIEF SEMINARS .....	24
12.5 TOURNAMENT REFEREE-IN-CHIEF RESPONSIBILITIES .....	24
<b>13.0 PROVINCIAL OFFICIATING DEVELOPMENT (POD) PROGRAM .....</b>	<b>25</b>
13.1 BACKGROUND .....	25
13.2 SCOPE.....	25
13.3 PERFORMANCE OBJECTIVES .....	25
13.4 PROGRAM DESCRIPTION AND STRUCTURE.....	26
13.5 SELECTION CRITERIA .....	27
13.6 PRE-REQUISITES.....	27
13.7 RESOURCES .....	27
13.8 EQUIPMENT .....	27
13.9 ROLES AND RESPONSIBILITIES .....	27
13.10 ASSESSMENT METHODS/ CRITERIA .....	29
13.11 PROGRAM COMPLETION.....	29
13.12 REMOVAL FROM PROGRAM.....	30
13.13 COMPENSATION FOR POD MANAGER .....	30
<b>APPENDIX A POD PROGRAM.....</b>	<b>31</b>
<b>APPENDIX B GAME LOG .....</b>	<b>37</b>
<b>APPENDIX C POD PARTICIPANT AGREEMENT .....</b>	<b>38</b>

## **1.0 OFFICIATING DEVELOPMENT PROGRAM**

Ringette Canada, the national sport governing body for the sport of Ringette™, has developed a National Officials Certification Program (N.O.C.P.) for training and certifying Ringette Officials. The O.R.A., through the Officials Development Program, co-ordinates and manages the delivery of the N.O.C.P. within the province of Ontario.

- 1.1 Program Goals**
- 1.1.1 Provide clinics, on-ice evaluations and resources, which promote uniform interpretation and application of the rules.
  - 1.1.2 Establish performance standards for officials at any given level of competition.
  - 1.1.3 Provide a system by which the official may officiate at a level of competition best suited to his/her officiating ability.

- 1.2 Achieving Goals**
- 1.2.1 Clinics - Officiating - Levels 1, 2/3 and 4
    - Refresher (In rule change years)
    - Rules Clinic - for participants (coaches, players, parents)
  - 1.2.2 Resources - Rule Book, Case Book, etc.
  - 1.2.3 On-ice evaluations.
  - 1.2.4 On-going rule clarifications/interpretations.
  - 1.2.5 Certification and registration of officials with O.R.A. and Ringette Canada.
  - 1.2.6 Continual updates on issues pertaining to officiating via the Ref-O-Gram.
  - 1.2.7 A Travel Subsidy is available for officials from the Northwest Region to enable them to travel to selected tournaments. Officials to be eligible must be identified by the Regional Co-ordinator and ratified by the Regional Committee as officials who are capable of moving within the officiating ranks.

**1.3 Interpretation of Rules**

Clinics, print material and on-ice practice sessions promote uniformity of rule interpretation and application. As well, these programs allow the official to gain proficiency in game officiating mechanics and become familiar with the PHILOSOPHY of Ringette™ officiating.

Most importantly, clinics provide the official with an opportunity to contribute to the program through his/her input.

- 1.3.1. All registered officials receive Rule Clarifications and Interpretations in their bulletin the “Ref-O-Gram”. Clarifications/interpretations are available to the membership through the mail package, a newsletter or the website.
- 1.3.2 It is realized that all aspects of the game of Ringette™ are making rapid advances. We must, therefore, make every effort to educate and train our officials to meet these changing needs. This cannot be accomplished by the individual. It must be a combined effort.

**1.4 The  
N.O.C.P.  
Carding  
Structure**

The N.O.C.P. structure consists of four LEVELS (1, 2, 3 and 4, administered with the province) and three CATEGORIES (A, B and C). The combination of Level and Category defines an official’s certification RANK (e.g. 3A).

<b>1.4.1 Officiating Level</b>	<b>Function</b>
1	“C” Level play
2	“B” and “C” Level play
3	“A”, “B” and “C” Level play
4	“AA”, “A”, “B” and “C” Level play

<b>1.4.2 Officiating Category</b>	<b>Function</b>
C	U14 and younger age groups at that level of play.
B	U16 and younger age groups at that level of play.
A	ALL age groups at that level of play.

A Certification Rank does not restrict an official from officiating games at a higher level or category and is a function of the evaluation process (see page 6)

The Officiating Development Committee submits to Ringette Canada, by **DECEMBER 15<sup>th</sup>** of each year, a list of all (O.R.A.) officials currently certified at 4B or above for possible selection to the National Championships.

---

## **2.0 CERTIFICATION - REGISTRATION AND RENEWAL**

### **2.1 Registration**

2.1.1 In order to register with the O.R.A. Officials Certification Program, all officials must provide the following for registration to be complete:

- Complete the On-Ice Officials Registration Form (O-F-05) and submit the form along with the required fee to the local registrar or the ORA office before participating on-ice or **SEPTEMBER 15<sup>th</sup>** – whichever occurs first.
- Submit a valid Police Records Check to the local association privacy officer or O.R.A. on or before **JANUARY 8<sup>th</sup>** of that season (applicable to all officials 18 years of age or older).

2.1.2 Upon registration, the referee becomes a participant in the O.R.A. Thus, any official knowingly refereeing non-registered teams will be suspended, upon review by the Officiating Committee.

2.1.3 Any official not affiliated with O.R.A. Officiating Program through payment of associated fees and dues by **NOVEMBER 15<sup>th</sup>** of each year shall have all privileges suspended. Officials shall be reinstated upon receipt of the annual enrollment fee.

2.1.4 If an official does not attend the appropriate clinic in a rule change year, they are ineligible to officiate after **DECEMBER 15<sup>th</sup>** and must attend either a Refresher Clinic or a Level 1 Clinic before being reinstated.

2.1.5 **An official not registered with O.R.A. and not certified according to N.O.C.P. requirements may not officiate any game played between registered teams. The association of the teams supplying the non-registered/non-certified official(s) will be fined \$50.00 per game.**

**Expiry Date:** **SEPTEMBER 14<sup>th</sup>** of the following season.

New officials must also attend a Level 1 Clinic and pass out quiz (50% or higher) plus meet skating assessment requirements.

### 2.2 Renewal

2.2.1 Registration in accordance with section 2.1

2.2.2 Attendance at a refresher 1 clinic (for level 1 and 2 Officials) or refresher 2 clinic (for level 3 and 4 Officials) in rule change season.

## **3.0 EVALUATOR PROGRAM**

All Officiating Evaluators must meet the National Officials Certification Program's requirements prior to being given Authorized Evaluator status with the Province of Ontario.

### **3.1 Evaluators Program**

The Ontario Ringette Association Guidelines for the Evaluators Program:

3.1.1 There are three (3) levels of evaluators:

- Community - eligible to evaluate up to and including level 2A
- Regional - eligible to evaluate up to and including level 3A
- Provincial - eligible to evaluate up to and including level 4A

**Note:** Community and Regional Evaluators must indicate their status if asked to evaluate an official in a game, which could potentially result in a recommended rank above that evaluator's authorization level.

### **3.2 Evaluators Requirements For Certification and Upgrade**

Community evaluators will be eligible to evaluate after attending the Community level evaluators clinic.

3.2.1 Moving from Community to Regional Evaluator:

- must have participated as a community evaluator for a minimum of one (1) year
- must attend a regional evaluator clinic
- must complete a minimum of five (5) evaluations in conjunction with a regional or provincial evaluator - over a two (2) year period
- must submit a written request for upgrade to Officiating Development Committee

3.2.2 Moving from Regional to Provincial Evaluator:

- must be in good standing and a current regional evaluator.
- must complete six (6) evaluations in total
- four (4) of six (6) need to be upgrade evaluations and must be done with at least four (4) different evaluators from two (2) different regions
- evaluators must be spread out over a minimum of two (2) different tournaments
- **Must attend the Ringette Canada Provincial Evaluator Summit.**

3.2.3 Due to the potential impact evaluators may have on the Province's officials, as well as the above requirements, the Officiating Development Committee's approval is required for all movement within the program.

3.2.4 Maintenance of Evaluators:

All evaluators are required to submit a minimum of three (3) evaluations per season in order to maintain their status. Those who do not meet this requirement may be downgraded or removed as an evaluator at the discretion of the Officiating Development Committee.

- 3.3 Downgrading Evaluator**
- 3.3.1 Evaluators who display a continuous inability to meet the high standards required to evaluate officials, may, at the discretion of the Officiating Development Committee, be downgraded or removed as an evaluator.
  - 3.3.2 Annual monitoring of all evaluators will be done by the Officiating Development Committee.
- 3.4 Maintenance of Evaluators**
- 3.4.1 In order to maintain certification at all levels, attendance at a Refresher Clinic on Rule Change years is required.
- 3.5 Designated Evaluators**
- 3.5.1 The local Referee-in-Chief: Is authorized to provide evaluations up to and including 1A on his/her local association's referees.
  - 3.5.2 A Designated Level I Evaluator is an authorized to provide evaluations up to and including 1A when appointed by a Regional Officiating Co-ordinator or Officiating Development Chair.
- 3.6 Payment for Evaluators**
- 3.6.1. Evaluators will be paid **\$20.00** per evaluation completed and submitted to the Evaluation Manager. Any evaluator who travels over 50 km return for an evaluation will receive the current approved rate for mileage.
  - 3.6.2. Evaluators travelling, who require accommodations for tournament purposes will be reimbursed if not provided by the host. Meal allowance will not be paid. If an evaluator also officiates at the tournament they are at, he/she will be ineligible for mileage reimbursement, except in extenuating circumstances. It is the responsibility of the Regional Coordinators to duly schedule evaluators in their events.
  - 3.6.3. Off-Ice Evaluators who attend tournaments for the sole purpose of evaluating will be compensated for meals at the ORA rate.**
- 3.7 Evaluations Manager - Job Description**
- The role of the Evaluations Manager is to control the flow of completed Officials Evaluations into the NOCP system and to ensure their inclusion into the Active Officials Field Report in the province of Ontario.
- This person's responsibilities shall include, but are not limited to, the following:
- 3.7.1 Report directly to the Officiating Development Chair or his/her designate in all matters dealing with the Evaluation Process.
  - 3.7.2 Receive the electronic listing of evaluations from all certified evaluators in the province and completed evaluations from out of province evaluators who submit evaluations to the O.R.A. relating to Ontario officials.
  - 3.7.3 Record all received evaluations on an Excel spreadsheet or other similar database that will allow for the compilation of all completed and submitted evaluations over a certain time period. This compilation must allow for evaluations to be filtered by date, official and evaluator.
  - 3.7.4 Liaise with the Officiating Development Chair to ensure granted upgrades and confirmed downgrades are entered onto the above-mentioned

spreadsheet (or similar) in a timely and efficient manner.

- 3.7.5 Liaise with the ORA Technical Director by providing updated copies of the above mentioned spreadsheet (or similar) on a regular basis to facilitate the updating of the Active Officials Field Report in the possession of the O.R.A. office staff.

## **4.0 OFFICIALS RANKING PROCESS AND REQUIREMENTS**

### **4.1 Officials Upgrading Process**

4.1.1 All upgrades must be approved by:

- Level 1 and 2 - Regional Officiating Co-ordinator
- Level 3 and 4 - Officiating Development Chair

Rationale: Given that all Level 3 and 4 Officials are eligible for selection to officiate at Provincial Championships and all Level 4A and 4B Officials are eligible for selection to officiate at Canadian Ringette Championships, it is imperative that their officiating skills be confirmed by the Officiating Development Chair.

4.1.2 Officials who wish to be considered for upgrade must complete a “Request for Upgrade” Form and submit it to the Evaluations Manager.

### **4.2 Officials Upgrade Requirements**

<b>Rank</b>	<b>Attainment</b>
4.2.1 1B/1A	At least one (1) on-ice evaluation at the desired rank or one (1) full level higher by a local Referee-in-Chief, community, regional or provincial evaluator.

- |                   |   |
|-------------------|---|
| 4.2.2 2 C, B or A | <ul style="list-style-type: none"> <li>• Full Level 1 Certification.</li> <li>• Attend a Level 2/3 N.O.C.P. Clinic and achieve a passing mark (60% or better) on required test.</li> <li>• A minimum of two (2) on-ice evaluations by a community, regional or provincial evaluator. At least one (1) evaluation must be by a different evaluator.</li> </ul> |
|-------------------|---|

- | <b>4.2.3 Rank</b> | <b>Attainment</b>   |
|-------------------|---|
| 3 C, B or A       | <ul style="list-style-type: none"> <li>• Full Level 2 Certification.</li> <li>• A minimum of three (3) on-ice evaluations at the desired rank or one (1) full level higher by at least two (2) different Regional or Provincial Evaluators, at least one (1) of which must be from outside the Official’s home region.</li> </ul> |

- |                  |   |
|------------------|---|
| 4.2.4 4C, B or A | <ul style="list-style-type: none"> <li>• Full Level 3 Certification.</li> <li>• Attend a Level 4 N.O.C.P. Clinic and achieve a passing</li> </ul> |
|------------------|---|



mark (70% or better) on required test.

- A minimum of four (4) on-ice evaluations at the desired rank by at least three (3) different provincial evaluators. At least one (1) of which must be by an Evaluator from outside from a different region.

**Note:** For upgrade to Level 4, at least one (1) evaluation must be on a “AA” tournament final game or a game deemed to be a level of difficulty comparable to a “AA” Provincial Championship game.

**4.3 Maintenance of Officials Rank**

4.3.1 In order to maintain a given rank, Level 3 and 4 officials must obtain a maintenance evaluation as outlined in 4.3.2 every season. For Level 1 and 2 officials this must be done at least once every two (2) years. A grace period is offered until **DECEMBER 15<sup>th</sup>** of the following season.

4.3.2 In order for officials to maintain a given rank, he/she must acquire at least one (1) evaluation at his/her current level and category or at least one (1) evaluation at a higher level with the same or higher category.

2B Official receives a 3B = maintenance  
 2B Official receives a 3C = no maintenance

Other examples: a 2C official upgraded through evaluation to 2A must produce maintenance evaluation at 2A or above by **DECEMBER 15<sup>th</sup>** of the following season every two (2) years.

4.3.3 Any official that may require an extension for a maintenance evaluation due to extenuating circumstances must apply in writing to their Regional Officiating Co-ordinator. The Officiating Development Committee will make all decisions regarding extensions or maintenance after the written request is received.

**4.4 Officials Downgrading Process**

Officials Downgrade Through Evaluations:

	Rank	Number of Evaluations
4.4.1	1B or 1A	One (1) evaluation below these ranks by local Referee-in-Chief, designated Evaluator, community, regional or provincial evaluator.
4.4.2	2B or 2A	Three (3) evaluations below these ranks by at least two (2) different community, regional or provincial evaluators
4.4.3	3B or 3A	3 (three) evaluations below these ranks by at least two (2) different regional or provincial evaluator, preferably from different regions.

4.4.4        4B or 4A        Three (3) evaluations below these ranks by three (3) different provincial evaluators, preferably from different regions.

4.4.5 Officials Downgrade Through Failure to Meet Maintenance Requirements:

Should an official not provide a maintenance evaluation by **DECEMBER 15<sup>th</sup>**, his/her certification rank will be downgraded to the highest level of evaluation received within that year, with approval from the Provincial Officiating Chair (4B receives a 4C evaluation, may be moved to a 4C). Failure to get an evaluation in that year will result in a drop of one (1) full level at the same category (3A to 2A, 3B to 2B, etc). 1 A/B officials not providing a maintenance evaluation will be downgraded to 1C. Officials will continue to lose one level per year (to a minimum rank of 1C) that maintenance evaluations are not provided.

4.4.6        An official failing to provide a maintenance evaluation as required, may be reinstated at their original rank by providing the same number of evaluations required to originally attain that Rank. (e.g. A 3A official who is downgraded to 2A as a result of failure to provide a maintenance evaluation at Level 3 may be reinstated at 3A by obtaining three (3) 3A evaluations).

**Note:**        Downgrade of an official from these ranks (Level 2-4) must be supported by written evaluations and endorsed by the Officiating Development Chair.

## **5.0 REFEREE ASSIGNMENT GUIDELINES**

**5.1 Description** 5.1.1 It is recommended that Regions adopt the following guidelines for all tournaments held in their Regions:

- Local Associations must send a list of all officials for their tournament three (3) weeks before the tournament to the Regional Officiating Co-ordinator.
- Local Associations must send a copy of the schedule of officials to the Regional Co-ordinator for approval one week prior to the start of the tournament.

5.1.2 The tournament/game assigner should strive to assign AT LEAST ONE (1) OFFICIAL at the given minimum Rank to each game in the following events:

<i>Event</i>	<i>Minimum Rank</i>
Invitational AA level tournaments	3B
Invitational A & B level tournaments	2A
Invitational C level tournaments	1B

5.1.3 Suggested Fee Schedule (per official/game) for O.R.A. Sanctioned Invitational Tournaments for the 2016/2017 season:

<b>Level of play</b>	<b>All age divisions</b>
AA & A (20min. halves)	\$30.00
AA & A (15min. halves)	\$25.00
B & C	\$20.00

5.1.4 Recommended maximum number of games per day for an official is four (4).

5.1.5 Accommodations to be provided for out-of-town officials, if possible.

**5.2 Concussions** 5.2.1 It is the responsibility of any referee who has suffered a concussion to inform both their local Referee-in-Chief and Ontario Ringette. The referee will not be approved to officiate any games until they have been cleared by a doctor.

## **6.0 N.O.C.P. CLINIC INFORMATION**

**6.1 Introduction** There are four (4) types of Officiating certification clinics that have been developed by Ringette Canada:

1, 2/3, 4 and Refresher

A detailed explanation of the certification program appears in previous pages. Briefly stated, the clinic type and target official for each is as follows:

<b>Clinic</b>	<b>Official</b>
Level 1	For the NEW OFFICIAL
Level 2/3	For the fully certified Level 1 official wishing to upgrade to level 2 or 3.
Level 4	For the fully certified Level 3 official wishing to upgrade to level 4.
Refresher 1	For Level 1 and 2 officials wishing to re-certify in rule change years.
Refresher 2	For Level 3 and 4 officials wishing to re-certify in rule change years.

### **6.2 Clinic Details and Guidelines**

6.2.1 It is only through attendance at clinics that officials learn interpretations of rules and mechanics necessary to officiate the game to the best of their ability. Every attempt should be made by the association and the individual official to ensure attendance at the appropriate (and required) clinics.

6.2.2 Clinics may be arranged through the Regional Officiating Co-ordinator. The clinics are offered primarily during the months of October and November.

<b>6.2.3 Clinic</b>	<b>Cost Per Person</b>	<b>Host to Provide</b>
Level 1	\$100.00	one (1) hour of ice, full day classroom, pylons, LCD projector, extension cord, screen, rings, registration table, two (2) stop watches. **Cost based on minimum of seventeen (17) participants
Level 2/3	\$75.00	Full day classroom, no ice, remainder same as for Level 1. **Cost based on minimum of eleven (11) participants
Level 4	\$75.00	Full day classroom, ice optional, remainder same as for Level 1. **Cost based on minimum of nine (9) participants
Refresher	\$50.00	five (5) hours classroom, remainder same as for
Refresher 2	\$50.00	Level 1 clinic, NO ICE required.

**6.3 Clinic Curriculum Overview**

6.3.1 Level 1 Officials Clinic

The Level 1 Clinic is designed to educate the new official in the basic techniques of officiating. The clinic material is covered in approximately six (6) hours, plus 1 hour of ice time to test attendees on required skating skills, plus one (1) hour for the exam which requires a mark of 50% in order to pass.

- Topics Covered:
- Qualifications and pre-game duties
  - Positioning and on-ice mechanics
  - Violations and Rules
  - Body Contact Principles
  - Signals
  - Skating Skills Assessment

**Note: All clinic participants taking part in the skating skills assessment (mandatory for certification at 1C) MUST wear helmets.**

6.3.2 Refresher Clinic 1 and 2

- The Refresher Clinic 1 and 2 is a re-certifying requirement for Level 1, 2, 3 and 4 officials in Rule Change years.
- The clinic serves as a “refresher” on existing rules and mechanics as well as familiarizes participants with new rules and interpretations. It also provides a forum within which officials may enlighten each other on situations occurring in games.

6.3.3 Level 2/3 Officials Clinic

- The Level 2/3 clinic begins with a brief overview of the Level 1 curriculum and includes such things as advanced mechanics, philosophy and psychology of officiating, pre and post game duties, dealing with fights and the evaluation process. A test is included in the curriculum, with a grade of 60% being required to pass. This clinic does not include ice time and runs for approximately seven (7) hours.

6.3.4 Level 4 Officials Clinic

- This nine and a half (9½) hour clinic briefly reviews and extends the information presented in the Level 2/3 Clinic with focus on the philosophy and psychology of officiating. A large part of this clinic is devoted to difficult situations found in the Casebook and arising from discussion among the clinic participants. Inclusion of an ice session is optional depending on the number of clinic participants, resources available and desire of the instructor. The clinic includes an exam with a grade of 70% required to pass the exam focuses largely on case situations found in the Casebook and/or discussed during the course of the clinic.

**6.4 Expenses/Fees: Level 1 and 2/3**

- Fees paid to O.R.A.:
- \$ 3.00 per person (N.O.C.P. fee)
  - \$70.00 O.R.A. Administration

**Clinics**

Instructor Fees:

\$150.00 for 1 instructor  
\$100.00 each for 2 instructors.

**Note:** Regions are now required to pay the honorarium and expenses directly to the instructor(s)

**6.5**

**Expenses/Fees:**

**Level 4 Clinic,**

**Instructor**

**Clinic,**

**Evaluator Clinic**

Fees paid to O.R.A.: (Level 4 clinic only)

\$ 3.00 per person (N.O.C.P. fee)

\$70.00 O.R.A. Administration

Instructor Fees:

\$250.00 per instructor (Maximum of two)

**Note:** See above Instructors note.

---

## **7.0 CODE OF CONDUCT FOR ON-ICE OFFICIALS**

**7.1 Description** As Provincial Event Officials, we are under constant scrutiny, both on and off the ice. As such we must learn to work and enjoy ourselves within acceptable parameters.

7.1.1 Officials are the largest single team at any Provincial Event and we must ensure that we act accordingly. We must remember that the actions of the few may have serious repercussions on the team. Not only do we have to work at presenting an unfaltering image, we must work at ensuring that our teammates do the same. We have the influence to help prevent fellow officials from compromising their reputation and/or status within this event and future events.

7.1.2 The following are minimum requirements for all on-ice officials. Anyone who feels that they cannot fulfill all of the requirements below must notify the Officiating Development Chair immediately, as he/she will be replaced by another official. This is for the good of the team.

- Provide 100% effort in all assigned games; regardless of division, team coach, etc.
- Exhibit professional conduct and decorum at all times, including but not limited to: arena, hotel restaurants and public places.
- Be in assigned hotel room, alone or with assigned roommate, not less than eight (8) hours before your first assignment of each day.
- Vacate any room belonging to an official who must conform to above requirement.
- Drinking of alcoholic beverages will only be allowed after an official's last scheduled assignment, and will not be allowed during the eight (8) hour period immediately preceding any game assignment.
- Declare any conflicts with teams, players, or coaches.
- Understand Officiating Development's concerns with fraternizing with Provincial Event participants. Use extreme care and judgment when dealing with these situations. Discretion is required. Remember, people are always looking for "conflicts of interest", especially when we are involved.
- Conform to dress code.
- Be supportive of all officials, do not discuss other officials when you may be overheard by parents, coaches, players, etc.
- Inform supervisors of all problems or concerns.
- Be familiar with all applicable rules.
- Attend all required meetings (SOBER!) – No smoking at meetings.
- Arrive one half-hour before start or adjusted start time of each assignment, and confirm arrival with arena supervisor.
- Changing of game, or room assignments, must be approved by an officiating supervisor.
- Assist minor officials if necessary.

7.1.3 These requirements must be fulfilled. Failure to adhere will result in action

as determined by the Officiating Development Committee. Officials not meeting the requirements regarding alcoholic beverages will be relieved of any further games, removed as a championship official and be sent home. Officials not meeting the requirements regarding curfew may be relieved for any further games removed as a Championship Official and are sent home.

7.1.4 All actions are subject to further disciplinary action. A Disciplinary Committee will be formed, consisting of the following persons: to be chaired by the President of the O.R.A: the Vice-President Technical, Vice-President Administration, the Officiating Development Chair/Designate, and two (2) Officiating Development Committee Coordinators.

7.1.5 This Committee is to deal with any situation that may arise from the breaking of the Officiating Code of Conduct.

7.1.6 While the above requirements may seem overwhelming they are necessary.

---



## **8.0 GUIDELINES FOR THE SELECTION OF OFFICIALS TO THE PROVINCIAL A AND AA CHAMPIONSHIPS.**

### **8.1 Provincial Selection Process**

8.1.1 For the purpose of selecting officials for the Provincial A and AA Championships, the “Selection Committee” will be made up of the following individuals:

- The Officiating Development Committee (including the Chair).
- All provincial level evaluators currently in good standing with the ORA (officials under any suspension by the ORA are not eligible to participate).

8.1.2 A “check” to ensure the fairness of the process, and that no errors are made that would eliminate any individual from participating in the Championships, will be included in this process.

8.1.3 A neutral third party will be used for this “check”. That individual will be the Vice-President Technical. Should the Vice-President Technical be in conflict, an individual from the Executive Committee that is not in conflict, will be appointed by the President to ensure the process is fair.

8.1.4 This individual will be given a copy of the input from each individual on the Selection Committee - this material will be strictly confidential. Only two (2) people will see this material: the Officiating Chair and the individual doing the check. This individual will also be given a copy of how to correlate this material to achieve the final ranked order of officials for selection to the Provincial Championships.

### **8.2 The Selection Process**

8.2.1 The Officiating Committee will receive a list of AA level three (3) and four (4) officials from the Committee Chair on or before **NOVEMBER 1<sup>st</sup>**. The Committee will review the list for any errors, such as omissions, and will add any individual (regardless of their rank) that they believe should be considered by the Selection Committee. This will be completed and returned to the Chair on or before **NOVEMBER 21<sup>st</sup>**.

8.2.2 In order for an official to be eligible to officiate at the Provincial Championships they must:

- Provincial “A” – attend at least one (1) “A” or “AA” tournament during that season
- Provincial “AA” - attend at least two (2) “AA” tournaments during that season.

8.2.3 The Chair will correlate a complete list of eligible officials, including the additions, and send it to the Selection Committee as part of the selection package on or before **DECEMBER 1<sup>st</sup>**. All packages will be completed and returned to the **CHAIR** on or before **JANUARY 1<sup>st</sup>**. The Chair will make a copy of each response and forward to the Vice-President Technical (or Designate as assigned by the President). That individual will be

responsible to check the results of the Chair using their copy of the responses. The Chair will have the final ranking list of officials ready on or before **JANUARY 7<sup>th</sup>**.

- 8.2.4 Any official receiving three (3) or more RNA's (recommend not attend) will automatically be ineligible to participate in any Provincial Event. See Section 8.9 for further information.
- 8.2.5 The Officiating Committee is allowed to bring up to four (4) minor officials to the Provincial Championships as part of the officiating crew. These officials will be identified as "Up and Comers" by the Regional Coordinator.
- 8.2.6 In the event that the ranking list of eligible candidates has been exhausted, the Officiating Committee will determine the suitable candidates for selection.

**8.3 The Ranking List**

The final ranking list of officials will be used to determine the order of selection of officials for the Provincial Championships. The Officiating Chair **MUST** invite the top twenty (20) officials on the list to the "AA" Provincial Championships and the top **ten (10)** officials to all Provincial Events **in some capacity**. After the top twenty (20) **ten (10)**, the Chair will have some latitude for selecting new or up and coming officials that may not be widely known and thus be lower on the list.

Regardless of whom the Chair selects after the top twenty (20) **ten (10)**, the Chair must be able to justify the selection to the Vice-President Technical (or designate) doing the checking.

**8.4 The Selection Package**

8.4.1 No individual will be permitted input more than once into the process. Each Selection Committee Member will receive one (1) selection package on or before **DECEMBER 1<sup>st</sup>**, to be used in the process. Each package must be completed and returned to the Chair on or before **JANUARY 1<sup>st</sup>**.

- 8.4.2 Each package will contain the following:
  - a list of all eligible officials by region.
  - a set of instructions of how to complete the package.
  - a method in which to transfer the officials according to where they are being ranked.

**8.5 The Ranking Process**

Each official on the list of eligible officials for Provincial selection will be placed in a category by each member of the Selection Committee. If the Committee Member's name should appear on the list of eligible officials, they will be instructed to leave their name out of their selections. Each category has a numeric value attached, and so by correlating all the input from the Selection Committee, each official will have a final ranking number. That number will place them somewhere on the final ranking list, which will then be used to invite officials to the A and AA Provincial Championships.

## 8.6 Rank

The categories and their numeric values are as follows:

- 1 - Capable of officiating U19 and down in AA caliber
- 2 - Capable of officiating U16 and down in AA caliber
- 3 - Capable of officiating U14 and down only in AA caliber
- 4 - Capable of officiating all divisions in A caliber
- 5 - Capable of officiating U19 and down in A caliber
- 6 - Capable of officiating U16 and down in A caliber
- 7 - Capable of officiating U14 and down only in A caliber
- 8 - Capable of officiating U12 Provincial
- RNA - Recommend Not Attend, Value of 12
- NIO - No informed opinion, Value of 9

Each area of the above rank categories will be placed on a separate page, and/or a spreadsheet and each official will be ranked in numerical order.

## 8.7 How to Rank

8.7.1 Each official will receive a four (4) digit numerical rank

8.7.2 The first digit is the **MAXIMUM** game level the official is capable of officiating, 1-8 (i.e. 2=U16AA)

8.7.3 Any official with a ranking of 1-3 will then receive their highest level of “A” calibre as their second digit (i.e. 5=U19A). If the official’s maximum rank is between 4-8, the second digit will be zero (i.e. 60=U16A)

8.7.4 The third and fourth digit is the rank of the official within the category (i.e. 2501, 2502, 2503 or 6001, 6002, 6003, etc.)

8.7.5 An official that has not been seen on the ice in over two seasons will receive an NIO – No Informed Opinion

8.7.6 Officials that you feel should not be invited to Provincials will receive an RNA – Recommend Not Attend.

You must give a valid reason for your recommendation. Poor officiating, not being active, bad attitude either on or off ice are reasonable, personal dislike for an individual is **NOT**. Any official receiving three (3) or more RNA’s will automatically be ineligible to participate in any Provincial event.

### Examples

- 1401 – 1=U19AA maximum level of AA, 4=all levels within A calibre and 01 means they are ranked #1 in their category
- 3607 – 3=U14AA maximum level of AA, 6=maximum level of A calibre U16 and 07 means they are ranked #7 in their category
- 4004 – 4=all divisions in A calibre, zero will always be the second number, 04 means they are ranked #4 in their category
- 7013 – 7=U14A and below, zero will always be the second number, 13 means they are ranked 13 in their category

**8.8 Guidelines for the Selection of Officials to the Ontario Winter Games**

- 8.8.1. The final ranking list from the Provincial A and AA selection process, of the same year, will be used to select officials for the O.W.G. and Challenge Cups.
- 8.8.2. An additional requirement for selection will be on-ice performance.
- 8.8.3. The official must not have attended the Ontario Winter Games during the previous one (1) events (i.e. they can only attend one (1) OWGs every two (2) events)
- 8.8.4. Only those officials that participate on-ice at Challenge Cups, of the same year, will be eligible to officiate at the O.W.G.
- 8.8.5. Every attempt will be made to select officials from four (4) different regions.

**8.9 Guidelines for Selection of Officials to the Eastern Canadian Championships**

- 8.9.1 The official must not have attended the Eastern Canadian Championships during the previous one (1) season (i.e. can only attend once (1) every two (2) years).
- 8.9.2 The official must not have attended the Canadian Ringette Championships.
- 8.9.3 The final ranking list from Provincial A and AA Selection Process, of the same year, will be used to select officials for the Eastern Canadian Championships. The highest ranked officials who are eligible will be selected.
- 8.9.4 An additional requirement for selection will be on-ice performance with input from the Officiating Development Committee.
- 8.9.5 Chair and independent body to confirm ranking then proceed to call officials in order until position is filled.

**NOTE:** Eastern Canadian Championships policy and guidelines for selection of on ice officials.

- Minimum rank 3C, 3B official for U14AA, U16A and U19A divisions
- Minimum rank 3B, 3A officials for 18+ division
- Each province has the right to send three (3) officials

**8.10 Guidelines for Selection of Officials to the U12 Provincial Event**

- 8.10.1 The official shall have a minimum rank of level 2.
- 8.10.2 The Regional Coordinators shall select two (2) officials from their region to participate. Selection of these officials should be done based on input from the local Referees- in-Chief and Evaluators from each region. Note: the NE and NW regions shall be permitted to select two (2) officials total, combined.
- 8.10.3 All officials participating in the Provincial Officiating Development program (POD) shall be selected to attend unless otherwise requested by the POD manager or chair.

8.10.4 The final ranking list from Provincial A and AA selection process, of the same year, will be used to select the remaining officials. Eligibility will be subject to the following:

- The official must not have attended the Provincial AA Championships each of the previous two (2) Seasons.
- The official must not have attended the Provincial A Championships each of the previous three (3) discussions.

8.10.5 No official can attend Provincial AA, Provincial A and U12 Provincial Championships in the same season.

*Note: The U12 Provincial Event is to be used as a developmental opportunity for officials transitioning to the provincial A and AA Championships.*

**8.11 Guidelines for Selection of Shot Clock Operators for Provincial Events**

8.11.1 Host Committee will be responsible for the selection and scheduling of Shot Clock Operators.

8.11.2 Host Committee is responsible for any remuneration for those services or the cost of meals, mileage and accommodations.

8.11.3 Training will be done jointly with the Officiating Committee.

**8.12 Supervisor duties at Provincial Events**

8.12.1 Provide feedback to officials with analysis of on-ice performance.

8.12.2 Liaise between officials and other participants before and after games as required.

8.12.3 Attend all meetings as required.

8.12.4 Ensure officials are prepared to be ready and physically on the ice for scheduled game times.

8.12.5 Enforce code of conduct as required.

## **9.0 OUTREACH PROGRAM**

**9.1 Introduction**      There is a process whereby on-ice officials in Northwestern and Northeastern Ontario can apply for outreach funding that will assist in the betterment of officiating in these regions.

**9.2 Process**            9.2.1 Notify members in these regions (online, ref-o-gram, notice) of the available funding

9.2.2 Registered participants in these regions who are interested in this program are required to complete an application and submit it to the ORA office by October 31<sup>st</sup> of the current season.

9.2.3 The Officiating Development Committee will review applications and select appropriate applicants based on the criteria below:

- Officiating goals of the applicant
- Event for which applicant wants funding for (i.e.: clinic, tournament, etc.)
- Is the applicant receiving funding from other sources?
- Participants' location within Ontario.

The above is subject to funding availability.

---

## **10.0 National Scouting Program**

The purpose of this program is to assist officials who are striving to perform at a National level. Funding may be provided for travel to tournaments outside of the province under the following guidelines:

- 10.1** Officials who are ranked 4C or higher and who have never attended the Canadian Ringette Championships are eligible to apply.
- 10.2** Officials accepted for the National Scouting Program will be reimbursed evenly based on the number of applicants, minus any travel subsidy from the Host.
- 10.3** Out of province tournaments to which officials are travelling under the program must be approved by the Officiating Development Chair.
- 10.4** Application forms must be received in the ORA Office by **December 31<sup>st</sup>**.
- 10.5** Funds will be released to the official after completion of the tournament with verification from the tournament Referee-in-Chief.

## **11.0 Procedure for Handling Complaints Against Officials**

**Note: Procedures for a complaint will follow the ORA discipline and complaints policy**

- 11.1** All complaints must be submitted in writing to the Referee-in-Chief and/or Regional Officiating Coordinator under whose jurisdiction the incident occurred.
- 11.2** Complaints must be received within fourteen (14) days of the incident in question.
- 11.3** The official involved in the incident in question will be informed of the complaint in a timely manner.
- 11.4** Complaints against level one (1) or two (2) officials are to be addressed by the Regional Officiating Coordinator in a timely manner with a synopsis of the issues to be sent to the Officiating Development Chair.
- 11.5** Complaints against level three (3) and four (4) officials are to be forwarded by the Regional Officiating Coordinator within five (5) days of receipt to the Officiating Development Chair.
- 11.6** The Officiating Development Chair will circulate the complaint to the Officiating Development Committee within five (5) days
- 11.7** The Officiating Development Committee (quorum required) will consider the complaint and come to a consensus regarding appropriate action within five (5) days.
- 11.8** The Officiating Development Committee will inform the Officiating Development

Chair of their decision. The Officiating Development Chair will then contact the parties involved.

- 11.9 **Complaints made against an official will be kept on file for four (4) years. The referee will be informed of this record and it may affect Provincial Ranking**

## **12.0 IMPORTANT NOTICE TO ALL LOCAL REFEREES-IN-CHIEF**

**12.1 Introduction** The Local Referee-in-Chief plays an extremely important part in the development of officials in the game of Ringette™. In addition to the annual duties of REGISTRATION of all officials in the association and EVALUATION of the Level 1 officials, we rely on the Local Referee-in-Chief to RELAY RULE INFORMATION to the officials in his/her association. For additional information, see the “ORA Referee in Chief Manual”.

Each association Referee-in-Chief is required to take the Level 1 Officiating Clinic and all required Refresher Clinics in rule change years.

**12.2 Registration of Officials** 12.2.1 The Officiating Program provides each official with access to educational programs clinics, resources, evaluations and rule clarification/interpretation updates. As well, each official is automatically registered with Ringette Canada. Yearly enrollment is mandatory for officials wishing to referee in O.R.A. Sanctioned Events such as tournaments, Regional Championships and the like.

12.2.2 All officials must also be Registered participants of the O.R.A. following the registration and renewal process outlined in section 2.1.

**12.3 Evaluation of Officials** 12.3.1 When a NEW official registers with the O.R.A. and attends a Level 1 clinic, that person is given the rank of 1C. The responsibility to evaluate this official rests largely with the local referee-in-chief. In order for this official to advance to 1B or 1A the local referee-in-chief needs to provide at least one (1) evaluation at this level. For this reason, it is imperative that the local referee-in-chief fulfills his/her responsibility to the officials by evaluating or providing evaluators, not only for upgrade but maintenance.

- 1C
- Off-ice (timekeeper/scorekeeper) officiating in house-league games, U12 and younger.
  - Selected house-league games at the discretion of the local referee-in-chief.

1B Primarily U16 and younger age divisions - this level is primarily for younger officials who lack the maturity to deal with older players or the mature official who has difficulty keeping up with older players.

1A Capable of officiating in all age divisions in house-league.



12.3.2 All evaluations are to be recorded on a Level 1 Officials Evaluation Form (Appendix O-F-03a) and forwarded to the Regional Officiating Co-ordinator no later than **DECEMBER 15th** of the current playing season. Evaluation Forms are available through the Regional Co-ordinator or the O.R.A. office.

**12.4 Local  
Referee-In-Chief  
Seminars**

12.4.1 In order to assist the Referee-in-Chief, the Officiating Program will be presenting daylong SEMINARS specifically designed for the Local Referee-in-Chief. One seminar will be presented in each region. The content of the Seminar includes a review of the membership binder information, an O.R.A. Officiating Program overview, a review of the duties of the Local Referee-in-Chief, rule interpretation questions and answers and a look at the evaluation process through practical application.

12.4.2 It is **STRONGLY RECOMMENDED** that the Referee-in-Chief and one (1) assistant from each registered association in the region plan to attend this seminar. The dates and financial details may be obtained through the respective Regional Officiating Co-ordinator. We sincerely hope that all Referees-in-Chief will take advantage of these information sessions in order to better the officiating in their respective communities and in Ringette™ in general.

**12.5 Tournament  
Referee-In-Chief  
Responsibilities**

12.5.1 Every Invitational Tournament Referee-in-Chief is required to communicate with their respective Regional Officiating Co-ordinator regarding the selection and scheduling of officials for their tournament. Such communication must take place no later than three (3) weeks prior to the tournament's first game, and shall occur solely for the purpose of information interchange. (See Games and Tournaments, Sanctioned Event Rules - Section 3.)

**Note:** For additional information, see the "RIC Tournament Guidelines" manual.

---

## **13.0 PROVINCIAL OFFICIATING DEVELOPMENT (POD) PROGRAM**

### **13.1 BACKGROUND:**

13.1.1 The POD program was started in 2005 as a way of exposing promising officials demonstrating both the desire and the potential ability to one day officiate at the Provincial level, to the elements required to attain that level. Participation in the POD program will provide the participant with a more focused means of receiving feedback and evaluations from Regional and Provincial evaluators. This program will help ensure that the official participates in tournaments and is given the opportunity to officiate in some Provincial calibre games. The end goal of this program is to improve the officiating capability of the participant, facilitate increasing of rank, and provide the necessary tools required of a Provincial Championship official.

13.1.2 The development people who are key in ensuring that this program is successful are the evaluators and the POD Manager. The POD Manager will provide the participant with a list of tournaments from which to select. Once the participant selects the tournaments they wish to attend, the POD Manager will confirm that person's entry and evaluators will be notified of their participation. The evaluators will then provide the participant with written and/or verbal evaluations during the weekend. The participant will typically receive feedback on two to three of their games per tournament, depending on the number of evaluators and POD participants. The participant should never receive less than one written evaluation per tournament. At the end of the weekend, the evaluators will provide the POD Manager with a quick report via email on how the participant performed. Progression of each participant will be reviewed by the POD Manager and the Officiating Development Chair in January and again in April.

13.1.3 Though the success of this program falls on the shoulders of the key development people, it is also the responsibility of the participant to ensure that they follow through with the requirements set out in this document. The official must take the information given to them by the evaluators and the POD Manager and work on the items that are identified. Only then can the official benefit completely from this program.

### **13.2 SCOPE:**

This program is part of a long term officiating development strategy which is aimed at issues including recruitment, retention, and advancement of officials in the sport of ringette.

### **13.3 PERFORMANCE OBJECTIVES:**

13.3.1 The aim of this program is to improve the officiating skills of young referees who have been identified as having high potential to advance in the officiating system.

13.3.2 Focus will be placed on on-ice and off-ice skills including:

- positioning
- penalty selection
- articulating decisions
- overall game awareness
- professionalism
- interpersonal skills

**13.4 PROGRAM  
DESCRIPTION AND  
STRUCTURE:**

13.4.1 Regional Coordinators, in conjunction with RIC's, are responsible for selecting a maximum of two (2) participants per region for the program by May 15<sup>th</sup> of each year.

13.4.2 Each participant must complete the following activities annually:

- Activity 1  
Complete POD program agreement including goals and performance expectations.
- Activity 2  
Read the Official Rules Case Book.
- Activity 3  
Participate in mandatory POD tournament(s) and attend classroom session. (Appendix A)
- Activity 4  
Officiate a minimum of fifty (50) games per season.
- Activity 5  
Maintain a game log and submit it to the POD Manager monthly.
- Activity 6  
Attend a minimum of three (3) Provincial level tournaments per season (note that mandatory POD tournament(s) are included in this count), one (1) of which must be outside the home region.
- Activity 7  
If invited, attend Provincial U12 Event and/or Provincial A Championships.
- Activity 8  
Review POD program agreement with the Regional Coordinator at the end of each season and assess goal achievement and future focus. Provide feedback to the POD Manager and Officiating Development Coordinator on the program as a whole.
- Note: Should a participant be unable to complete any of the above mentioned activities the situation would be reviewed on an individual basis. Status in the program would be determined at the discretion of the

Officiating Development Chair in conjunction with the POD Manager.

- POD participants are not to apply for upgrades while on the program. The POD Manager and Provincial Director of Officials will review the status of all participants in January and April and grant upgrades if requirements are met at these times.

**13.5 SELECTION CRITERIA:**

- 13.5.1 Regional Coordinators, in conjunction with RIC's, are responsible for selecting participants for the program with the following criteria:
- 13.5.2 Age seventeen (17) to twenty-six (26) years as of September 15<sup>th</sup> of the playing season in which he/she is admitted to the program
- 13.5.3 Minimum of two (2) years of experience as a ringette official
- 13.5.4 Strong interpersonal skills
- 13.5.5 Fitness level and skating ability adequate for Provincial level games
- 13.5.6 Demonstrate a high level of responsibility (e.g. responding in a timely manner when offered assignments, being proactive with scheduling conflicts, etc.)

**13.6 PRE-REQUISITES:**

Regional Coordinators will provide each participant with an Official Rules Case Book when the POD agreement is signed. Participants are required to read through the case book prior to their first tournament on the program.

**13.7 RESOURCES:**

- game log (Appendix B)
- Official Rules Case Book
- POD program agreement (Appendix C)
- Official's Journal

**13.8 EQUIPMENT:**

Classroom at mandatory POD tournament(s)

**13.9 ROLES AND RESPONSIBILITIES**

- 13.9.1 Officiating Development Chair
  - ensure continuity between POD program implementation and the strategic orientation of long term officiating development
  - familiarize her/himself with the overall performance of all POD participants
  - review status of all POD participants in January and April and approve all upgrades of POD participants
  - appoint POD Manager and delegate the duty and authority to implement the program
  - plan, in conjunction with POD Manager, classroom session content at mandatory POD tournament(s)
- 13.9.2 POD Manager  
Pre-Season
  - compile POD program agreements from all participants

- decide, in conjunction with the Regional Coordinator and based upon the POD agreement, the age group and level of tournament games each participant requires in order to be challenged optimally (this may change as season progresses)
- send a list of all POD participants to all evaluators in the province
- review ORA sanctioned event list and select appropriate tournaments for the POD program (note that these tournaments should rotate through the different regions and one of the two must be changed each season)
- contact tournament RIC's and ensure that they agree to accept POD participants at their tournament

#### 13.9.3 Game Log

- compile monthly game logs from POD participants

#### 13.9.4 Tournament Participation

- provide POD participants with list of POD tournaments for the season and indicate which are mandatory
- receive list of selected POD tournaments from each participant
- notify appropriate tournament RIC's of POD participants' intentions to attend their tournament and communicate to RIC the age group and level of games each official should receive

#### 13.9.5 Mandatory POD Tournament(s)

- book room for classroom session
- plan, in conjunction with Officiating Development Chair, classroom session content
- arrange delivery of classroom session
- ensure, in conjunction with the tournament RIC, that POD participants' schedules allow for mandatory classroom session
- coordinate with evaluators to ensure that all participants receive at least one (1) written evaluation

#### 13.9.6 Assessment

- familiarize her/himself with the overall performance of all POD participants
- review, in conjunction with the Officiating Development Chair, status of all POD participants in January and April
- monitor compliance of participants with all aspects of the POD program
- recommend to Provincial Director of Officials whether participants should continue in the program or if they have successfully completed the program
- POD manager is only allowed to give one (1) written evaluation to any participant over the duration of their two (2) years.

#### 13.9.7 Regional Coordinators

- select POD program participants according to selection criteria
- discuss POD program agreement with participants and help set goals for the upcoming season
- send completed POD program agreements to the POD Manager and provide participant with a copy

- familiarize her/himself with the overall performance of all POD participants in her/his region
- notify evaluators in the region of the names of POD program participants
- ensure, in conjunction with tournament RIC's in her/his region, that evaluators are aware of the names of POD participants at tournaments
- at the end of the season, review goal achievement with participants

13.9.8 Evaluators

- familiarize her/himself with the overall performance of as many POD participants as possible
- provide formal written evaluations to POD participants
- provide informal feedback to POD participants using the Official's Journal

13.9.9 Tournament RIC's

- ensure that POD participants receive games at an appropriate level based on information provided by the POD Manager
- ensure, in conjunction with the Regional Coordinator, that evaluators are aware of the names of POD participants at tournaments

13.9.10 POD Program Participants

- complete the required activities for the program
- seek guidance when required from the POD Manager, Regional Coordinator, evaluators, etc.

**13.10  
 ASSESSMENT  
 METHODS/  
 CRITERIA:**

Improving officiating skills is measured by the attainment of a higher carded rank or participation at certain Regional or Provincial events.

Each season participants must:

- complete/review POD program agreement
- officiate a minimum of fifty (50) games
- submit monthly game log to POD Manager
- attend mandatory POD tournament(s)
- attend a minimum of two (2) other Provincial level tournaments offered by the POD manager, one (1) of which is out of the home region
- read/review Official Rules Case Book
- attain goals set in the POD program agreement

**13.11 PROGRAM  
 COMPLETION**

The POD Manager, in conjunction with the Officiating Development Chair, has the final say as to whether each official has met the requirements to continue in the program, or has successfully completed the program. Successful completion of the program shall be deemed when any of the following three (3) criteria have been achieved:

- completion of two (2) seasons on the program
- attainment of a level 3 ranking
- participation at "A" or "AA" Provincial Championships

Note that participants will remain on the POD program until the end of the season regardless of the above criteria being achieved.

**13.12 REMOVAL  
FROM THE  
PROGRAM**

Should a participant fail to meet the requirements of the program at any point, the POD Manager shall issue a formal written warning. Should the participant not meet the requirements after two (2) formal written warnings, he/she will be removed from the program.

**13.13  
COMPENSATION  
FOR POD  
MANAGER**

When travelling to the two (2) mandatory POD tournaments, the POD Manager will receive the current approved rate of mileage; meal allowance will also be paid. Any evaluations completed by the POD Manager while at a mandatory POD tournament then he/she will be ineligible for mileage and meal reimbursement.

---

**Appendix A POD Program** Classroom Component 1 of 6

## POD Tournament Classroom Session

<b>BRIEF DESCRIPTION:</b>	<p>This classroom session is designed to provide an opportunity for an open forum discussion of issues which young officials may find challenging. Two (2) potential lesson plans are included which cover the areas of interpersonal skills (professionalism and communication), and technical aspects of the game.</p> <p>Depending upon time available, number of participants, etc. the two (2) lesson plans may not be completed by all participants during their two (2) years on the POD program.</p> <p>The classroom sessions could take the form of a power point presentation, small group exercises, case study discussions, role playing, etc.</p>
<b>OBJECTIVES:</b>	<p>Upon completion both topics, the participant will be able to:</p> <ul style="list-style-type: none"> <li>• review and discuss issues and situations related to professionalism and communication</li> <li>• verbally express interpretations of rulings from the Official Rules Case Book</li> </ul>
<b>INSTRUCTIONAL STRATEGIES:</b>	<p>The following strategies may be used:</p> <ul style="list-style-type: none"> <li>• Power point presentation</li> <li>• role playing</li> <li>• case scenario discussion</li> <li>• demonstrations</li> </ul>
<b>LIST OF TOPICS:</b>	<p>Topic - Interpersonal Skills          Topic - Technical Aspects of the Game</p>
<b>MATERIALS REQUIRED:</b>	<p>Classroom          Computer          LCD Projector          Screen          Flip Chart</p>
<b>SPECIAL INSTRUCTIONS / NOTE TO FACILITATORS:</b>	<ul style="list-style-type: none"> <li>• select topic to be covered</li> <li>• send reminder to participants to review Official Rules Case Book prior to classroom session on technical aspects of the game</li> <li>• material will need to be updated regularly as some participants may complete a topic more than once</li> </ul>



**Appendix A POD Program** Classroom Component 2 of 6

Topic: Interpersonal Skills

**BRIEF DESCRIPTION:** This topic is designed to provide an opportunity for an open forum discussion of issues related to professionalism and communication on and off-ice.

This could take the form of a power point presentation, small group exercises, case study discussions, role playing, etc.

**OBJECTIVES:** At the end of the classroom session the participant will be able to:

- explain in her/his own words what professionalism implies and how it impacts performance
- describe issues which may arise when receiving feedback
- describe challenging situations which may occur on and off-ice in relation to the following:
  - o on-ice partner
  - o coaches
  - o players
  - o spectators

**INSTRUCTIONAL STRATEGIES:** power point presentation  
role playing  
scenario based discussion  
case studies

**Appendix A POD Program** Classroom Component 3 of 6

Topic: Interpersonal Skills

**TEACHING POINTS:**

Evaluation

- review the evaluation form with participants and discuss the different criteria (absolute vs. relative criteria)
- review the expectations of levels one, two, and three officials
- describe different perspectives from which one could receive feedback during an evaluation
- describe the value of receiving feedback from different evaluators from different regions
- discuss the importance of informal feedback vs. formal evaluation

Professionalism

- discuss the importance of projecting a professional image on and off the ice (perception)
- discuss the importance of work ethic regardless of the level of the game
- describe professional attributes of successful officials

Communication

- discuss what body language can communicate
  - o when a game is slow vs. intense
  - o when coaches/players are asking questions
  - o when spectators are very vocal
- discuss what potential phrases can be used when
  - o explaining your decisions to coaches/players
  - o answering questions from coaches/players

**ESTIMATED DURATION:**

1-2 hours.

**TRAINING AIDS:**

Prepare a PPT (this is the responsibility of the facilitator to build his/her own presentation, find video or any other pertinent aids)

**Appendix A POD Program** Classroom Component 4 of 6

Topic: Interpersonal Skills

**NOTE TO FACILITATORS:**

The facilitator should be preparing his/her presentation to ensure that all of the teaching points are covered.

Personal anecdotes and interactive activities can be added to make it more relevant to the POD participants. The use of scenarios should be emphasized as it provides an opportunity for participants to be active in the learning.

Remember to:

- Introduce the topic and give an overall outline of what will be covered
- Present the learning objectives for the session
- Use a motivational hook to get participants thinking about the lesson (perhaps a few anecdotes could be helpful here)

**Appendix A POD Program** Classroom Component 5 of 6

Topic: Technical Aspects of the Game

**BRIEF DESCRIPTION:** This topic is designed to provide an opportunity for an open forum discussion of issues related to technical aspects of the game. This could take the form of a power point presentation, small group exercises, case study discussions, role playing, etc.

**OBJECTIVES:** At the end of the classroom session the participant will be able to:

- discuss the importance of positioning
- discuss rationale for penalty selection
- provide an interpretation of selected rules from the Official Rules Case Book

**INSTRUCTIONAL STRATEGIES:** power point presentation  
 role playing  
 scenario based discussion  
 case studies

**TEACHING POINTS:** Positioning

- discuss primary responsibilities of front and back official
- discuss when to leave FPL based on where play is (quadrant system)
- describe position at net and present scenarios as follows for discussion:
  - o attacking player wants to occupy official s position at net
  - o play is close to the crease on the far side from the official
- discuss when to use the J deep to the right and how to recover from this
  - o stress importance of communication between officials

Penalty Selection

- discuss advantage philosophy
  - o present scenarios which bring this philosophy to light
- discuss common mistakes on penalty calls
  - o e.g. calling tripping where the stick contact is legal but the player s momentum carries them into the fall
  - o anticipating contact before it happens
- discuss importance of penalty selection in selling the call
  - o give examples of poor sells

Specific Rule Interpretation

- stress the importance of being familiar with the Officials Rules Case Book
- discuss rules around FPL and consequences (violation vs. penalty)
- discuss scenarios leading to a penalty shot
- discuss scenarios resulting in an awarded goal

**ESTIMATED DURATION:** 1 - 2 hours

**TRAINING AIDS:** Prepare a PPT (this is the responsibility of the facilitator to build his/her own presentation, find video or any other pertinent aids)

**Appendix A POD Program** Classroom Component 6 of 6

Topic: Technical Aspects of the Game

**NOTE TO  
FACILITATORS:**

The facilitator should be preparing his/her presentation to ensure that all of the teaching points are covered.

Personal anecdotes and interactive activities can be added to make it more relevant to the POD participants. The use of scenarios should be emphasized as it provides an opportunity for participants to be active in the learning.

Remember to:

- Introduce the topic and give an overall outline of what will be covered
- Present the learning objectives for the session
- Use a motivational hook to get participants thinking about the lesson (perhaps a few anecdotes could be helpful here)

**Appendix B**

**GAME LOG - POD PROGRAM**

<b>Game #</b>	<b>Date:</b>	<b>Level:</b>	<b>Partner:</b>	<b>Evaluator Feedback:</b>	<b>Evaluation Level</b>	<b>Game Type</b>

**Appendix C**

**Provincial Officiating Development (POD) Program  
Participant Agreement**

Date:

Participant:

Current Rank:

**The participant agrees to complete the requirements of the POD program as follows:**

Activity 1	Complete POD program agreement including goals and performance expectations.
Activity 2	Read the Official Rules Case Book prior to participation in first tournament on the program.
Activity 3	Participate in mandatory POD tournament(s) and attend classroom session.
Activity 4	Officiate a minimum of fifty (50) games per season.
Activity 5	Maintain a game log and submit it to the POD Manager monthly.
Activity 6	Attend a minimum of three (3) Provincial level tournaments (note that mandatory POD tournament(s) are included in this count), one (1) of which must be outside the home region.
Activity 7	If invited, attend Provincial U12 event and/or Provincial A Championships.
Activity 8	Review POD program agreement with the Regional Coordinator at the end of each season and assess goal achievement and future focus. Provide feedback to the POD Manager and Provincial Director of Officials on the program as a whole.
Activity 9	Attain goals set out in the POD agreement each season

**The participant acknowledges the following policies:**

POD participants are not to apply for upgrades while on the program. The POD Manager and Provincial Director of Officials will review the status of all participants in January and April and grant upgrades if requirements are met at these times.

Should the participant fail to meet the requirements of the program at any point, the POD Manager shall issue a formal written warning. Should the participant fail to meet the requirements after two formal written warnings, he/she will be removed from the program.

**Appendix C**

**Participant Goals:**

Rank to achieve at end of season:

Areas to focus upon:

	Specify details
<input type="checkbox"/> positioning	
<input type="checkbox"/> penalty selection	
<input type="checkbox"/> articulating decisions	
<input type="checkbox"/> overall game awareness	
<input type="checkbox"/> professionalism	
<input type="checkbox"/> interpersonal skills	

Agreement Signatures:

Signature of Participant	Signature of Regional Coordinator