

Southeastern Hockey Officials' Association (SHOA)

Making the Calls



Since 1972

Standard Operating Procedures

SOUTHEASTERN HOCKEY OFFICIALS' ASSOCIATION

STANDARD OPERATING PROCEDURES

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FOREWORD

The Board of Directors in accordance with the Constitution, Article IV, Section 2 has prepared the Manual of Standard Operating Procedures.

Its purpose is to explain policies and procedures that guide SHOA administration and operations. Members are invited to submit recommendations for changes, additions, or deletions at any time, and should be directed to the appropriate officer or director as indicated in the table of contents or in the upper corner of each page.

Each new member will be issued a complete SOP, which is his/her responsibility to maintain and keep current. Page changes will be issued when significant changes are made to the content of any item.

CODE OF PROFESSIONAL CONDUCT

NOTE: Although SHOA officials are not considered professionals, a reasonable degree of conduct and decorum is nonetheless expected. The principles and practices listed below are based on USA Hockey policy and constitute a fair and reasonable standard of professionalism for hockey officials at the amateur level.

1. The official keeps the nature and purpose of the game in proper perspective, understanding that the principal purposes of amateur hockey are to provide recreational benefits, instill value of sportsmanship, build knowledge and appreciation of the game, and teach fundamental skills.
2. The official always bears in mind that his/her role is to interpret and apply the playing rules and, to the extent possible, provide for a safe, impartial, and orderly playing environment.
3. The official does not place his/her role ahead of the rest of the game.
4. The official understands that the game is played for the benefit of the players.
5. The official strives to establish and maintain a mutual respect for and productive rapport with the players and coaches; he/she does not attempt to coach players or criticize the caliber of play.
6. The official prepares himself/herself properly for each game and arrives at the game site in adequate time to complete preparations.
7. The official enters the ice before the players and leaves after the players.
8. The official disqualifies himself/herself from any game in which he/she has a personal interest.
9. The official accepts that he/she is obligated to the players, coaches, and fellow officials to make difficult decisions fairly and objectively, and without undue hesitation
10. The official does not criticize or speak ill of fellow officials, except in internal organizational channels established for that purpose.

DRESS CODE

1. **PURPOSE**: This item establishes standards of dress for officials assigned to games over which SHOA exercises assignment authority, and to games assigned to SHOA officials directly by the USA Hockey Referee-in-Chief or District Referee-in-Chief.
2. **OBJECTIVE**: The policy established in this item recognizes that game officials are highly visible and subject to public scrutiny both on and off the ice. The objective is to foster and enhance the public image of game officials as worthy symbols of respect and authority, thereby strengthening their credibility and reinforcing their sense of professionalism.
3. **POLICY**:
 - a. Uniform and Equipment: The standards specified in the USA Hockey Officiating Manual, Level 1, apply to all SHOA officials.
 - b. Office clothing and appearance
 - (1) Casual dress in good taste is acceptable for all pre-season, regular season and summer games unless otherwise specified by the Vice President for Operations or game scheduler. Work clothing is not considered casual attire, except that military, police, fire and similar uniforms are acceptable. Soiled or tattered clothing or other apparel that detracts from an official's professional image is never acceptable.
 - (2) Coat-and-tie is required for the following assignments unless otherwise specified by the Vice President for Operations or game scheduler:
 - (a) All USA Hockey District, Regional, and National Championship playoff games.
 - (b) All Capital Beltway Hockey League (CBHL), Atlantic Hockey League (ATHL), Maryland Scholastic Hockey League (MSHL), and Eastern Women's Hockey Association (EWHA) playoff games.
 - (c) All invitational tournament games involving out-of-area teams.
 - (d) All pre-season intra-squad and rookie games involving the Washington Capitals.
 - (e) All games played at the MCI Center immediately before or following Washington Capitals' games, except for regular season CBHL games and Adult Hockey contests.
 - (f) The championship final game of any Senior Open, Senior U.S., or Senior No-Check League.
4. **CLARIFICATION**: Officials requiring any clarification of dress code requirements as applied to any game should direct inquiries to the appropriate game scheduler or to the Vice President for Operations.

PERSONNEL MANAGEMENT

1. **PURPOSE:** This item establishes the SHOA personnel management system and implements membership criteria specified in the Constitution.
2. **OBJECTIVE:** To prescribe a uniform system for attaining and retaining membership in the Association, define criteria for the membership categories established in the Constitution, and provide controls for fairly determining eligibility to vote at the Annual Meeting, based on criteria established in the Constitution.
3. **RESPONSIBILITY:** The Director of Personnel has primary responsibility for recruiting new members, assuring that each member completes USA Hockey registration and training requirements, and monitoring the officiating activities of each member so as to ensure that he/she is assigned to the appropriate membership category.
4. **POLICY:**
 - a. A recruiting program for new members shall be developed annually and implemented during the summer months of each year. The recruiting program shall be tailored to meet specific SHOA membership requirements and shall include specific numerical objectives.
 - b. A suitable membership application shall be produced annually and distributed to each prospective new or returning member. In addition to standard biographical information, data items shall include at a minimum, social security number, a means of recording completion of USA Hockey registration and training requirements, meetings attended, game assignments completed, and space for recording counseling and disciplinary action.
 - c. An extract of data, including names, addresses and telephone numbers, shall be provided to the Secretary to permit timely production and updating of membership rosters and mailing label programs.
 - d. The Director of Personnel shall monitor the officiating activities of each provisional member and, upon completion of necessary participation requirements, shall recommend acceptance of each qualified Provisional Member as an Associate Member at the next general membership meeting following such completion. Should the Director of Personnel become aware of any reason why an application for membership should not be accepted or why a qualified Provisional Member should not be advanced, he/she shall make those reasons known to the Board of Directors. The Board, by majority vote, may make a negative recommendation to the membership concerning any Provisional Member and a negative majority vote by the eligible membership shall constitute a rejection of any application. The vote of the membership regarding the acceptability of any Provisional Member shall be considered final.
 - e. The Director of Personnel shall monitor the officiating activities of each Associate Member and, upon completion of necessary participation requirements, shall recommend acceptance of each qualified Associate Member as an Active Member at the next general membership meeting following such completion.
 - f. The Director of Officiating Standards shall coordinate directly with the Director of Personnel and provide details concerning counseling and disciplinary action involving

such member. Details, to include date(s) and amount(s) of fine(s) and length of suspension(s), shall be recorded on the portion of the membership application form set aside for that purpose.

- g. Prior to the Annual Meeting, the Director of Personnel shall review the record of each Active and Associate Member and shall insure that Active Members who have not met mandatory participation requirements as of the date of the Annual Meeting are reverted to Associate Membership. The resulting list of current Active Members eligible to vote shall be provided to the Secretary prior to the conduct of the annual election of officers and directors.
- h. The Director of Personnel shall also advise the Secretary on matters pertaining to voting eligibility, as required, at any general or special meeting.
- i. The Director of Personnel shall undertake appropriate activities to publicize and promote the activities of the Association.

5. **RINK DIRECTORY**: In addition to personnel management actions, the Director of Personnel shall also develop and maintain a directory of ice rinks located within the SHOA area of operations. The directory shall include, at a minimum, the name of each rink, street address, telephone numbers, travel directions, dressing room location, and any other pertinent information. A copy of the current directory shall be provided to each member. Those members with internet access may also find rink directions on the MSHL web site.

ADOPT-A-REF PROGRAM

1. **PURPOSE**: This item establishes policy and procedures for the orientation and guidance of new members, except experienced officials who transfer to SHOA from another area or association. In any officiating organization, the seasoned, experienced officials (regardless of age) are naturally admired and respected by newer, younger officials and are thus in a position to help introduce newcomers to both SHOA and the officiating profession and to guide them in their personal and professional development.
2. **OBJECTIVE**: This program is intended to introduce new officials to SHOA and the officiating profession and improve the retention rate of new officials by providing them with direct access to a senior official who will act as a personal source of information, guidance, and support.
3. **POLICY**:
 - a. This program will be managed and directed by the Director of Personnel.
 - b. Each new provisional member, except experienced transfers, will be given the name, address, and telephone number of a sponsor, who will be an experienced official knowledgeable in both on-ice officiating techniques and SHOA operating procedures, and who has indicated a willingness to help guide and develop new members in their first year as officials.
 - c. Experienced officials who transfer to SHOA from another area or association will not normally be assigned a sponsor. The Director of Personnel, however, will assure that such members become familiar with SHOA operating procedures so they can immediately become productive.
 - d. Any associate or active member with two or more years of SHOA experience may be appointed a sponsor. Members willing to serve as sponsors should make their availability known to the Director of Personnel.
 - e. The Director of Personnel will assign new members to sponsors based on age, residential proximity, common interests, or any other factor that can be expected to promote effective interaction between sponsor and new member. Sponsors may request assignment of a particular new member on a by-name basis, where appropriate
 - f. Each sponsor will be assigned only one new member wherever possible in order to maintain one-on-one relationships between sponsors and new members.
 - g. Sponsors will remain assigned to new members for a period of one year from the date of assignment or until a new member is accepted as an active member, whichever occurs first.
4. **ACTIONS**:
 - a. The nature, frequency, and scope of activities appropriate to this program is limited only by the commitment and imagination of the sponsor and the receptiveness of the new member.
 - b. Any activity that promotes the orientation and retention objectives outlined in paragraph 2 is appropriate and encouraged. The key is continuing, positive two-way interaction between sponsor and new member.

c. At a minimum, each sponsor should --

- (1) Take the initiative to contact the assigned new member(s) and introduce himself/herself as the new member's personal point of contact within SHOA.
- (2) Ensure that each assigned new member knows how to obtain game assignments and get paid.
- (3) Ensure that each new member completes his/her USA Hockey registration and annual rules examination on time. While sponsors are encouraged to help new members with the rules exam, they should not provide answers or work the exam for them.
- (4) Work an occasional game with each assigned new member, making appropriate arrangements with the appropriate schedulers. Sponsors who work primarily upper-level games must be prudent in selecting such games so as not to overmatch new officials with little or no experience. In most cases, a lower-level game should be selected.
- (5) Coordinate with the Director of Training and Evaluation to ensure that each new member is evaluated at least once.
- (6) Take an interest in the development of each assigned new member and generally use your expertise and experience to help him/her have a successful rookie year.

CLASSIFICATION

1. **PURPOSE**: The classification system is established as an internal personnel management program designed to reflect the relative skill levels of individual members and to provide a common reference for matching game assignments to skill levels. The basic purpose is to ensure that members are assigned to games appropriate to their ability and experience. The classification system is separate from, but related to, the USA Hockey proficiency level system.

2. **CLASSIFICATION CATEGORIES AND CRITERIA**: The classification system includes seven categories, as shown in the following table, with descriptions assignment limitations as indicated:

<u>CLASSI- FICATION</u>	<u>DESCRIPTION</u>	<u>REF</u>	<u>ASSIGNMENT LIMITATIONS</u>	
			<u>LINE</u>	<u>2-MAN</u>
AAA	most expert and experienced officials with proven proficiency at the highest competitive levels	None	None	None
AA	Experienced officials of proven superior ability at higher competitive levels.	Sr. Open 19 & under (Junior)	None	None
A	Experienced officials of proven outstanding ability and potential.	Sr. N/C 17 & under (Midget)	None	Sr. Open
BBB	Less experienced officials with proven ability and potential.	Sr. Novice 15 & under (Bantam)	Sr. Open 17 & under (Midget)	Sr. N/C 17 & under (Midget)
BB	Officials with limited experience and a satisfactory record of performance.	13 & under (Pee Wee)	Sr. N/C 15 & under (Bantam)	Sr. Novice 13 & under (Pee Wee)
P	Probationary. Assigned to all new officials and, temporarily, to all new officials transferred from another area.	N/A	Sr. Novice 13 & under (Pee Wee)	Sr. Novice 11 & under (Squirt)

NOTE: Competitive categories referred to under Assignment Limitations on the previous page are defined in the current USA Hockey Policy Guide. Brief descriptions are provided as follows:

Sr. Open:	Adult full-check.	Comprised primarily of experienced players
Sr. N/C:	Adult no-check.	Generally comprised of experienced players.
Sr. Novice:	Adult no-check.	Includes players with little or no experience.
20 & under:	Youth full-check.	Formerly Junior.
17 & under:	Youth full-check.	Formerly Midget.
15 & under:	Youth full-check.	Formerly Bantam.
13 & under:	Youth full-check.	Formerly Pee Wee.
11 & under:	Youth no-check.	Formerly Squirt.
9 & under:	Youth no-check.	Formerly mite.

3. **RELATIONSHIP TO USA HOCKEY PROFICIENCY LEVELS:** USA Hockey proficiency levels form prerequisites to SHOA classification levels as shown below. The Board of Directors may, at its discretion, relax this requirement in individual cases where circumstances warrant.

<u>SHOA CLASSIFICATION</u>	<u>PREREQUISITE USA HOCKEY</u>
AAA and AA	4
A and BBB	3
BB	2
B	1

4. **DETERMINATION AND ASSIGNMENT OF INDIVIDUAL CLASSIFICATIONS:** Classification assignments are determined at least annually by the Evaluation Committee and are based on the following criteria.

- a. Achievement of the prerequisite USA Hockey proficiency level.
- b. Results of individual evaluations.
- c. Number of unexcused no-shows.
- d. Other observations, records, and reports.

After the end of each season, the Director of Training and Evaluation will review the performance and assess the potential of each member and recommend an appropriate classification. The Director may also review classification assignments on an individual basis at any time during the season and change a classification whenever it appears warranted. Final classification assignments will be made by the Director of Training and Evaluation in consultation with the President and Vice President for Operations.

5. **PROBATIONARY STATUS**: All new members automatically receive the "P" classification upon acceptance of their membership and will remain in the probationary classification until appropriately classified. Reclassification from probationary status will be guided by the following criteria:

a. New members with no previous experience or who do not have current USA Hockey officiating credentials will remain in probationary status until the end of the current hockey season and will be reclassified as part of the end-of-season review.

b. New members with current USA Hockey officiating credentials who transfer in from another officiating organization will be initially assigned a 1999 classification but will be formally evaluated as early in the season as possible. The Director of Training and Evaluation will assign an appropriate classification as soon thereafter as possible.

GAME ASSIGNMENTS

1. **PURPOSE**: This item establishes policy and procedures governing the allocation of officiating assignments
2. **RESPONSIBILITY**: The Vice President for Operations is responsible for ensuring that all contracted games are allocated to qualified officials and for developing and implementing procedures to ensure that available assignments are equitably distributed, consistent with age group and competitive considerations explained in SOP Item 4-1. In this connection, he/she shall chair a Game Assignments Committee consisting of all appointed game schedulers, which shall allocate and assign games to eligible members.
3. **POLICY**:
 - a. Each member is responsible for obtaining his/her own game assignments. There are no minimum game requirements other than those specified in the Constitution for attaining and retaining membership. Assignments are obtained by following the procedures explained in paragraph 4
 - b. The scheduling system is based on games played at each rink. Specifically, SHOA will designate a single scheduler for each rink and he/she will assign officials for all games at that rink, regardless of team, league, or other affiliation, except for specifically designated elite teams or leagues.
 - c. Elite teams or leagues are those composed of players whose advanced skills provide for high-level, intense competition that, in turn, requires the assignment of proven, experienced officials. Each elite team or league will be assigned a separate SHOA scheduler who shall assign all games involving that team or league, regardless of rink.
 - d. Members are encouraged to seek assignments to as many different rinks as possible in order to acquire a broad and diverse officiating background and to avoid the appearance of favoritism that results from "homesteading" at a single rink or locality. As an objective, each member is encouraged to officiate at a minimum of ten different rinks each season.
 - e. Members will avoid seeking, and schedulers will avoid assigning, games to which their assignment could present the appearance of a conflict of interest. This specifically includes games in which:
 - (1) The member has a direct or indirect association with one of the two competing clubs.
 - (2) A relative participates as a player, coach, or team or club official.
 - (3) For officials who are also players, games involving the official's team, or teams in the division or other league subgroup in which the official's team competes. The Vice President for Operations should be consulted whenever there is doubt as to whether or not a conflict of interest exists.
 - f. Members are not obligated to accept any assignment offered by a scheduler.

- g. The brokering of games by members or schedulers is strictly prohibited and may result in fines, suspension, or expulsion as specified in Item 6-1, Enclosure 1. Brokering is defined as allocating officiating assignments for money or other considerations or reallocating assignments already received without authorization. Examples of brokering include, but are not necessarily limited to --
 - (1) Selling assignments for a fee.
 - (2) Bartering assignments in return for another official's assignments, except as authorized by paragraph 3h.
 - (3) Over scheduling assignments, then functioning as a middleman in further assigning all or a portion of the overload to other officials, whether or not for a fee or other considerations. Evidence of over scheduling includes --
 - (a) Accepting assignments for two or more games at different rinks that are scheduled to be in progress at the same time.
 - (b) Accepting assignments for games at different rinks with starting times that are so close as to preclude any reasonable chance that the official would be able to travel between rinks in sufficient time to be present for the start of the later game(s).
- h. Brokering does not include giving an assignment to a substitute or the exchanging of games on a one-for-one basis in order to accommodate changes in personal schedules, provided all parties are qualified to officiate the games received, as explained in this item and SOP Item 4-1.
- i. A specific policy for the assignment of officials to Senior Games (listed below) shall be implemented by SHOA schedulers and officials.

4. **PROCEDURE:**

- a. The Vice President for Operations will designate rink and elite-level schedulers not later than September 1st of each year.
- b. Client organizations will be provided with the name(s), address(es), and telephone number(s) of their designated schedulers prior to the start of each season. In the case of the Capital Beltway Hockey League (CBHL), a list of all rink schedulers shall also be provided to each CBHL member club, less those outside the SHOA scheduling area.
- c. A listing of all schedulers will be provided to the membership at the first general membership meeting of each fiscal year.
- d. Clubs will provide copies of their game schedules directly to their designated scheduler(s). Schedule changes will be accepted as provided for in each respective contract.
- e. Members will contact the schedulers of their choice to obtain game assignments. Scheduling requests should be made at least one month in advance (ask for January games in December).
- f. Schedulers are not obligated to initiate contact with members except for hard-to-fill games or where there is a need to assign particular games to particular officials.
- g. Once a member accepts an assignment, he/she is obligated to work it. If an official cannot work an assignment, regardless of reason, he/she remains personally responsible for finding a qualified substitute. Qualification guidance is provided in paragraph 5 and SOP Item 4-1. Obtaining a substitute is not brokering.
- h. An official who does not carry out an assignment or obtain a substitute will be charged with a no-show and the provisions of SOP Item 6-2 apply.
- i. When a game is given to a substitute or exchanged for another assignment, the official initiating the substitution or exchange will notify the appropriate scheduler(s).
- j. On short notice, bona fide emergencies, officials who are unable to fill scheduled assignments should notify the appropriate scheduler(s) or the Vice President for Operations as soon as possible.
- k. Schedulers will submit copies of completed schedules for each month to the Vice President for Operations and the Treasurer not later than the seventh day of the following month. See SOP Item 7-1, paragraph 5a(3). Late submission may result in fines listed in SOP Item 6-1, Enclosure 1. The Treasurer's copy will be used to verify payments to members. The Vice president for Operations will use his/her copy to ensure that game assignments are being allocated fairly and appropriately, and within established policy.

5. **ASSIGNMENT CONSIDERATIONS:**

- a. Schedulers will be guided considerations in making game assignments:
 - (1) USA Hockey proficiency level.
 - (2) SHOA classification by the following
 - (3) Training and development opportunities. Assignments should provide for the progressive development of all officials up to the level of their capabilities. New officials should be started at the lowest competitive levels and gradually given the opportunity to progress to higher levels

based on performance and potential. Conversely, schedulers must guard against assigning officials to games that are beyond their capabilities or moving them to higher competitive levels too quickly. Schedulers may coordinate directly with the Director of Training and Evaluation to obtain evaluation information or provide feedback.

(4) Experience factor. New officials must be assigned with more experienced officials until they demonstrate an acceptable degree of competency at each competitive level.

(5) Competitive level. Assignments will be distributed in accordance with age group and competitive level factors listed in SOP Item 4-1 to the maximum practical extent.

(6) Fairness. Assignments will be distributed equitably among all levels of experience.

(7) Mobility. Officials will be encouraged to seek assignments at different rinks in order to avoid “homesteading”. Experience at a variety of rinks will be a consideration for playoff assignments. Schedulers who have filled their assignments will refer officials requesting games to other schedulers who have not.

- b. Members are expected to decline any assignment offered by a scheduler whenever he/she believes the assignment is beyond his/her capabilities.

GAME REPORTS

1. **PURPOSE:** This item establishes policy governing the completion and filing of game reports by SHOA officials to document incidents of serious misconduct by players, coaches, team officials, or others that occurs during or in connection with hockey games officiated by SHOA.
2. **REQUIREMENT:** SHOA officials are obligated to provide both a telephonic and written game report any time an incident involving serious misconduct occurs and which results in assessment of a game misconduct, gross misconduct, or match penalty, either singly or in any combination.
3. **FORMAT:** Except for instances involving misbehavior by a coach or team official not resulting in a disqualification penalty, two separate written game reports are required, using the following formats:
 - a. A narrative summary of the incident, including penalties assessed, will be written on the reverse of the original of the game score sheet immediately after the game and will be handed to the official scorekeeper before the official(s) leaves the rink.
 - b. A SHOA game report, including a narrative summary, will be completed and mailed to the SHOA Vice President for Operations within 48 hours of each incident. An example is attached as Enclosure 1.
4. **POLICY:**
 - a. The submission of complete, accurate, and timely game reports is the responsibility of:
 - (1) The referee, in games officiated with the one referee/two linesmen system.
 - (2) The senior official in games officiated with the two-referee system.
 - b. The narrative summary, written on the reverse of the original of the game score sheet, must be completed and turned in to the official scorer before the responsible official leaves the rink. The score sheet, with narrative summary, will be forwarded directly to the proper league authorities by the official scorer.
 - c. A telephonic report, generally summarizing the incident, will be rendered to the Vice President for Operations within 24 hours.
 - d. The SHOA game report, in the format at Enclosure 1, will be forwarded to the Vice President for Operations within 48 hours. Information on this report will be used to update the SHOA penalty assessment database and to coordinate final disposition of the incident with the proper league authorities.
 - e. Failure to provide the required telephonic game report will result in an automatic fine of \$5.00 against the responsible official; failure to provide either of the required written reports will result in an automatic fine of \$10.00. See SOP Item 6-1, Enclosure 1.
 - f. The narrative summary on the reverse of the game score sheet will be used to summarize all incidents and all disqualification penalties assessed in that game. A single SHOA game report may be used to record all disqualification penalties arising out of the same incident; however, separate game reports must be submitted for each distinctly separate incident occurring in the same game.

g. Narrative summaries must be clear, concise and complete. They must be written so as to stick to the facts and avoid personal opinion or emotionalism. The function of the game report is to establish the "who, what, when, where, why and how" of the incident. Final disposition of the incident, to include disciplinary measures, is the responsibility of the league authorities, based on the game report.

5. GAME REPORTS FOR INCIDENTS NOT INVOLVING DISQUALIFICATION

PENALTIES: For Capital Beltway Hockey League (CBHL) games only, the responsible official may elect to submit a game report to document incidents of misbehavior by players, coaches, team officials, or spectators which, while not involving a disqualification penalty, nonetheless should be brought to the attention of CBHL authorities. Reports of this type should include only a narrative summary sufficient to completely document the incident and will be forwarded to the Vice President for Operations in accordance with normal procedures. A narrative summary on the reverse of the score sheet is not required.

**SOUTHEASTERN HOCKEY OFFICIALS ASSOCIATION
REPORT TO THE COMMISSIONER**

DATE _____ TIME OF GAME _____ RINK _____

HOME

REASON FOR REPORT:

TIME OF INCIDENT _____ PERIOD _____ SCORE

PENALTIES/COMMENTS:

#	PLAYER NAME	TEAM NAME	INFRACTION	TIME	RULE#	OTHER
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ON THE REVERSE OF THIS PAGE, DESCRIBE THE ENTIRE INCIDENT IN DETAIL. (SEE PAGE #68 OF THE "LEVEL 2 MANUAL" FOR REFERENCE.) FORWARD A COPY OF THIS REPORT, ALONG WITH THE OFFICIAL SCORE SHEET, TO THE COMMISSIONER WITHIN 48 HOURS. ORAL (PHONE) NOTIFICATION MUST BE MADE TO THE COMMISSIONER WITHIN 24 HOURS OF THE INCIDENT.

SIGNATURE

ASSAULTS ON OFFICIALS

1. **PURPOSE:** This item implements USA Hockey national policy for situations involving assaults and attempted assaults on USA Hockey officials by players, coaches, parents, spectators, and others.

2. **REFERENCES:** Officials must be thoroughly familiar with the provisions of the USA Hockey playing rules relating to assaults on officials. Extracts of pertinent provisions of Rule 601 are as follows:

- a. Rule 601(c): If any player is guilty of any one of the following, his team shall be assessed a bench minor - penalty:
 2. In the vicinity of the players' bench, using obscene, profane, or abusive language to any person or using the name of any official coupled with any vociferous remarks.
 4. Interfering in any manner with any game official including Referee, Linesmen, Timekeepers, or Goal Judges in the performance of their duties, unless he has been assessed a more severe penalty under (e) or (g) of this Rule for the same act.
- b. Rule 601(e): If any player is guilty of any of the following, he shall be assessed a misconduct or game misconduct penalty:
 1. Touching or holding the Referee, Linesmen, or any other Game Official with his hand or stick, or tripping or body-checking any such official.
- c. Rule 601(g): If any Player is guilty of any of the following, he shall be assessed a gross misconduct - penalty:
 1. Deliberately attempting to injure an official or Team Official in any manner
 2. Deliberately striking an official, deliberately applying physical force in any manner against an official, deliberately making contact with an official, physically demeaning an official solely for the purpose of getting free of such official during or immediately following an altercation.
- d. Rule 601(b): If any Team Official is guilty of any of the following, his team shall be assessed a bench minor - Penalty.
 4. Interfering in any manner with any Game Official, including the Referee, Linesmen, Timekeepers, or Goal Judges in the performance of their duties.
- e. Rule 601(i): If any Team Official is guilty of any of the following, he shall be assessed a game misconduct penalty:
 1. Using obscene gestures or threatening an official on the ice or anywhere in the rink before, during, or after the game.
- f. Rule 601(j): If any Team Official is guilty of any one of the following, he shall be assessed a gross misconduct penalty:
 1. Holding or striking an official.

2. Deliberately attempting to injure an official or opponent in any manner.
3. **POLICY:** The following policy shall govern the conduct and actions of SHOA officials in situations involving assaults and attempted assaults:
 - a. An official will never provoke a confrontation and will use all reasonable efforts to avoid confrontations.
 - b. An official will never assault a player, coach, or spectator under any circumstances.
 - c. If assaulted, an official should take whatever measures he deems prudent to defend himself however he should not retaliate in any manner. He/she will, however:
 - (1) File a report or complaint with the local police and if the game was sanctioned by USA Hockey:
 - (a) Provide a telephonic report of the incident to the local USA Hockey Supervisor of Officials and the SHOA Vice President for Operations immediately if this
 - (b) Provide a detailed, written report of the incident to the Supervisor of Officials, SHOA Vice President for Operations, and SHOA Director of Officiating Standards within 48 hours.
 - d. An official should not give a statement of any sort, orally or in writing, regarding the incident to anyone, other than the local police. Again if it is a USA Hockey sanctioned game, the USA Hockey Supervisor of Officials and the designated SHOA organizational officials must be notified.
4. USA Hockey Supervisors and SHOA will initiate necessary follow-up action to report the incident to the Southeastern Amateur Hockey Association (SEAHA) and the USA Hockey District Referee-in-Chief and will coordinate directly with SEAHA to arrange for necessary disciplinary hearings or other appropriate action.
5. An extract of Section XIII.C. of the USA Hockey Rules and Regulations describing player sanctions resulting from assaults on officials should be consulted for further information.

TRAINING

1. **PURPOSE**: This item establishes the SHOA training program and provides policy and procedures governing the training of member officials.

2. **OBJECTIVES**: The training program will be organized, managed, and conducted to provide each member official with the skills and knowledge necessary to achieve maximum proficiency, within the individual official's physical and emotional capabilities, and to promote teamwork and standardization among officials

3. **DEFINITIONS**:

a. Entry Training: Training provided to new officials without previous officiating experience.

b. Development Training: Training provided to officials with limited experience that prepares them for officiating assignments at higher competitive levels.

c. Sustainment Training: Training that sustains skills previously developed.

4. **POLICY**:

a. The successful completion of an annual USA Hockey training seminar is a precondition of membership, as specified by Article III, Section I d, of the Constitution.

b. Training is a continuing function, conducted on a year-round basis. In addition to the annual USA Hockey seminars, generally conducted in the Fall, members will be afforded training opportunities as follows:

(1) Training is the primary purpose of the monthly membership meetings conducted during the regular season. Each membership meeting will be regarded primarily as an in-season training seminar.

(2) Summer hockey leagues will be used to provide entry training for new or inexperienced officials in officiating fundamentals, and to provide development training to more experienced officials, particularly those evaluated as having potential to officiate at higher levels. In addition, summer hockey will be used to provide sustainment training for officials at all levels.

c. The Director of Training and Evaluation may request the USA Hockey District Training Director to make additional USA Hockey training seminars available at any time during the year, if warranted by any influx of new members who have not had the opportunity to attend a seminar.

d. The Director of Training and Evaluation will be alert to exploit any unusual or innovative training opportunities that occur during the regular season, such as availability of qualified guest speakers and use of otherwise unused ice time.

e. Training at all times must be relevant and useful to the majority of the membership. To this end, members are encouraged to contact the Director of Training and Evaluation and suggest topics, items of interest, or game situations that should be explained or discussed at a membership meeting.

- f. The Director of Training and Evaluation will continuously review evaluation reports, game reports, and informal input from the membership and address points of interest, suggestions, rules interpretations, and other relevant topics as a regular feature in each edition of the Association's newsletter

5. **IN-SEASON TRAINING:**

- a. Monthly membership meetings are the primary means of providing in-season sustainment training for officials at all levels of experience and proficiency. As a general rule, the Director of Training and Evaluation will use monthly meetings to review situations and incidents that have occurred since the last meeting and that warrant discussion or clarification. In addition, a major theme or topic will be selected as the subject of the main training presentation. Members are encouraged to offer suggestions.
- b. The format for training presentations will be determined by the Director of Training and Evaluation, based on the subject matter to be presented. Presentations may take the form of lectures, group discussions, open forums, demonstrations, videotape, or any other suitable format. The skillful use of innovation and imagination to capture and hold attention will guide presentation planning.
- c. Guest speakers that offer unique or authoritative viewpoints on topics of interest may be used to the extent that they are available. Examples of relevant guest speakers include, but are not limited to, college or professional officials, coaches, trainers, and league administrators.
- d. The Director of Training and Evaluation will be alert to the availability of unscheduled ice time and may combine a membership meeting with on-ice training where appropriate and feasible.

6. **SUMMER TRAINING:** Summer hockey leagues should be used to the maximum practical extent to provide entry, development, and sustainment training for member officials at all levels. Properly planned, summer hockey programs can complement the classroom instruction provided by the USA Hockey training seminars by providing opportunities to acquire, develop, or refine officiating skills under actual game conditions

- b. Training objectives: Summer hockey leagues will be used to support training objectives as follows:
 - (1) Entry training as linesmen for new and inexperienced officials.
 - (2) Development training as referees in the one-referee/two-linesman system for officials who have at least one year of experience, have attended a USA Hockey training seminar within the past year, and who have been assessed as having the necessary skating ability and other potential.
- c. Sustainment training for referees linesmen at all levels.
 - (1) Entry training as referees in the two-referee system for new and inexperienced officials.
 - 2) Sustainment training for less experienced officials generally assigned to lower competitive levels.
- d. Development training for linesmen assessed as having the potential to officiate at higher competitive levels that use the offside pass rule.

- e. Development training for referees in the one-referee/two-linesmen system for officials assessed as having the potential to officiate the highest competitive levels.
- f. Sustainment training for accomplished referees and linesmen at the highest competitive levels.

7. **USA HOCKEY OFFICIATING SEMINARS**: Attendance at a USA Hockey officiating seminar is required of all SHOA members. Seminars are conducted annually, generally in the early Fall, and provide standardized training to USA Hockey officials in all areas in the United States. The Director of Training and Evaluation will coordinate directly with the USA Hockey Southeastern District Seminar Director to assure that appropriate seminars are made available to SHOA member officials. Seminar descriptions are as follows:

- a. Local Seminars. Conducted by the District Training Staff for officials in specific localities. Include the following separate programs:

- (1) Basic Seminar.

- (a) Provides entry training for new officials and sustainment training for officials with limited experience.
- (b) Required of all first-year officials, second-year officials with limited experience, and others registering as USA Hockey Level 1 officials.

(2) Intermediate Seminar.

- (a) Provides development training for Level 1 officials with two years experience who desire to register as Level 2 officials and sustainment training for officials registered at Level 2 or higher.
 - (b) Required of all officials desiring to register at Level 2, and all officials desiring to register as Level 3 or 4 who cannot attend a District Seminar.
- b. District Seminar. Conducted by the National Training Staff for level 3 and 4 officials and selected Level 2 officials who desire to advance to the highest competitive levels. The District Seminar provides --
- (1) Development training for experienced officials desiring to advance to the highest competitive levels.
 - (2) Sustainment training for proven, experienced officials who officiate at the highest competitive levels.

This is an intensive three-day seminar encompassing some 24 hours of ice and classroom time. As a general rule, a District Seminar is conducted in the SHOA area of operations every two years.

Qualified SHOA members are strongly encouraged to attend District Seminars conducted in the local area, and are encouraged to attend District Seminars in other areas.

8. **USA HOCKEY REFEREE DEVELOPMENT CAMPS:**

a. The USA Hockey National Training staff conducts a series of three intensive one-week summer training camps designed to accelerate the development of especially promising officials and provide opportunities to be observed and evaluated for potential assignments at the national, international, and professional levels. Attendance is highly selective and limited to officials with proven ability and potential for accelerated development. SHOA members desiring to be considered for selection to a summer development camp should coordinate directly with the District Referee-in-Chief. The cost of transportation to and from camp location is the responsibility of each selected official. All other costs are borne by USA Hockey.

b. The nature and scope of Referee Development Camps are summarized as follows:

(1) Eastern Regional Official's Camp, U.S. Olympic Training Center, Lake Placid, NY. Open to officials in the eastern United States between 18 and 26 years of age; limited to 27 selectees.

(2) National Official's Camp, U.S. Olympic Training Center, Lake Placid, NY or St. Cloud, MN. Limited to attendance by the most promising graduates of the regional camps; prepares attendees for officiating assignments at the highest amateur levels, and for college and possible professional assignments.

(3) Select Official's Camp, U.S. Olympic Training Center, Colorado Springs, CO. Limited to attendance by the best international and professional prospects.

9. **USA HOCKEY INSTRUCTOR TRAINING:**

Conducted over a four-day period each Spring at the U.S. Olympic Training Center, Lake Placid, NY. Prepares officials for assignment to District Training Staffs. Attendance generally limited to officials who have completed a regional camp or District training seminar and who desire to become instructors in Basic and Intermediate seminars. SHOA officials who wish to be considered for

instructor training should coordinate directly with the District Referee-in-Chief. The cost of transportation is the responsibility of each selected official. All other costs are borne by USA Hockey.

Further information regarding USA Hockey Camps can be obtained by visiting the USA Hockey website.

10. **INDEPENDENT TRAINING OPPORTUNITIES:** In addition to the opportunities provided by USA Hockey, specialized training for officials is also available from several independent sources. SHOA members are encouraged to participate in such programs to the extent they are able.

EVALUATION SYSTEM

1. **PURPOSE:** The evaluation system is established to provide an objective basis for determining the relative proficiency of each member, assess potential, provide a means of self-improvement, and determine overall individual and collective training needs.

2. **CONCEPT:** The evaluation system is based on the principle of objective and constructive criticism. While its immediate purpose is to identify technical flaws, procedural shortcomings, and judgmental issues, its ultimate purpose is to help each official perform to his/her maximum potential. Nothing in the system should be construed as being negative or demeaning.

3. **FREQUENCY AND USE:** To the extent feasible, each member will be formally evaluated twice during each season, ideally once before and once after the Christmas schedule break. The Director of Training and Evaluation will consider results in determining classification assignments and identifying in-season training topics and topics requiring special attention at the annual training seminar.

4. **CONDUCT OF EVALUATIONS:**

- a. Evaluations will be conducted by experienced officials holding "A", "AA", and "AAA" classifications.
- b. Each designated evaluator will be assigned specific games to evaluate, regardless of which officials are assigned. Thus, the more games an official works, the more likely he/she is to be evaluated.
- c. In performing the evaluation assignment, the evaluator will evaluate all officials assigned to that game. This will permit more individuals to be evaluated several times.
- d. Evaluators will not normally inform the assigned officials of his/her presence prior to the game and will conduct the evaluation from an off-ice vantage point. An evaluator is not permitted to formally evaluate his/her partner(s) in games to which he/she is assigned, but may offer informal observations.
- e. The SHOA Official's Evaluation Report attached as Enclosure 1 will be used for the conduct of all evaluations.
- f. After the end of the game, and after the assigned officials have retired to their dressing room, the evaluator will complete the form, then counsel each evaluated official on observations recorded during the game. Counseling will give attention to both strengths and weaknesses and will identify specific areas that need improvement, where appropriate. The second (yellow) copy will be left with each evaluated official. The original (white) copy will be promptly mailed to the Director of Training and Evaluation.
- g. Evaluation cards completed by CBHL and DVHL coaches, and other external sources, will not be considered part of the formal evaluation process. External evaluations will be used to assure consistency with the SHOA evaluation system, fill gaps in evaluation coverage, and provide additional feedback.

5. **EVALUATION CRITERIA:**

- a. **APPEARANCE:** Pertains to the overall physical appearance and conditioning of the official. Assess whether the official looks like an official and whether the official appears to maintain physical stamina throughout the game. Consider cleanliness of uniform and equipment, which

includes display of the USA Hockey crest, nameplate placement, condition of skates, laces, etc. Deduct points for unkempt or missing uniform items (such as crest and/or nameplate), equipment in poor condition, hands in pockets, leaning on boards, or any other habits that detract from a positive image. Deduct points for lack of conditioning, such as inability to keep up with play, coupled with obvious fatigue or an inability to maintain a consistent pace throughout each period and the entire game.

- b. **COMMUNICATION**: Pertains to the official's overall approach to the game and the creation of effective interaction with players and coaches. Credit enthusiasm and positive involvement. Credit ability to maintain a cordial (but not "cozy") relationship with players and coaches. Debit apparent ambivalence or disinterest, including late arrival (except where there are unusual mitigating circumstances). Debit actions that unnecessarily create friction or antagonism with players and/or coaches.
- c. **CONSISTENCY**: Refers to the ability of the official to establish standards of acceptable play and enforce them throughout the game. Credit ability to enforce standards late in the game to the extent that they were enforced early in the game. Credit the ability to maintain those standards in special situations, such as power plays, etc. Debit apparent attempts to compromise standards by trying to even up sides in shorthanded situations or overlooking obvious infractions late in the game that had been earlier enforced.
- d. **DECISIVENESS**: Pertains to the ability of the official to keep the game moving by ruling decisively and limiting any intervening protests or discussions. Credit ability to avoid contact with the penalized team after signaling the infraction by skating immediately to the scorer's table to report the infraction, then returning immediately to his position. Also credit the ability of the official to tactfully limit any subsequent explanations (except for necessary explanations of complex situations). Debit any undue delay in signaling the infraction after it has occurred and any unnecessary instances where the official is drawn into a prolonged discussion with players and/or coaches after the penalty has been assessed. (Do not debit situations where a short explanation is necessary or appropriate.) Debit long, drawn-out discussions between officials that lead to lengthy delays and demonstrate visible uncertainty.
- e. **FACEOFFS**: Include proper location, correct technique, and exit procedures. Credit correct locations, proper technique, effective "drops," and exit procedures (backing towards boards and continuing to watch play). Debit incorrect face off locations, improper technique, poor execution (such as rolling pucks or dropping pucks on end), and poor exit procedures (such as turning back to play or cutting through play to boards).
- f. **HUSTLE**: Generally pertains to extra alertness, physical effort, and determination that results in the official being at the right place at the right time for the right reason. Credit any instances of extra drive and determination. Debit apparent indifference and slow reactions.
- g. **JUDGEMENT**: Pertains to application of the rules; specifically, making the correct decision for the given situation. Credit ability to discern between the appearance of an infraction and the actual occurrence of an infraction (in a tripping situation, did the defender use his stick to take an attacker off his feet, or did the attacker's own momentum cause him to fall over the defender's stick?). Credit ability to make the correct call in the given situation. Debit incorrect rules applications and evidence of using the playing rules as a "crutch" in situations where discretion should apply.

- h. **SIGNALS**: Assess the proper execution and degree of emphasis on all signals, to include hand pass, puck played with high stick, and washouts. The signal must leave no doubt as to what infraction is being called. On penalty signals, the official should come to a complete stop, point toward the offender (with the outstretched palm, not a single finger, or motion miming a gun), announce the member and team of the offender, the infraction, and signal the infraction. The official should then proceed to the scorer's table. Credit clear, crisp signals, maintenance of proper posture, and proper whistle use. Debit improper procedure or penalty signals. Debit signaling of an infraction by an official who has not come to a complete stop and/or has not pointed to the offender (unless that player is in close proximity). Debit any overemphasis which could intimidate or create unnecessary animosity. Debit whistle use that is too weak, unnecessary, or too long.
- i. **TEAMWORK**: Ability to contribute effectively to the officiating team. Credit ability to cover for partner(s) in situations where that official is not in a position to make a call and to screen partner(s) from players and/or coaches in tense situations. Credit instances of consulting with partner(s) in difficult, unusual, or complex situations. Debit any incident that embarrasses partner(s).
- j. **AWARENESS**: Pertains to the ability of the official to be aware of actions peripheral to the play, such as premature substitution of the goaltender, observing of players leaving the penalty box who fail to "tag up" with defending blue line, and too many men on the ice situations. Also pertains to ability to avoid "tunnel vision" and keeping an eye on players not directly in front of the official. Credit ability of official to track players leaving the penalty box and goaltenders being substituted. Credit ability to watch behind the play; credit ability to see and assess penalties for infractions that occur away from the puck; debit performance that continuously allows for infractions occurring away from the puck to go unnoticed; debit lack of attention to the Players-Puck-Position (P-P-P) concept.
- k. **GAME CONTROL**: Refers to the techniques used to maintain control of the game and includes both proper application of the rules and use of other measures not related to the playing rules, such as verbalizing with players when the situation warrants. Take into consideration any action that enhances the image of the official as the person in charge of the game. This includes, but is not limited to, rules enforcement, verbalization, physically preventing antagonists from coming in close proximity to each other, and otherwise defusing situations that are potentially volatile. Also consider inaction where action is clearly called for, yelling (rather than talking) to players, and generally remaining reactive rather than proactive. (Note: although their primary concern is not the assessing of penalties, linesmen play an integral role in game control. Their actions, both physical and verbal, or lack thereof, directly affects the overall degree and effectiveness of game control. Assess actions of linesmen accordingly.)
1. **SKATING**: Refers to fundamental skating skills taught in USA Hockey officiating seminars that must be used by all officials, regardless of the level of game or the officiating system used.
- (1) **Forward**: Credit properly executed forward strides and use of forward crossunders. A properly executed forward stride includes thrusts to full extension and returns to full recovery. Also credit proper (front-to-back) arm swing. Debit short strides, "bobbing," "high kicking," and "railroading." Also debit improper knee bend and any tendency to watch skating at the expense of watching play.
- (2) **Backward**: Credit properly executed backwards strides, especially on the goal line. Credit proper extensions, returns and backward crossunders. Debit improper knee bend

and balance problems, and any tendency to concentrate on skating at the expense of watching the play.

(3) **Control Turns**: Credit proper turn and crossunders execution and proper knee bend. Debit improper techniques that lead to wide turns, turning toward boards, and concentration on the turn at the expense of watching the play. Debit instances of coming to a complete stop and changing direction when play is on the opposite side of the rink.

(4) **Speed and Agility**: Credit ability to accelerate with play when necessary and ability to change direction rapidly. Credit ability to stay out of play and avoid collisions. Debit techniques that force official to be continuously tied up in play or inability to efficiently change direction, consistent with the level of play.

(5) **Stops and Starts**: Credit ability to stop and start smoothly without disrupting balance and use of the T- or V-starts and stops. Credit ability to accelerate rapidly in the first three or four strides. Credit ability to stop quickly using control stops. Debit improper starts (such as stepping one foot over the other). Debit improper stops (such as bringing toes of skates together into an inverted V or using boards to stop).

m. **POSITIONING**: Refers to USA Hockey positioning guidelines explained in the USA Hockey Level 1 Officiating Manual. Specific areas of interest are as follows:

(1) **2-Referee System**

(a) **Goal Line Movement**: Credit ability to move between the net and the boards and along boards to stay out of play. Debit techniques that allow the play to move behind the official. Debit movement that brings the official into peril, such as moving toward the net when the play is not at the goalmouth). Debit techniques that force official to make calls from long distances, such as against the boards during a goalmouth scramble.

(b) **Blue Line Coverage**: Credit techniques that allow the official to see the determining edge of the blue line. Credit ability of official to maintain position on blue line as rear official until front official can resume coverage. Credit techniques where rear official moves up to cover front official who is trapped *by play*. *Debit techniques* that continuously force officials to make calls from behind play or while straddling the blue line. Debit techniques where rear official abandons blue line when play could clearly force a close call at the uncovered line. Debit techniques where front official continuously fails to exit zone quickly enough to cover blue line as play exits.

(2) **Referee (3-official system)**

(a) **Goal Line Movement**: See 2-Referee System, Goal Line Movement.

(b) **Keeping Up With Play**: Credit ability of referee to remain 15-20 feet behind play as it breaks up ice. Credit ability to utilize "Sprint, Glide, Sprint" technique of skating from goal line to goal line. Debit performance that leaves referee farther than prescribed distance behind play. Debit performance where referee consistently does not move goal line to goal line. Debit techniques where referee does not utilize opportunity to rest by moving continuously when play is in the Neutral Zone.

(3) **Anticipation**: Credit ability of referee to use control turns and break with play as it leaves end zones. Debit constant inefficient starts and stops if referee could have avoided

using such techniques. Debit practice of waiting until play leaves end zones to begin following play.

(4) **Linesmen:**

(a) **Blue Line Coverage:** Line Coverage. See 2-Referee System, Blue

(b) **Center Ice Movement:** Credit positioning of rear linesman nearly halfway between front linesman and red line. Credit ability of rear linesman to back away from play quickly and anticipate covering line he/she is primarily responsible for. Debit inability to move to position between blue and red lines by rear official. Debit failure to assume proper potential blue line calls by rear linesman as play breaks toward the blue line.

(c) **Coverage for Partners:** Credit ability of front linesman to cover goal line for referee. Credit ability of rear linesman who moves to cover blue line when front linesman moves to goal line to cover for referee. Debit failure to cover goal line by front linesman on obvious scoring opportunity when referee is too far behind play. Debit goal line coverage when repeatedly unnecessary. Debit practice by front linesman of starting to move to goal line and only entering the zone partially. Debit rear linesman who fails to cover blue line when front linesman moves to cover goal line.

SHOA OFFICIAL'S EVALUATION REPORT

OFFICIAL: _____ ASSIGNMENT (R/L) _____ SYSTEM (2/3)
 DATE: _____

HOME TEAM: _____ VISITING TEAM: _____

LOCATION: _____ LEAGUE: _____ LEVEL: _____ SUPERVISOR: _____

EVALUATED PERFORMANCE FACTORS

Rating Scale

1 Unsatisfactory	2 Marginal	3 Satisfactory	4 Proficient	5 Superior
___ Appearance	___ Hustle	___ Game control (<i>check one</i>)		___ Forward
___ Communication	___ Judgement	___ Made a hard game easy		___ Backward
___ Consistency	___ Signals	___ Maintained control		___ Control turns
___ Decisiveness	___ Teamwork	___ Made an easy game hard		___ Speed and agility
___ Face-offs	___ Awareness			___ Stops and starts

Positioning:

2-Referee system	Referee	Linesman
___ Goal line movement	___ Goal line movement	___ Blue line coverage
___ Keeping up w/play	___ Keeping up w/play	___ Center ice movement
___ Blue line coverage	___ Anticipation of change in direction of play	___ Coverage for partner

Technical Comments: *(any rating below 3 (satisfactory) must be explained)*

General Game Notes:

_____ Signature

CONDUCT OF EVALUATIONS

1. **PURPOSE:** This item establishes policy and provides for standardized procedures to be used for the conduct of evaluations.

2. **REFERENCES:** The following portions of the USA Hockey Level 3 Officiating Manual pertain to the conduct of evaluations and must be read and understood by all members designated as evaluators:

<u>TOPIC</u>	<u>PAGES</u>
Personal Style Vs Officiating Skills	34
Officiating Philosophies	42-51
The Importance of Psychological Skills	54-57
Through the Eyes of the Supervisor	57-58
Giving Advice to Less Experienced Officials	61

3. **RESPONSIBILITIES:**

a. The Director of Training and Evaluation is responsible

(1) Overall Evaluation Program. management and direction of the

(2) Assignment of senior officials to evaluate specific games or individuals.

(3) Ensuring that each official is evaluated at least twice, once before and once after January 1st, to the extent possible, considering time and scheduling limitations.

(4) Collection of Evaluation Reports.

(5) Maintenance of an evaluation data base.

(6) Recommending skill classification assignment in consultation with the President and Vice President for Operations.

b. Designated evaluators are responsible for conducting evaluations as assigned by the Director of Training and Evaluation in accordance with established policies and procedures. All officials in classifications "A", "AA", and "AAA" are eligible for assignment as evaluators.

4. **PERFORMANCE FACTORS:** The evaluation system consists of the performance factors described in SOP Item 5-2 and provide a common basis for grading the performance of on-ice officials. The criteria comprising each factor must be scrupulously applied by each evaluator in order to assure fairness and objectivity in assessing relative degrees of proficiency.

5. **EVALUATION PROCEDURES:**

a. Senior officials designated as evaluators are expected to observe at least six games per season. Of these, half should be observed before the Christmas schedule break and half after. The dates, times, and locations of games to be observed is left to each evaluator. Specific evaluation assignments will not normally be made.

b. Evaluators will evaluate all officials assigned to each game being observed.

c. Evaluators will not normally inform the assigned officiating crew in advance that they will be evaluated. Instead, they should arrive at the rink prior to game time and make their observations

from an inconspicuous off-ice location. The intent is to preclude the possibility of pressuring or inhibiting the assigned officiating crew and allow the game to proceed naturally.

- d. Grades and comments will be recorded on the SHOA Officials' Evaluation Report form, a copy of which is attached as Enclosure 1 to SOP Item 5-2. Separate report forms will be completed on each evaluated official. Each performance factor is valued as indicated on the form to reflect an entire range of proficiency. Factors that do not figure in a given game should be graded as "N" (not observed). The technical comment portion is intended to explain the reasons for the assigned numerical grades. The general game notes portion is intended to record notes that do not directly relate to technical performance factors. Include both positive and negative comments in both portions, as appropriate.
- e. After the game, counsel the evaluated official(s) in private, using the evaluation forms as the basis for discussion. Encourage the official(s) to ask questions and clear up misunderstandings. If you need to discuss a point with one official that should not be heard by his/her partner(s), tactfully suggest to that official that he/she talk with you later at some private location.
- f. At the conclusion of the counseling, leave the yellow copy of the evaluation form with the evaluated official(s) as a record of performance and return the white copy to the Director of Training and Evaluation within 10 days.
- g. The Director of Training and Evaluation will total the point values and divide by the number of observed factors to determine the final grade.

6. **EVALUATION DATABASE:**

- a. The Director of Training and Evaluation will establish an evaluation database at the start of each season. As a minimum, data elements will include
 - (1) Official's name.
 - (2) Current USA Hockey proficiency level.
 - (3) Current SHOA classification.
 - (4) Number of games officiated as of the most recent database update.
 - (5) Number of times evaluated as --
 - (a) Referee.
 - (b) Linesman.
 - (c) Referee (2-referee system).
 - (6) Total evaluations as of the most recent database
 - (7) Current average of all evaluation scores.
- b. Additional data fields for CBHL and DVHL coaches evaluations may be established if data is available.
- c. The evaluation database will be updated at least monthly during the course of each season.
- d. A final evaluation analysis report will be submitted to the Board of Directors in April of each year and will be used as a basis for determining SHOA classifications (see SOP Item 4-1).

- e.. The Director of Training and Evaluation will total the point values and divide by the number of observed factors to determine the final grade.

JUDICIAL SYSTEM

1. **PURPOSE:** This item establishes an internal judicial system to govern violation of standards of conduct prescribed for SHOA members and implements Article V of the Constitution.

2. **OBJECTIVE:** Provide for a fair, impartial, and self-governing system of internal discipline that is reasonable and enforceable, thereby enhancing the reliability of officiating services provided by SHOA members.

3. **RESPONSIBILITIES:**

11. The Director of Officiating Standards has primary responsibility for matters related to the conduct of Officials

j . Each member is individually responsible for ensuring that he/she abides by the standards of conduct set forth in Article V, Section 1 of the Constitution and in this SOP.

c. In addition, members are prohibited from brokering games in violation of policy prescribed by SOP Item 4-2. This, however, does not prevent members from assigning a game to a substitute or exchanging games on a one-for-one basis in order to accommodate changes in personal schedules, provided all parties are qualified to officiate the games received, as explained in SOP Item 4-2.

c. **POLICY:**

a. Complaints.

(1) Every provisional, associate, and active member has the right to make known instances of misconduct, wrongdoing, or violations of any of the duly enacted rules, regulations, or standards of the Association.

(2) Complaints alleging misconduct, wrongdoing, or violations of standards should be directed to the Director of Officiating Standards personally, in writing.

(3) Allegations involving the Director of Officiating Standards will be directed to the President in writing.

(4) The confidentiality of all sources will be protected to the extent possible. However, if a complaint leads to an investigation that could result in disciplinary action, each accused member must be given the opportunity to respond to the allegations as explained in paragraph 4b(6).

b. Investigations.

(1) Minor offenses may be resolved by an informal investigation conducted by the Director of Officiating Standards. Minor offenses include --

(a) Isolated no-show incidents.

(b) Failure to file required reports listed in Enclosure 1 to this SOP item.

(c) Other offenses listed in Enclosure 1 that prescribe a fine of \$50.00 or less.

(2) Major offenses require a formal investigation by a Judicial Committee chaired by

the Director of Officiating Standards and consisting of not less than three nor more than seven disinterested active or associate members. Major offenses include:

- (a) Habitual no-show incidents.
 - (b) Any offense listed in Enclosure 1 that prescribes a fine of more than \$50.00, suspension, or expulsion.
 - (c) Any allegation involving filing of false payment claims or misappropriation of Association funds.
 - (d) Any allegation involving misfeasance, malfeasance, or nonfeasance by officers or directors.
 - (e) Any allegation involving brokering or bartering of games in violation of SOP Item 4.2
 - (f) Any action that, in the opinion of a majority of the Board of Directors, could bring dishonor disrepute on the Association.
- (3) If the Director of Officiating Standards is party to a formal or informal investigation, either as an accused or as a witness, the President shall appoint another disinterested officer or director to serve in his/her place.
- (4) Informal investigations may be conducted without an open hearing unless such a hearing is requested by the accused member(s)
- (5) Formal investigations conducted by a Judicial Committee must include an open hearing.
- (6) In every case, an accused member shall be afforded due process, which shall include --
- (a) Notification of the charges against him/her.
 - (b) An opportunity to cross-examine witnesses.
 - (c) An opportunity to introduce evidence present witnesses on his/her behalf.
 - (d) An opportunity to testify on his/her behalf.
 - (e) An opportunity to appeal unfavorable actions.
- (7) Investigations must be completed and findings made within 30 days of the date of the incident or allegation unless an extension of time is granted by majority vote of the Board of Directors.
- (8) Both formal and informal investigations will review the facts and circumstances and all pertinent information regarding each allegation and make findings based on the preponderance of the evidence.

c. Sanctions.

- (1) If a formal or informal investigation does not sustain an allegation, no sanctions will be imposed.

(2) If a formal or informal investigation sustains one or more allegations, sanctions will be imposed as follows:

(a) For offenses listed on Enclosure 1, prescribed sanction will be imposed.

(b) For other offenses, reprimands, fines, or suspensions may be imposed, either singly or in combination, as determined by majority vote of the Board of Directors. The Board of Directors may also recommend expulsion from membership.

d. Implementation.

(1) In all uncontested cases resulting in monetary fines, the Director of Officiating Standards will coordinate directly with the Treasurer to collect any fines imposed. Fines will normally be collected by deductions from earnings.

(2) In all contested cases and in all cases involving possible suspensions or expulsions, the Director of Officiating Standards shall make appropriate recommendations to the Board of Directors, which shall have full authority to impose fines or suspensions, as provided for in the Constitution, Article V, Section 5, or to recommend expulsion from the Association, as provided for in Article V, Section 6.

e. Appeals. Members who receive sanctions under the provisions of this item may appeal such sanctions under the provisions of the Constitution, Article V, Section 7.

FINES AND SUSPENSIONS

<u>Offense</u>	<u>First Occurrence</u>	<u>Additional Occurrences</u>
Any obscene gesture	\$50	\$100 plus 14-day suspension
Brokering of games	\$100 plus 10-day suspension plus removal as a scheduler	Expulsion
Being openly confrontational with any player or coach or other official	\$75 plus 10-day suspension	\$150 plus 20-day suspension
Failure to file game reports:		
Telephone report:	\$5	
Written report:	\$10	
Failure to file Scheduler's Reports	\$10	\$25 plus removal as a scheduler
Inciting any player or coach	\$25	\$50 plus 7-day suspension
Instigating physical abuse	\$100 plus 30-day suspension	Expulsion
No-show (shoot-out)	\$10	
No-show (game)	\$50 per game NTE \$100	\$50 per game NTE \$100 plus suspension
Profanity directed at a player or coach in a youth game	\$25	\$50 plus 7-day suspension
Profanity directed at a spectator	\$50	\$100 plus 10-day suspension
Retaliating with physical abuse	\$100 plus 30-day suspension	Expulsion

NO-SHOW PROCEDURES

1. **PURPOSE**: This item establishes policy governing the investigation and adjudication of incidents involving the failure of an official to fulfill an officiating assignment
2. **RESPONSIBILITY**: The Director of Officiating Standards is responsible for investigating and adjudicating no-show incidents in accordance with procedures outlined in SOP Item 6-1.
3. **DEFINITION**: A no-show is the failure of a member to carry out an officiating assignment, regardless of the number of games involved. Failure to appear at a multiple game assignment, therefore, is recorded as one no-show.
4. **POLICY**:
 - a. An official is considered a no-show if he/she arrives on the ice more than halfway through the first period of an assigned game.
 - b. The official(s) present will notify the appropriate scheduler that an assigned official did not arrive, or arrived late.
 - c. An official who has missed an assignment must contact the appropriate scheduler as soon as he/she becomes aware of the missed assignment to explain the circumstances, if any, that caused the missed assignment.
 - d. Schedulers shall record the date(s), time(s), and location(s) of the game(s) involved, the names of the officials present and absent, and any explanations received, and forward this information directly to the Director of Officiating Standards within **48 hours**.
 - e. The Director of Officiating Standards will conduct an informal investigation of each recorded no-show in accordance with SOP Item 6-1 to determine the reason(s) for each missed assignment. In each case, the investigation will result in one of the following findings:
 - (1) That the absence was caused by factors clearly beyond the control of the official, and is excused. In the case of an excused absence, the no-show will be removed from the official's record and no sanctions will be imposed.
 - (2) That the absence was caused by the fault or neglect of the official, and is unexcused. For each unexcused absence, a no-show shall be entered on the official's record and the fines and/or suspensions prescribed by SOP Item 6-1 shall be imposed automatically, unless contested by the official.
 - (3) Fines for unexcused no-shows shall accumulate on a per-game basis. In a multiple game situation, therefore, multiple fines may be imposed although only one no-show is recorded.
 - (4) In cases where no-shows by the same official become habitual, the Director of Officiating Standards may conduct a formal investigation and recommend appropriate sanctions in accordance with SOP Item 6-1, paragraph 4c.

INTERNAL CONTROL

1. **PURPOSE:** The Internal Control System establishes necessary and appropriate management policies, practices and procedures to ensure the integrity of the Association's financial structure, contain operating costs, and provide for orderly, efficient, effective and accountable management practices in the conduct of the Association's operations

2. **RESPONSIBILITY:** The Vice President for Management has functional responsibility for developing, implementing, and exercising management oversight of the Internal Control System. Specific tasks and subfunctions may be assigned or delegated to individuals or to committees formed for specific purposes.

3. **ANNUAL BUDGET:**

a. The Vice President for Management, in coordination with the Treasurer, shall prepare an operating budget for each Fiscal Year which shall reflect, as accurately as possible, projected income from game fees and other sources, and expenses categorized as follows:

- (1) Game fees payable to members.
- (2) Administrative and operating expenses.
- (3) Training expenses.
- (4) Capital expenses.
- (5) Administration fees.
- (6) All other expenses.

b. The annual budget shall be developed by the Vice President for Management, in coordination with the Treasurer, approved by the Board of Directors and presented to the membership at the first membership meeting of each season.

c. The Treasurer shall exercise due diligence in overseeing budget execution and shall alert the Vice President for Management and the Board of Directors when income in any category is significantly below projections or when expenses in any category is significantly above projections. The Treasurer shall develop and recommend appropriate remedial action, to include reprogramming, reallocation, budget reductions, or special assessments as considered necessary, subject to approval of the Board of Directors.

4. **ESTABLISHMENT OF OFFICIATING FEES AND OTHER CHARGES:**

a. Officiating Fees.

- (1) Officiating fees and related charges for services rendered by the Association or its members shall be based on binding contractual agreements with client organizations to the maximum practical extent. Such contracts should be initiated by SHOA as a matter of standard practice; however, SHOA may elect to become signatory to a contract offered by a client organization when appropriate or advantageous, as determined by the Board of Directors. All contracts shall be negotiated in accordance with the procedures outlined in SOP Item 7-2, approved by the Board of Directors and ratified by majority vote of the membership.

- (2) Fees for one-time exhibition or non-league games or tournaments of short duration may be established on the basis of informal agreement negotiated in accordance with SOP Item 7-2 and approved by the Board of Directors.
- (3) Charges for commercial advertisements placed in the Association's newsletter shall be based on a standard fee schedule developed by the Vice President for Management and approved by the Board of Directors. Members wishing to advertise professional services will be afforded a 20 percent discount from the standard advertising schedule.
- (4) All contracts and other agreements shall be signed by the President or Vice President for Management, on behalf of the Association, after ratification by the Board of Directors.
- (5) Resulting game fees shall be consolidated into a Master Game Fee Schedule and attached as an enclosure to SOP Item 8-1.

b. Dues and Other Assessments.

- (1) Each Provisional, Associate and Active member shall be subject to annual dues which shall be used principally to offset capital costs. The amount of dues shall be recommended by the Board of Directors and approved by majority vote of the Active membership. Dues are payable in cash at the first general membership meeting of each fiscal year or may be deducted from the proceeds of officiating fees due each member
- (2) A percentage of the gross game fees due each member shall be withheld by the Treasurer and shall be used principally to offset administrative and operating costs, to include postage, copying, long-distance telephone, and training expenses. The percentage of gross proceeds to be withheld shall be determined by the Board of Directors, based on the annual budget, subject to approval by majority vote of the Active membership.
- (3) Special assessments for specific purposes shall be imposed when necessary as recommended by the Board of Directors and approved by majority vote of the Active membership.

5. **PAYMENTS AND CONTROL OF PAYABLES:**

a. Payment of Members for Officiating Services.

- (1) Payment of members for officiating services rendered will be paid by check on a monthly basis. Payments will be calculated and paid by the Treasurer based on game schedules provided by the Vice President for Operations or on individual claim forms provided by the Treasurer, as determined by the Treasurer.
- (2) Payments due shall be based on the Master Game Fee Schedule in effect at the time the game(s) was played.
- (3) The Vice President for Operations shall cause each scheduler to provide a completed game schedule for each month to the Treasurer not later than the seventh day of the following month. The completed schedule shall identify, at a minimum, the date(s) of game(s) played, the teams involved, the league, age group, starting time, and officials assigned. Identification of officials shall also include the official's assignments (referee, linesman, or referee/2-man system).
- (4) Schedulers who fail to provide required information shall be subject to the fines listed in SOP Item 6-1, Enclosure
 1. Fines assessed will be automatically deducted from any payments due the offending scheduler(s).

(5) Members who have other officials substitute for them are required to notify the appropriate scheduler of the substitution at the time the substitution is made. If the originally scheduled official fails to notify the scheduler of a substitution and the substitute consequently is not paid for that game, the game fee shall be deducted from the account of the original official, credited to the account of the substituting official, and paid at the next pay period. In addition, the original official shall incur a no-show and is subject to fines and other sanctions as provided for in SOP Item 6-1.

b. Reimbursement of Expenses.

(1) Officers, Directors and members who incur out-of-pocket expenses in the conduct of bona fide SHOA-related business may be reimbursed upon presentation to the Treasurer of an expense voucher on a form provided by the Treasurer. Reimbursable expenses include postage, copying costs, long-distance telephone charges, costs related to training, and any other routine charges that, in the opinion of the Treasurer, are reasonable and proper. Expense vouchers should be filed by the 10th of each month and reflect costs incurred the previous calendar month.

(2) Receipts should accompany expense vouchers and are required for any single expense item of \$10.00 or more. Claims for reimbursement of long-distance telephone calls must have a copy of the detailed call record (provided by the long-distance carrier) attached and clearly indicate each call for which reimbursement is claimed.

(3) Anticipated costs of \$25.00 or more for any single expense item requires prior approval of the Treasurer.

c. Payments to Vendors: Payment to commercial sources for goods purchased or services provided shall be made by the Treasurer not later than 30 days after presentation of an invoice, provided that such goods or services have been accepted on behalf of the Association. Except for routine or recurring administrative items, requirements for goods or services will normally be included in the annual budget. Unprogrammed requirements must be approved in advance by the Board of Directors.

d. Countersignature Requirements.

(1) All checks in the amount of \$2,500.00 or more require countersignature by the President or Vice President for Management.

(2) All checks payable to the Treasurer, regardless of amount, require countersignature by the President or Vice President for Management.

6. **COLLECTION AND CONTROL OF RECEIVABLES:**

a. Billing for other than officiating services: The Treasurer shall prepare and forward invoices for services rendered, other than officiating services, not later than 10 days after such services have been provided or delivered. Invoices shall specify that payment in full is due 30 days after the date of the invoice unless other arrangements have been negotiated and approved by the Board of Directors. For full-year advertisements in the Association's newsletter, the advertiser shall be billed for 20 percent of the advertising cost in advance, 20 percent after the first insertion, 40 percent after the fifth insertion, and the remaining 20 percent after the final insertion. Advertising rates shall be determined at the start of each Fiscal Year by the Vice President for Management and approved by the Board of Directors.

b. Billing for officiating services: Billing of client organizations for officiating services will be as agreed to in each underlying contract. Normally, payments will be due in installments, based on the number of anticipated games to be played, at the beginning of each season and

continuing at specified intervals throughout the season. Any refunds due clients at the end of the season must be paid in full prior to completion of the annual audit and preparation of the Annual Financial Report.

- c. Billings for officiating services provided by informal agreement will be as mutually agreed to in advance by the Association and the client. Agreement may specify full payment in advance, billing for the full amount after service have been provided, or a combination of both as recommended by the Vice President for Management and approved by the Board of Directors.

7. **ADMINISTRATION FEES**: In order to provide minimal compensation for extraordinary personal time required in the performance of certain SHOA administrative and staff duties and to provide an incentive for timely and accurate completion of such duties, the following designated individuals shall receive compensation as indicated, based on the stated percentage of gross income from officiating services. Such compensation is payable at the end of each Fiscal Year and is subject to availability of funds:

<u>Position</u>	<u>% of Gross</u>
Treasurer	3
Vice President for Operations	1.5
Schedulers	As specified in each contract

8. **AUDITS**: The Association's financial operations and related records shall be subject to periodic internal audit to assure that receipts and disbursements are accounted for, executed in a timely manner, adequately justified, and properly documented. Conduct of internal audits shall be based on generally accepted accounting standards.

- a. Audit Committee. The Vice President for Management shall annually appoint an Audit Committee consisting of up to three Active or Associate members, at least one of whom shall be a financial management or accounting professional, wherever possible.
- b. Frequency. The Audit Committee shall conduct a formal audit annually after the end of the playing season and before the Annual Meeting, based on the draft of the Treasurer's Annual Financial Report. The resulting Audit Report shall be appended to and made a part of the Annual Financial Report and shall comment on the overall financial condition of the Association, explain any discrepancies or irregularities, and make appropriate recommendations. In addition, the Committee shall conduct at least one informal audit at other time(s) during the Fiscal Year, as determined by the Vice President for Management. Resulting reports shall be delivered to the Board of Directors and noted at the next scheduled general membership meeting.
- c. Remedial Action. Should any audit report disclose discrepancies, irregularities, or inadequate accounting practices, the Board of Directors shall promptly initiate appropriate remedial action and make periodic progress reports to the membership until the irregularities are resolved.

9. **TAXATION**: The tax status of the Association is that of a tax-exempt, not-for-profit corporation. Accordingly, all proceeds, except for reasonable administrative and operating expenses, are passed through to the members, and is taxable as ordinary income. The Treasurer will provide an IRS Form 1099 Misc. (Statement of Miscellaneous Income) to each member, based on payments made in each calendar year. Such statements will be provided as early in each calendar year as possible. State and Federal tax returns required of the Association shall be prepared and filed by the Treasurer in accordance with procedures specified in SOP Item 8-2.

10. **RECORDS**:

a. Minutes of Meetings: The Secretary shall be responsible for keeping and maintaining minutes of all Director's, membership, and special meetings as follows:

- (1) Directors' and general membership meetings: Minutes may be taken and maintained on magnetic tape; however, paper copies of the minutes of all or a portion of such meetings must be produced upon request by officers, directors or, members.
- (2) Special Meetings: Minutes may be taken and maintained on magnetic media or paper copy, as determined by the Board of Directors. Paper copies of minutes kept on magnetic tape must be produced, in whole or in part, as requested by officers, directors, or members.
- (3) Annual Meeting: Minutes may be taken on magnetic tape, but a paper copy of the entire proceedings must be produced and made part of the Association's annual Master File.

b. Administrative Records.

- (1) Master Files: Shall be maintained by the Secretary and, except for financial records, constitutes the official record of the Association for each Fiscal Year. Master Files shall be maintained for a period of five years and shall be transferred to each incoming Secretary as part of the transition process. Master Files shall include, at a minimum:
 - (a) The Association's membership roster.
 - (b) Membership records.
 - (c) Classification records.
 - (d) Disciplinary and counseling records, to include transcripts of all hearings.
 - (e) Contracts for officiating services.
 - (f) Final evaluation summaries.
 - (g) Training records.
 - (h) Official correspondence.
 - (i) Attendance records for meetings and training events
 - (j) Minutes of all meetings.
 - (k) Databases related to analyses of penalties.
 - (1) Scheduling records and related databases.

(2) Functional Files: Shall be maintained by each Officer, Director and the Chairs of all committees and subcommittees and shall include such working papers, documentation, and other records as may be considered necessary in carrying out specific functions. Functional files shall be passed on to each successor as part of the transition process and documentation retained or destroyed at the option of each incoming officer or director. Functional files which also qualify as Master Files, as described above, may be maintained during the Fiscal Year by the Officer, Director, or committee chair in lieu of the Secretary, as mutually agreed; however, copies of relevant correspondence and records must be turned over to the Secretary at the end of the Fiscal Year for permanent retention in the Master Files. Examples of Functional Files include:

- (a) Contracts and relevant negotiation records.
 - (b) Insurance policies, applications, and relevant supporting documentation.
 - (c) Scheduling records and related databases.
 - (d) Game Reports.
 - (e) Evaluation assignments, reports, working summaries, and related databases.
 - (f) Classification Records.
 - (g) Membership applications and related records.
 - (h) Counseling and disciplinary records.
- c. Financial Records: Shall be maintained by the Treasurer and constitute the official financial record of the Association for each Fiscal Year. Financial records shall be maintained for a period of five years or as prescribed by State or Federal law and shall be transferred to each incoming Treasurer as part of the transition process. Financial records shall include, at a minimum:
- (1) Payroll records and related databases.
 - (2) Association copies of IRS Form 1099 Misc. (Statement of Miscellaneous Income).
 - (3) State and Federal corporate tax returns.
 - (4) Records of receipts and disbursements.

CONTRACT ADMINISTRATION

1. **PURPOSE:** This item establishes SHOA contract administration policy, including negotiation, implementation, and monitoring.
2. **AUTHORITY:** The Vice President for Management has the AUTHORITY to negotiate SHOA contracts, subject to final approval by the membership, and to provide for implementation and monitoring.
3. **RESPONSIBILITY:** The Treasurer shall have day-to-day responsibility for the financial aspects of all contracts: billing clients as necessary, collecting fees, assessing penalties when required, and bringing to the attention of the Board of Directors all accounts that are past due (not paid 30 days after billing).
4. **POLICY:**
 - (a) **Negotiations:**
 - (1) The Vice President for Management shall negotiate contracts with SHOA clients. Duration of contracts may range from a single year to multiple years, as considered to be in the best interests of SHOA.
 - (2) Negotiations shall be based on a fee structure approved in advance by the Board of Directors. The structure shall be sufficiently flexible to allow room for negotiation. Negotiations shall be conducted in good faith, but shall be based on the best interests of SHOA.
 - (3) When a contract has been agreed upon, the final draft shall be signed by the President or the Vice President for Management and the client representative, pending ratification by the board of directors. One copy will be provided to the client. The Vice President for Management and Treasurer shall receive and retain additional copies
 - (b) **Implementation:** The Vice President for Management, in coordination with the Treasurer, shall see to it that the provisions of each contracts is carried out. Primary responsibility for implementation shall rest with the Treasurer.

GAME FEES AND REIMBURSEMENTS

1. **PURPOSE:** This item provides game rates and explains payment procedures.
2. **RESPONSIBILITIES:**
 - a. The Vice President for Management is responsible for negotiating all contracts with client organizations.
 - b. The Treasurer is responsible for disseminating game rates and providing proper claim forms to officials. A copy of the current rates is attached as Enclosure 1.
 - c. Each scheduler will identify the league, teams, competitive level, and specific assignment (referee, linesman, or 2-referee), as well as date, time, and location to each assigned official.
 - d. Each official must file an accurate claim form to request payment for games worked.
3. **GETTING PAID FOR GAMES:**
 - a. Each official shall submit a Games Worked Sheet to the Treasurer at least monthly. Officials who work many games in one month may submit a sheet as soon as it is filled. An example of a completed game sheet is attached as Enclosure 2.
 - b. Completed Games Worked Sheets should be provided to the Treasurer by the 7th day of each month for games claimed from the previous calendar month.
 - c. Each official must sign the Games Worked Sheet certifying that it is correct to the best of his/her knowledge. Unsigned sheets will be returned for signature.
 - d. An official submitting a Games Worked Sheet for games more than 60 days old is subject to a fine of \$10.00 (see SOP Item 6-1).
 - e. Games not claimed within six months of the game date will not be paid.
 - f. Atlantic Hockey League (ATHL) Tier I games will be paid directly by the ATHL. The name and address of each assigned official will be entered on the back of each scoresheet. Each ATHL game will also be reported on the SHOA Games Worked Sheet with the word "NO" entered in the last column (AHL-L/AHL-NL).
4. **PAYMENT:**
 - a. The Treasurer shall pay each official on or about the 15th day of each month. Payment shall be by check and signed by the Treasurer. All checks in the amount of \$2,500.00 or more require countersignature by the President or Vice President for Management.
 - b. The Treasurer shall deduct authorized overhead costs from each check in accordance with SOP Item 7-1.
5. **DUES:** Each official shall pay annual dues to the Association. Dues are normally deducted from the first check paid to an official during the fiscal year. The amount of the yearly dues shall be set by the Board of Directors. See SOP Item 7-1.
6. **EXTRAORDINARY PAYMENTS:** As listed in SOP Item 7-1, the Treasurer, Vice President for Operations, and Schedulers are entitled to receive a percentage of game fees billed during the fiscal year.

be paid by check at the end of the fiscal year and subject to available funds. All checks payable to the Treasurer, regardless of amount, require counter signature by the President or Vice President for Management.

SOUTHEASTERN HOCKEY OFFICIALS ASSOCIATION, INC.
GAMES WORKED SHEET

SOUTHEASTERN HOCKEY OFFICIALS' ASSOCIATION

Game Rates and Notes

1. The Games Worked Sheet should be filled out after you have returned home from the rink, otherwise, you might forget what you did. Don't fill out the sheet in the Officials' Room; these sheets tend to be messy and hard to read.
2. Please send the sheet to the treasurer by the seventh day of each month, or as soon as it is full, whichever occurs first. The last thing a treasurer needs is a three-sheet report. Generally, the treasurer does not mind writing checks; it is the data entry part of the job that is time-consuming.
3. Any game sheet received one week or so before the next general membership meeting will be paid at the membership meeting. This will save postage. If you do not plan to attend the meeting, make a note on the sheet and the check will be mailed to you. Checks are normally mailed on or about the 20th of each month.
4. If you do not know the game rate, don't worry, the treasurer does. The treasurer does endeavor to review the sheets to make sure you are taking credit for the right game. Note that the game rate used is the appropriate rate for the home club.
5. The game level you work is a factor in deciding if you move up a performance level in officiating. If you do not put an age level down, it will be considered a 9-under (Mite) game. It looks awfully embarrassing for a AAA-level official to be listed as having done 20 9-under games and no 17-under games.
6. Please use the age levels on your Games Worked Sheet instead of the old categories. The computer is now programmed to look for the new age groups. The age groups are:

<u>Old</u>	<u>New</u>	<u>Other</u>
Mite	8-under	HS
Squirt	10-under	Sr. Men
Pee Wee	12-under	Sr. Women
Bantam	14-under	
Midget	16-under	
Junior	19-under	

7. Delaware Valley League and CBHL league games. What gives? A number of local teams field clubs in both the CBHL and DVHL. Your scheduler will tell you if you are working a DVHL or CBHL game. This is important, because CBHL and DVHL game rates may not be the same.
8. Tournaments – Generally, CBHL rates apply to all tournaments. However, a special rate will apply to all games that start after 9:30 P.M. Your scheduler will advise you if a special rate applies.
9. What happens if you show up at the rink, but no teams are there? First, call your scheduler. Maybe you're at the wrong rink. If the scheduler tells you that you were at the right rink, put the game down on your sheet with a note that the teams did not show up. You will be paid for the game(s).
10. What about the reverse? What if the teams show up, but you don't? Again, if you know you missed the game, call your scheduler and beg forgiveness. Then read SOP Items 6-1 and 6-2. You may list a no-show on your game sheet, make sure you note that it was a no-show, it will help the treasurer

figure out the status of the game. Fines are expensive. Ensure you honor your commitment and be there.

TAX RECORDS AND REPORTS

1. **PURPOSE**: The Internal Revenue Code of the United States requires that all individuals and corporations file an annual tax return for the preceding tax year. In addition, individuals or corporations making payments to other individuals or corporations during the year are required to notify the government of these payments.

2. **RESPONSIBILITY**: The Treasurer is responsible for filing all tax returns. He/she is also responsible for notifying all members of payments made to them as independent contractors during the preceding calendar year.

3. **TAX RETURNS**:

(a) Since SHOA is the payment agent for its independent contractor members, it must also file IRS Form 1099-MISC, Statement of Miscellaneous Income, for any official who received \$600 or more in net officiating fees during a calendar year. IRS Form 1099-MISC is transmitted to the local Internal Revenue Service Center on Form 1096, Annual Summary and Transmittal of U.S. Information Returns. A copy of each individual 1099 is sent to each official.

(b) If the Association withholds any taxes under the backup withholding rule (see Section 4), the Association must file Form 941 at the end of each quarter.

4. **WITHHOLDING**:

(a) Under the Internal Revenue Code, each official is required to provide a Taxpayer Identification Number (TIN) to the Association. This is generally the official's Social Security Number (SSN), but it may be that the official is incorporated, in which case an Employee Identification Number (EIN) would be acceptable. Failure to provide either an SSN or an EIN by the second payment to the official will result in income taxes being withheld from officiating fees in the amount of 20%.

(b) As independent contractors, no payroll taxes are withheld from an official's payment, unless he/she is subject to backup withholding.

5. **PAYMENT OF EXPENSES**: Payments to officials for necessary expenses, such as telephone calls, copying, postage, etc., are not counted against the \$600 limitation or in the calculation of backup withholding.

6. **ADMINISTRATION FEES**: Payment to the Treasurer and Schedulers as described in SOP Item 7-1, Section 8, is counted against the \$600 limitation and in the calculation of backup withholding.

7. **DEDUCTIBILITY OF EXPENSES**: Each member must declare all officiating income received during the preceding calendar year. He/she may offset the income with certain expenses directly related to officiating duties. The legitimacy of deductions is a matter between the official and the IRS. Each member should seek the advice of competent tax counsel for advice on proper deductions. A summary of guidelines is attached as Enclosure 1.

8. **RECORDS RETENTION**: All tax returns and related filings with the Internal Revenue Service, Social Security Administration, and state and local governments shall remain on file for seven years unless a longer period is specified by law.

TAXES

Under the law, everyone is required to report to the government all sources of taxable income on your annual tax return(s). Taxable income includes officiating fees received from SHOA and any other officiating sources, such as the NIHOA.

If you received over \$600 in payments from SHOA for games worked (not expenses), you will receive an IRS Form 1099-MISC, Statement of Miscellaneous Income, in January. Form 1099-MISC tells the IRS that you received non employee compensation from SHOA.

Now that the easy part is over, declaring the income, the hard part is trying to knock that figure down some to avoid paying taxes. There is nothing wrong in trying to avoid taxes. Just do it legally. It is suggested that if you have a tax question(s) regarding this subject that you contact the tax professional of your choice.

