



POLICIES AND PROCEDURES

FOR OFFICIALS

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GOALS OF THE DIRECTOR OF OFFICIALS

1. All Level 1 and 2 Officials to be supervised in every District.
2. Officials be given a fair opportunity to advance.
3. All concerns of the Referees-in-Chief will receive a quick reply.
4. Handle discipline of Officials in an efficient manner.
5. Qualified Officials officiate the elite leagues.
6. Better relationships with coaches and executive members of hockey associations.

SUSPENSION OF A HOCKEY GAME

Only the Referee or Arena Management can suspend a hockey game. Use the following guidelines. Rule 2.2 (a) A minimum of six players in uniform, not necessarily a goaltender on each team shall be necessary to start the game. In this situation, the clock is set for the length of period of this league and started at game time. After this period, has concluded, the game is over. For unforeseen circumstances, if the team shows up anytime during the first period, the game will be played according to ice availability even if the time runs down to conclude the opening period. This will be noted on the game sheet and the Referee-in-Chief contacted. They will inform their Council Director.

Rule 2.5 (d) Situation 8

When a team is unable to place the exact number of players on the ice to which they are entitled whether due to penalties or injuries, the referee shall suspend the game and report this incident to the Referee-In-Chief. The Referee-in-Chief is to contact their Council Director.

Risk Management

If Officials feel that there is an unsafe condition, they may suspend a game. Examples: Unsafe ice or rink conditions. In these situations, the rink manager should be involved. He is the expert in this field. The Official when conferring with the arena manager, should have a witness on hand to back up his version of what was said. If he is not available, the on-ice Officials should discuss the situation and make a decision. Report this on the game sheet and give a written report to the Referee-in-Chief who will report this to their Council Director.

POWER FAILURE AT ARENAS

If a power failure occurs during a hockey game, follow these guidelines: Wait for half hour and call the hydro company for information. You will get a recorded reply, but they do give updates if possible. If an answer is supplied, consult the coaches and rink management for their input. If you do not get an update, again consult the coaches and rink manger and inform them that the game will be called 1 hour from the time the power went out. If it is a one-hour game, the rink manager will decide how long to wait according on ice availability.

HARASSMENT AND ABUSE

Hockey Canada's policy is that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. The CHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

HARASSMENT is a behavior, by one person towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. It may be physical, verbal, emotional or sexual and the victim may feel discomfort, embarrassment or fear of their safety. One of the defining characteristics of harassment is that it usually takes place where one person is in a position of power over another, or has the trust of another, and then abuses that relationship.

ABUSE is any form of physical, emotional and /or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child.

If Officials feel that a player is being harassed or abused they must report it. Write down as much information as possible, the teams playing, the date, the rink, the period and time it occurred, the number and player's name, the name of the person committing the foul, if you do not know the name, state that you do not know the name but make sure the name of the team is noted and record the incident. **DO NOT WRITE THIS ON THE GAME SHEET.** Send this report to the NOHA office and do not discuss this with anyone except your fellow Officials of that game, ask them for their input if they witnessed this incident. Although we want this reported, you must be positive of your decision. A person's name and reputation could be on the line. If you are not sure whether to write it up or not, contact the NOHA office for their advice.

VERBAL ABUSE

Officials must be encouraged to assess the appropriate penalties to coaches and players who display disrespect or who abuse them in any fashion, however, Officials will not, at anytime, verbally abuse any player, team official, spectator or official.

Each season the NOHA receives reports of Reverse Abuse from Officials. The use of inappropriate comments or gestures are completely unacceptable under any circumstances. The NOHA has adopted the following policy to deal with Reverse Abuse.

All reports of Abuse by Officials will be investigated by the District Referee-in-Chief and Council Director. If the report concludes an Official has directed inappropriate comments or gestures to a coach, player, spectator or official, the NOHA will determine the discipline to be assessed. All reports will be documented and filed. NOHA Officials are always expected to act professionally.

OFFICIALS WITH A CONCUSSION

Officials with a concussion must report it to their Referee-in-Chief and the NOHA. They will not be allowed to officiate until a doctor's note is provided to their Referee-in-Chief and the NOHA.

BLOOD POLICY

1. If a player suffers a bloody wound, their participation should be immediately interrupted until the bleeding is stopped and the wound is properly covered with a medically acceptable dressing.
2. All abrasions and skin lesions must be properly covered with a medically acceptable dressing prior to a player participating in an NOHA sanctioned game or practice.

JEWELRY POLICY

All jewelry, with the exception of Medic-Alert identification must be removed by all Officials prior to participation in NOHA hockey. A finger ring may be worn if it is taped.

DRESS CODE FOR OFFICIALS

Dress Code for Officials in the NOHA for all games (House League and Rep), does not include blue jeans, track pants, jogging suits or team jackets. Failure to adhere to this policy could lead to a suspension. For all U13 AAA, U15 AAA, U18 AAA, Junior A, Tournament of Champions, OHF, and All-Ontario Championships, Officials are to wear a shirt, tie, and dress pants. Neat dress to other hockey games is required.

FAMILY MEMBERS PLAYING OR COACHING

An NOHA official is not allowed to Referee (two-official/arm bands) in the same game in which he or she has an immediate family member registered as a player or a team official. They can line any game provided the exceptions below.

Officials cannot be a team official or player and officiate in the same league or division they participate in.

OFFICIALS THAT PLAY HOCKEY – SUSPENSIONS/PARTICIPATION

Officials that play hockey and are suspended from league play are also suspended from officiating until the suspension has been completed. Officials are not allowed to officiate as a Referee or Linesman in the league they play in. This includes tournaments.

USE OF ALCOHOL

Officials are responsible for the on-ice safety of the players and assessing the appropriate penalties to players that are under the influence of alcohol. The NOHA forbids the use of alcohol in any form on game day prior to officiating.

DEADLINE TO REGISTER

The deadline to register as an NOHA Official is October 31st of each hockey season. The cut off date to have all cross-over registrations to the NOHA is October 31st.

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GOALTENDER'S WATER BOTTLES

Water bottles are allowed on the top of the net. However, they are not there for the use by Officials. Bring your own water bottle and leave it with the timekeeper at the penalty bench. This is for safety reasons.

OFFICIAL'S DRESSING ROOM

Family members and friends are not allowed in the official's dressing room. If an Executive member from a hockey association enters the Referee's room, it is to be written up and given to the District Referee-in-Chief. As Officials, we should encourage a better relationship with coaches. If they would like to talk to you in a reasonable manner, they should be instructed that you will talk to them once you leave the dressing room.

Referees-in-Chief are to advise all Officials when a female Official is on the game, they are not to be in the room changing at the same time as male Officials.

OFFICIALS WEARING A CAST

Officials will not be allowed to officiate until a doctor's note is provided to their Referee-in-Chief and NOHA. To officiate with a cast, the Official must be able to adequately perform their job, a guideline would be, the cast being below the elbow.

PLAYERS WEARING A CAST

If an official notices a player wearing a cast, they are to note this on the back of the game sheet providing the players name, number and team. They will be allowed to play if it is covered. The area to focus on is between the glove and sweater. If the cast is exposed, it must have a protective covering or the player is ineligible to play and the team will be issued a warning.

ANNUAL RE-CERTIFICATION CLINIC LEVELS 1 TO 6

To register, an official must be 14 years of age by December 31st of the current hockey season.

The OHF/NOHA requires all Officials to complete the online re-certification program which includes successfully passing the rules examination and attend an NOHA clinic when requested. If Officials do not pass the exam, they are allowed a re-write.

All Entry-Level, Level 1, 2, and 3 Officials must attend a re-certification clinic annually. All Level 4, 5, and 6 Officials must attend a re-certification clinic at the commencement of a rule change year.

If an Official passes an upgrade exam they are to recertify at the level of the upgrade exam they passed. Example: An Official attends a Level 3 Upgrade Seminar in February; passes the exam but has not been supervised for their full level. The Official would register as a Level 3 the following season even though they have not obtained their full level yet.

UPGRADING OFFICIALS TO LEVEL 2/3/4/5

Please reference the chart below for upgrade requirements for Levels 2-5.

Level	Upgrade Exam/Seminar	Exam Requirement	Successful Supervision (level or higher)	Supervisions Required	Recommendation
2	16 Years of Age	70%	Referee – Atom Rep Linesperson – Peewee	1	District RIC Director of Officials
3	Yes	80%	Referee – Peewee Rep Linesperson – Bantam	1	District RIC Director of Officials
4	Yes	80%	Referee – Midget AAA	1	Director of Officials Appointed Supervisor
4L	Yes	80%	Linesperson – Junior A	1	Director of Officials Appointed Supervisor
5	Yes	90%	Referee – Junior A	1	Director of Officials Appointed Supervisor

The NOHA may have the requirement to send an Official for Level 4 certification who works as a Linesperson in Junior A hockey to be provided the opportunity to be selected for a Hockey Canada assignment. If this occurs, the candidate may be supervised at Junior A and be given their Level 4 Linesperson. In order their full level as a Referee, they would need to be supervised and recommended at the U18 AAA level as a Referee.

The NOHA Director of Officials will appoint Supervisors to upgrade Level 4 and 5 Officials.

NOHA CROSSOVER ADMINISTRATION FEE

If an official chooses to officiate within the NOHA and attends a recertification clinic outside of the NOHA, there will be a \$60.00 administration fee before they become a registered official in the NOHA. If an official has registered with the NOHA at any time within a four-year span will not be required to pay a cross-over fee provided they are registered within the Hockey Canada Officiating Program and they are away attending school. An NOHA official cannot be upgraded unless approved by the NOHA.

TOBACCO POLICY

No participant (player, team official, on-ice official or off-ice official) may use tobacco products, chewing tobacco, smokeless tobacco or **vaping** during any league, playoff, exhibition or tournament game or practice (on or off ice) sanctioned by any Member.

Any player or bench official found to be using tobacco products, chewing tobacco, smokeless tobacco or **vaping** during a game will be ejected from that particular game.

The OHF has adopted the Doping and Control Policy as established by the Canadian Centre for Ethics in Sport (CCES). For further information, please see the CCES website at www.cces.ca.

OFFICIALS RETURNING FROM A LEAVE OF ABSENCE

Officials up to a Level 5 that return to officiating after a leave of absence shall be reinstated at the theory of their last assigned HCOP level. To obtain their previous full level, they must:

- Complete a recertification clinic
- Successfully pass the HCOP National Exam at their previously held HCOP level
- Successfully complete one on-ice supervision

When a Level VI Official has not officiated for a season or more or has not registered as a Level VI in the previous year and wants to regain Level VI status, the individual must first obtain Level V status within the Branch. The candidate may then apply to the Hockey Canada Manager of Officiating for Level VI certification, which requires the successful completion of the Level VI examination and on-ice evaluation by a National Supervisor. The cost of such re-assessment shall be borne by the official.

NOHA CREST

For all games that do not come under the NOHA (high school and men's hockey) it is important for each NOHA official to have full knowledge that officiating these games is without insurance. Officiating these games is their responsibility and they are not permitted to wear their NOHA/OHF/Hockey Canada cresting, it must be covered or removed. Officials should only accept games from their Referee-in-Chief or assignor.

SOCIAL NETWORKING

Is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, You Tube, blogging, etc. The Northern Ontario Hockey Association understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the NOHA. The NOHA holds the entire NOHA community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print. Inappropriate behaviour over SOCIAL NETWORKING Media will not be tolerated and may result in disciplinary action being taken by the NOHA.

INJURED PLAYERS – THE ROLE OF THE OFFICIAL

If a player injury occurs during a game the on-ice official shall follow the [Hockey Canada Emergency Action Plan](#). The official continues to assume the role of being in charge of the overall environment; however, the safety person takes over with respect to executing the Emergency Action Plan (EAP) and in making decisions around the injured player.

RECORD CHECKS

The OHF/NOHA Officiating Program requires you to have a valid record check on file with the OHF, submission of this document is mandatory.

Officials who will be 18 during the current season or prior to

On-Ice Officials 18 years and over who have previously not submitted a **VSS** will be required to provide a Vulnerable Sector Search.

When requesting the VSS you will be required to provide a letter to your local police services.

All On-Ice officials 18 years and over must adhere to this Policy even if you turn 18 during the current season.

Officials over 18 who have previously submitted a VSS

If you have submitted an initial VSS to the OHF you are now only required to submit a Criminal Record Check (CRC) every three years.

The CRC can be completed through the online third-party website,
<https://www.sterlingbackcheck.ca>.

OHF Screening Policy 1.9.3

All individuals identified in 1.9.1 MUST complete an initial Vulnerable Sector Verification (VSV) which includes a Canadian Criminal Records Check/Local Police Check through the local police. or SterlingBackCheck or a similar **third-party** agency. Every three years following the initial check all **individuals identified in 1.9.1** must complete a Criminal Records Check/Local Police Check and can do so through a **third-party** CRC agency (i.e., Sterling Backcheck), or by going to their local police service. This is mandatory and an on-going condition of **any individual identified in 1.9.1. Any individual identified in 1.9.1** who is away from the organization for more than one year is required to complete a Criminal Records Check/Local Police Check through a **third-party** CRC agency (i.e., Sterling Backcheck) or their local police service. The VSV may be requested at the request of the OHF Criminal Record Check Inspector.

Submission of Record Check

Upon receipt of this document, you can scan (PDF only) directly to recordcheck@ohf.on.ca (fastest method of entry, or fax it to (519-620-7476), or by mail to the address below (if mailing please keep a copy).

Ontario Hockey Federation
Record Check Inspector
400 Sheldon Drive, Unit 9
Cambridge, ON
N1T 2H9

Record Checks expire after three seasons, if you have a new Criminal Record Check to start the 2021/2022 season in September, it expires May 1, 2024, and you require a new check to start officiating in September of 2024.

CONDUCT AMONG OFFICIALS

In the officiating world, we all develop a camaraderie amongst our fellow teammates. We laugh, tell jokes and rely on each other for support when the games get tough. This is so important to have when on the ice, however, personal boundaries cannot be crossed. We often officiate with young Officials, and Officials of the opposite sex. So we must remember to respect each other on and off the ice.

Things to remember:

Physical contact amongst Officials may not be wanted. Young Officials, Officials of the opposite sex may not receive physical contact the way a best friend would. A hand on the back, shoulder, or even a tap on the head, may not be wanted and Officials need to respect this barrier at all times.

Language of a sexual nature, jokes, swearing should be muzzled in the dressing room. We are role models for these young adults and we need to watch what we say. Inappropriate discussions should be left for at home.