

# **OFFICIATING DEVELOPMENT TABLE OF CONTENTS**

<b>1.0 OFFICIALS DEVELOPMENT PROGRAM .....</b>	<b>2</b>
1.1 PROGRAM GOALS .....	2
1.2 ACHIEVING GOALS.....	2
1.3 INTERPRETATION OF RULES .....	2
1.4 THE N.O.C.P. CARDING STRUCTURE .....	3
<b>2.0 CERTIFICATION - REGISTRATION AND RENEWAL .....</b>	<b>4</b>
2.1 LEVEL 1 CERTIFICATION .....	4
2.2 LEVEL 2 CERTIFICATION .....	4
2.3 LEVEL 3 CERTIFICATION .....	5
2.4 LEVEL 4 CERTIFICATION .....	5
2.5 LEVEL 4 CERTIFICATION RENEWAL.....	6
<b>3.0 EVALUATION PROCESS.....</b>	<b>7</b>
3.1 EVALUATORS PROGRAM .....	7
3.2 REQUIREMENTS .....	7
3.3 DOWNGRADING EVALUATORS .....	8
3.4 DESIGNATED EVALUATORS.....	8
3.5 UPGRADING PROCESS .....	8
3.6 RATIONALE.....	9
3.7 DOWNGRADING PROCESS.....	9
3.8 MAINTENANCE.....	9
3.9 PAYMENT FOR EVALUATORS .....	10
3.10 EVALUATIONS MANAGER - JOB DESCRIPTION .....	10
<b>4.0 RULES CLINIC.....</b>	<b>12</b>
4.1 RULES CLINIC FEES.....	12
4.2 COST BREAKDOWN.....	12
<b>5.0 REFEREE ASSIGNMENT GUIDELINES.....</b>	<b>13</b>
<b>6.0 N.O.C.P. CLINIC INFORMATION.....</b>	<b>14</b>
6.1 CLINIC DETAILS AND GUIDELINES .....	14
6.2 CLINIC CURRICULUM OVERVIEW.....	15
6.3 EXPENSES/FEES: LEVEL 1 AND 2/3 CLINICS .....	16
6.4 EXPENSES/FEES: LEVEL 4 CLINIC.....	16

**7.0 OFFICIATING CLINIC CHECKLIST ..... 17**

**8.0 CODE OF CONDUCT FOR ON-ICE OFFICIALS ..... 18**

**9.0 GUIDELINES FOR THE SELECTION OF OFFICIALS TO THE PROVINCIAL A AND AA CHAMPIONSHIPS..... 20**

    9.1 PROVINCIAL SELECTION PROCESS..... 20

    9.2 THE SELECTION PROCESS ..... 20

    9.3 THE RANKING LIST ..... 21

    9.4 THE SELECTION PACKAGE ..... 21

    9.5 THE RANKING PROCESS ..... 21

    9.6 RANK..... 22

    9.7 RANK 1..... 22

    9.8 RANK 5..... 23

    9.9 RECOMMEND NOT ATTEND..... 24

    9.10 GUIDELINES FOR SELECTION OF OFFICIALS TO THE ONTARIO WINTER GAMES..... 25

    9.11 GUIDELINES FOR SELECTION OF OFFICIALS TO THE U14 (TWEEN) EASTERN CANADIAN CHAMPIONSHIPS ..... 25

    9.12 GUIDELINES FOR SELECTION OF OFFICIALS TO THE U12 PETITE PROVINCIALS CHAMPIONSHIPS ..... 25

    9.13 GUIDELINES FOR SELECTION OF SHOT CLOCK OPERATORS FOR PROVINCIAL EVENTS ..... 25

    9.14 SUPERVISOR DUTIES AT PROVINCIAL CHAMPIONSHIPS ..... 26

**10.0 OUTREACH PROGRAM ..... 27**

**11.0 NATIONAL SCOUTING PROGRAM ..... 28**

**12.0 PROCEDURE FOR HANDLING COMPLAINTS..... 28**

**13.0 IMPORTANT NOTICE TO ALL LOCAL REFEREES-IN-CHIEF ..... 29**

    13.1 INTRODUCTION..... 29

    13.2 REGISTRATION OF OFFICIALS ..... 29

    13.3 EVALUATION OF OFFICIALS..... 29

    13.4 LOCAL REFEREE-IN-CHIEF SEMINARS..... 30

    13.5 TOURNAMENT REFEREE-IN-CHIEF RESPONSIBILITIES..... 30

**14.0 PROVINCIAL OFFICIATING DEVELOPMENT (POD) PROGRAM ..... 31**

**APPENDIX A POD PROGRAM ..... 37**

**APPENDIX B GAME LOG..... 43**

**APPENDIX C POD PARTICIPANT AGREEMENT..... 44**

## **1.0 OFFICIATING DEVELOPMENT PROGRAM**

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

- 1.1 Program Goals**
- 1.1.1 Provide clinics, on-ice evaluations and resources, which promote uniform interpretation and application of the rules.
  - 1.1.2 Establish performance standards for officials at any given level of competition.
  - 1.1.3 Provide a system by which the official may officiate at a level of competition best suited to his/her officiating ability.
- 1.2 Achieving Goals**
- 1.2.1 Clinics - Officiating - Levels 1, 2/3 and 4
    - Refresher (In rule change years)
    - Rules Clinic - for participants (coaches, players, parents)
  - 1.2.2 Resources - Rule Book, Case Book, Body Contact Handbook, etc.
  - 1.2.3 On-ice evaluations.
  - 1.2.4 On-going rule clarifications/interpretations.
  - 1.2.5 Certification and registration of officials with O.R.A. and Ringette Canada.
  - 1.2.6 Continual updates on issues pertaining to officiating via the Ref-O-Gram.
  - 1.2.7 A Travel Subsidy is available for officials from the Northwest Region to enable them to travel to selected tournaments. Officials to be eligible must be identified by the Regional Co-ordinator and ratified by the Regional Committee as officials who are capable of moving within the officiating ranks. This amount should be approximately \$3,600.00 based on 4 officials attending 2 tournaments based on a \$450.00 Travel Subsidy.
- 1.3 Interpretation of Rules**
- Clinics, print material and on-ice practice sessions promote uniformity of rule interpretation and application. As well, these programs allow the official to gain proficiency in game officiating mechanics and become familiar with the PHILOSOPHY of Ringette™ officiating.
- Most importantly, clinics provide the official with an opportunity to contribute to the program through his/her input.
- 1.3.1 All registered officials receive Rule Clarifications and Interpretations in their bulletin the “Ref-O-Gram”. Clarifications/interpretations are available to the membership through the mail package, a newsletter or the website.
  - 1.3.2 It is realized that all aspects of the game of Ringette™ are making rapid advances. We must, therefore, make every effort to educate and train our officials to meet these changing needs. This cannot be accomplished by the individual. It must be a combined effort.

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

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

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

<b>1.4.2 Officiating Category</b>	<b>Function</b>
C	U12 (Petite) and younger age groups at that level of play.
B	U16 (Junior) and younger age groups at that level of play.
A	ALL age groups at that level of play.

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

The Officiating Development Committee submits to Ringette Canada, by **DECEMBER15<sup>th</sup>** of each year, a list of all (O.R.A.) officials currently certified at 4B or above for possible selection to the National Championships.

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

### **2.1 Registration**

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

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

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

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

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

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

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

New officials must also attend a Level 1 Clinic.

### **2.2 Level 1 Certification and Renewal**

<b>Rank</b>	<b>Attainment</b>
1C	Attend Level 1 N.O.C.P. Clinic and pass quiz (50% or higher) plus meet skating assessment requirements.
1B/1A	As in 1C attainment, plus at least one on-ice evaluation by local Referee-in-Chief, community, regional or provincial evaluator.

**Note:** Evaluation Forms must be submitted to Regional Co-ordinators to have level of upgrade recorded.

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

- Renewal:**
- Registration in accordance with section 2a.
  - Attendance at a Refresher 1 Clinic in rule change year.

- Attainment of at least 1 on-ice evaluation once every two (2) years at or above present rank prior to **DECEMBER 15th** of the following year.

**2.3 Level 2  
 Certification  
 and Renewal**

**Rank**

**Attainment**

2 C, B or A

- Full Level 1 Certification.
- Attend a Level 2/3 N.O.C.P. Clinic and achieve a passing mark (60% or better) on required test.
- A minimum of 2 on-ice evaluations by a community, regional or provincial evaluator. At least one evaluation must be by a different evaluator.

**Expiry Date:** **SEPTEMBER 14th** of the following season.

- Renewal:**
- Registration in accordance with section 2a.
  - Attendance at a Refresher 1 Clinic in Rule Change years.

**DECEMBER 15th** of the following year. (See Evaluation Process Maintenance - Page 7).

**2.4 Level 3  
 Certification  
 and Renewal**

**Rank**

**Attainment**

3 C, B or A

- Full Level 2 Certification.
- Attend a Level 2/3 N.O.C.P. Clinic and achieve a passing mark (60% or better) on required test.
- A minimum of 3 on-ice evaluations by regional or provincial evaluators. At least 2 evaluations must be by different evaluators, and one (1) must be by an Evaluator from a different region.

**Expiry Date:** **SEPTEMBER 14th** of the following season.

- Renewal**
- Registration in accordance with section 2a.
  - Attendance at a Refresher 2 Clinic in rule change years.
  - Attainment of at least one on-ice evaluation per year at or above present carded rank (prior to **DECEMBER 15th** of the following year).

**2.5 Level 4  
 Certification  
 and Renewal**

<b>Rank</b>	<b>Attainment</b>
4C, B or A	<ul style="list-style-type: none"> <li>• Full Level 3 Certification.</li> <li>• Attend a Level 4 N.O.C.P. Clinic and achieve a passing mark (70% or better) on required test.</li> <li>• A minimum of 4 on-ice evaluations by provincial evaluators. At least 3 (three) evaluations must be by different evaluators, and one (1) must be by an Evaluator from a different region.</li> </ul>

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

**Expiry Date:**     **SEPTEMBER 14th** of the following season.

- Renewal:**
- Registration in accordance with section 2a.
  - Attendance at a Refresher 2 Clinic in rule change years.
  - Attainment of at least one on-ice evaluation per year at or above present carded rank (prior to **DECEMBER 15th** of the following year).
-

## **3.0 EVALUATOR PROCESS**

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

### **3.1 Evaluators Program**

The Ontario Ringette Association Guidelines for 1 Evaluators Program:

#### 3.1.1 Advancement and Downgrade Guidelines

#### 3.1.2 There are three (3) levels of evaluators:

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

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

### **3.2 Requirements**

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

#### 3.2.1 Moving from Community to Regional Evaluator:

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

#### 3.2.2 Moving from a Regional to Provincial Evaluator:

- must have been a regional evaluator for a minimum of one (1) year
- must complete a minimum of five (5) evaluations in conjunction with a provincial evaluator - over a two (2) year period
- must successfully complete a Level 4 Officiating Clinic
- must submit a written request for advancement to the Officiating Development Committee

#### 3.2.3 Moving from a Regional to Provincial Evaluator:

- must have been a regional evaluator for a minimum of one (1) year
- must complete a minimum of five (5) evaluations in conjunction with a provincial evaluator - over a two (2) year period
- must successfully complete a Level 4 Officiating Clinic

- must submit a written request for advancement to the Officiating Development Committee

3.2.4 In order to maintain certification at all levels, attendance at a Refresher Clinic on Rule Change years is required.

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

**3.3  
Downgrading  
Evaluator**

3.3.1 Those evaluators that display a continuous inability to meet the high standards required to evaluate officials, may, at the discretion of the Officiating Development Committee, be downgraded or removed as an evaluator.

3.3.2 Annual monitoring of all evaluators will be done by the Officiating Development Committee.

**3.4 Designated  
Evaluators**

3.4.1 Local Referee-in-Chief: Authorized to provide evaluations up to and including 1A on his/her local association’s referees.

3.4.2 Designated Level I Evaluator: Authorized to provide evaluations up to and including 1A when appointed by a Regional Officiating Co-ordinator or Officiating Development Chair.

3.4.3 A detailed explanation of the evaluations required for upgrade and maintenance of certification rank appears in previous pages of this section. The information below reiterates the evaluation requirements for Rank UPGRADE, outlines the DOWNGRADE process and specifies requirements for MAINTENANCE of Rank.

**3.5 Upgrading  
Process**

3.5.1 All upgrades must be approved by:

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

3.5.2 All Level officials who wish to be considered for upgrade must complete a “Request for Upgrade” Form and submit it to the Officiating Development Chair.

3.5.3 Given that 4A and 4B officials are eligible for selection to officiate at National Championships, it is imperative that their officiating skill be confirmed by the Provincial Officiating Chair in order that he/she can assist Ringette Canada in their selection of officials for Nationals.

**3.6 Rationale**

Given that 4A and 4B officials are eligible for selection to officiate at National Championships, it is imperative that their officiating skill be confirmed by the Provincial Officiating Chair in order that he/she can assist Ringette Canada in their selection of officials for Nationals.

NOTE: Regional Officiating Development Co-ordinators are required to submit a list of qualified officials for possible selection to officiate at a Provincial Championship Event.

The Officiating Committee is allowed to bring up to four (4) minor officials to the Provincial Championships as part of the

**3.7  
Downgrading  
Process**

Rank	Number of Evaluations
1B or 1A	1 (one) evaluation below these ranks by local Referee-in-Chief or designate house league, community, regional or provincial evaluator, the latter two recommending to local Referee-in-Chief.
2B or 2A	3 (three) evaluations below these ranks by community, regional or Provincial evaluators. 1 (one) evaluation must be by a different evaluator.
3B or 3A	3 (three) evaluations below these ranks by regional or provincial evaluators, 2 (two) evaluations <u>must</u> be by different evaluators, preferably from different regions.
4B or 4A	3 (three) evaluations below these ranks by provincial evaluators, 3 (three) evaluations must be by different evaluators, preferably from different regions.

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

**3.8 Maintenance**

3.8.1 In order to maintain a given rank, Level 3 and 4 officials **MUST** acquire at least 1 (one) evaluation at or above that Rank (by **DECEMBER 15th** the following season). For Level 1 and 2 officials this must be done at least once every two (2) years.

3.8.2 In order for officials to maintain a given rank, the official must acquire at least one (1) evaluation at their current level and category or at least one (1) evaluation at a higher level with the same or higher category.

- Current Evaluation

2B	3B	=	maintenance
2B	3C	=	no maintenance

- Other examples: a 2C official upgraded through evaluation to 2A must produce maintenance evaluation at 2A or above by **DECEMBER 15<sup>th</sup>** of the following season every two (2) years. Should an official not provide a maintenance evaluation by that date, his/her certification rank will be downgraded to the highest level of evaluation received within that year, with approval from the Provincial Officiating Chair (4B receives a 4C evaluation, may be moved to a 4C). Failure to get an evaluation in that year will result in a drop of one (1) full level at the same category (3A to 2A, 3B to 2B, etc). 1 A/B officials not providing a maintenance evaluation will be downgraded to 1C. Officials will continue to lose one level per year (to a minimum rank of 1C) that maintenance evaluations are not provided. Any official that may require an extension for a maintenance evaluation due to extenuating circumstances must apply in writing to their Regional Officiating Co-ordinator. The Officiating Development Committee will make all decisions regarding extensions or maintenance after the written request is received.

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

**3.9 Payment for Evaluators**

Evaluators will be paid \$15.00 per evaluation completed and submitted to the Officiating Chair. Any evaluator who travels over 50 km return for an evaluation will receive the current approved rate for mileage. Evaluators travelling, who require accommodations for tournament purposes will be reimbursed if not provided by the host. Meal allowance will not be paid. If an evaluator also officiates at the tournament they are at, he/she will be ineligible for mileage reimbursement, except in emergency circumstances. It is the responsibility of the Regional Co-ordinators to duly schedule evaluators in their events.

**3.10 Evaluations Manager - Job Description**

The role of the Evaluations Manager is to control the flow of completed Officials Evaluations into the NOCP system and to ensure their inclusions into the Active Officials Field Report in the province of Ontario.

This person's role shall include, but is not limited to, the following:

- 3.10.1 Report directly to the Officiating Development Chairperson or their designate in all matters dealing with the Evaluation Process.
- 3.10.2 Receive the electronic listing of evaluations from all certified evaluators in the province and completed evaluations from out of province evaluators that submit evaluations to the O.R.A. relating to Ontario officials.
- 3.10.3 Record all received evaluations on an Excel spreadsheet or other similar database that will allow for the compilation of all completed and submitted

evaluations over a certain time period. This compilation must allow for evaluations to be queried by date, official and evaluator.

- 3.10.4 Liaise with the Chair of Officiating to ensure granted upgrades and confirmed downgrades are entered onto the above-mentioned spreadsheet (or similar) in a timely and efficient manner.
  - 3.10.5 Liaise with the Technical Director by providing updated copies of the above mentioned spreadsheet (or similar) on a regular basis to facilitate the updating of the Active Officials Field Report in the possession of the O.R.A. office staff and to assist with the preparations and distribution of registration cards as required.
  - 3.10.6 Assist the Technical Director with the preparation and distribution of the Active Officials Field Report as may be required, which would include all Level 3 and 4 officials for the Provincial Selection Process.
-

## **4.0 RULES CLINIC**

### **4.1 Introduction**

- 4.1.1 This clinic was developed for Ringette™ players, mothers and fathers, new Ringette™ Communities and Volunteer Community Coaches. It was developed to give anyone interested in Ringette™ and everyone who attends a game of Ringette™ a basic knowledge of both the Rules of the Game and the Philosophy of Officiating.
- 4.1.2 The topics of discussion include violations, penalties, body contact, etc.
- 4.1.3 A clinic has been further developed to address the mandatory nature of Rules Clinics for members of the Bench Staff (as identified by Coaching Development) during Rule Change seasons.
- 4.1.4 Any person that is both a coach and an official is exempt from attending a Rules Clinic if he/she has taken a Level 1 Officiating Clinic or a Refresher Clinic in a rule change year.
- 4.1.5 Arrangements for the clinic can be made through the Officiating Co-ordinator for your region.

### **4.2 Rules Clinic Fees**

As determined by the Region.

### **4.3 Cost Breakdown**

As determined by the Region.  
Possible additional costs to host:

- Room
  - A.V. Rental
-

## **5.0 REFEREE ASSIGNMENT GUIDELINES**

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

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

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

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

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

<b>Level of play</b>	<b>All age divisions</b>
AA & A (20min. halves)	\$25.00
AA & A (15min. halves)	\$20.00
B & C	\$18.00

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

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

**Note: Random stick checks will be made throughout the season to determine the legality/state of players' sticks.**

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

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

1, 2/3, 4 and Refresher

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

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

**6.2 Clinic  
 Details and  
 Guidelines**

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

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

<b>6.2.3 Clinic</b>	<b>Cost Per Person</b>	<b>Host to Provide</b>
Level 1	\$75.00	1 hour of ice, 6 hours classroom, blackboard and chalk, pylons, overhead projector, extension cord, extra bulbs for projector, screen, rings,) registration table, refreshments, 2 stop watches. **Cost based on minimum of 17 participants
Level 2/3	\$75.00	Full day classroom, no ice, remainder same as for Level 1. **Cost based on minimum of 11 participants
Level 4	\$75.00	Full day classroom, ice optional, remainder same as for Level 1. **Cost based on minimum of 9 participants
Refresher	\$50.00	5 hours classroom, remainder same as for Level 1 clinic, NO ICE required.
Refresher 2	\$50.00	

### 6.3 Clinic Curriculum Overview

#### 6.3.1 Level 1 Officials Clinic

The Level 1 Clinic is designed to educate the new official in the basic techniques of officiating. The clinic material is covered in approximately 6 hours, plus 1 hour of ice time to test attendees on required skating skills.

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

**The clinic is wrapped up with a Level 1 quiz, with a 50% pass required certify.**

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

#### 6.3.2 Refresher Clinic 1 and 2

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

#### 6.3.3 Level 2/3 Officials Clinic

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

#### 6.3.4 Level 4 Officials Clinic

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

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

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

Instructor Fees:  
\$100.00 for 1 instructor  
\$ 75.00 each for 2 instructors.

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

**6.5  
Expenses/Fees:  
Level 4 Clinic,  
Instructor  
Clinic,  
Evaluator Clinic**

Fees paid to O.R.A.: (Level 4 clinic only)  
\$ 3.00 per person (N.O.C.P. fee)  
\$70.00 O.R.A. Administration

Instructor Fees:  
\$250.00 per instructor (Maximum of two)

**Note:** See above Instructors note.

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## **7.0 OFFICIATING CLINIC CHECKLIST**

- 7.1 Checklist**
- 7.1.1 Make arrangements for classroom and other items. Arrange for a classroom (with at least one electrical outlet) for the appropriate time for the clinic you are hosting. (\_\_\_\_)
- 7.1.2 Publicize the clinic locally by announcing it to all possible attendees and the local media. (\_\_\_\_)
- 7.1.3 Have pre-registration by mail for the clinic if time permits or if desired. (\_\_\_\_)
- 7.1.4 Evaluate the clinic in terms of financial feasibility. Determine whether there will be enough officials attending the clinic so that it will not cost anything to host it. (Please refer to clinic cost breakdown). (\_\_\_\_)
- 7.1.5 Arrange that the following equipment be available for the clinic:
- registration table
  - blackboard (with chalk) or flip chart (with markers)
  - overhead projector, extra bulb
  - extension cord
  - rings and sticks
  - 1 hour ice for Level 1
  - pylons, stop watches (2)
- (\_\_\_\_)
- 7.1.6 Check on total projected registrations with your instructor, and decide whether the clinic will go or not. This should be done 1-2 weeks prior to the clinic. (\_\_\_\_)
- 7.1.7 Make sure the room is large enough for the number of participants. (\_\_\_\_)
- 7.1.8 Arrange for coffee breaks, hospitality and meal (if desired). (\_\_\_\_)
- 7.1.9 Designate a local contact and arrange to have persons available to help with registration, coffee, facilities, etc. Put up signs directing officials to the meeting room. (\_\_\_\_)
- 7.1.10 Ensure that all information on the clinic registration form is LEGIBLE and CORRECT. (\_\_\_\_)
-

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

### **8.1 Description** (for Provincially administered events)

The following has been developed to remind us of our responsibilities. As a Championship event official, you are under scrutiny, both on and off the ice. This scrutiny may not be fair, but we must learn to work and enjoy ourselves within acceptable parameters.

8.1.1 Officials will be the largest single team at this event. Officials must ensure that they function that way. Please realize that the actions of the few may have serious repercussions on the team. Not only do officials have to work at presenting an unfaltering image, they must work at ensuring that their teammates do the same. You have the influence to help prevent fellow officials from compromising their reputation and/or status within this event and future events.

8.1.2 The following are minimum requirements for all on-ice officials. If you feel that you cannot fulfill all, notify the Officiating Development Chair immediately, as you will be replaced by another official. This is for the good of the team.

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

- 8.1.3 These requirements must be fulfilled. Failure to adhere will result in action as determined by the Officiating Development Committee. Officials not meeting the requirements regarding alcoholic beverages will be relieved of any further games, removed as a championship official and be sent home. Officials not meeting the requirements regarding curfew may be relieved for any further games removed as a Championship Official and are sent home.
- 8.1.4 All actions are subject to further disciplinary action. A Disciplinary Committee will be formed, consisting of the following persons: to be chaired by the President of the O.R.A. and have as its members: the Vice-President Technical, Vice-President Administration, the Officiating Development Chair/Designate, and two (2) Officiating Development Committee Co-ordinators.
- 8.1.5 This Committee is to deal with any situation that may arise from the breaking of the Officiating Code of Conduct.
- 8.1.6 While the above requirements may seem overwhelming they are necessary.
-

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

### **9.1 Provincial Selection Process**

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

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

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

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

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

### **9.2 The Selection Process**

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

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

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

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

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

- 9.2.4 Any official receiving three (3) or more RNA's (recommend not attend) will automatically be ineligible to participate in any Provincial Event. See Section 9.g. for further information.
- 9.2.5 The Officiating Committee is allowed to bring up to four (4) minor officials to the Provincial Championships as part of the officiating crew. These officials will be identified as "Up and Comers" by the Regional Coordinator.
- 9.2.6 In the event that the ranking list of eligible candidates has been exhausted, the Officiating Committee will determine the suitable candidates for selection.

**9.3 The Ranking List**

The final ranking list of officials will be used to determine the order of selection of officials for the Provincial Championships. The Officiating Chair **MUST** invite the top twenty (20) officials on the list to the "AA" Provincial Championships and the top fifteen (15) officials to all Provincial Events. After the top twenty (20)/fifteen (15), the Chair will have some latitude for selecting new or up and coming officials that may not be widely known and thus be lower on the list.

Regardless of whom the Chair selects after the top twenty (20)/fifteen (15), the Chair must be able to justify the selection to the Vice-President Technical (or designate) doing the checking.

**9.4 The Selection Package**

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

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

**9.5 The Ranking Process**

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

The categories and their numeric values are as follows:

- 9.6 Rank**
- 1 - Capable of officiating all divisions in AA calibre
  - 2 - Capable of officiating U19 (Belle) and down in AA calibre
  - 3 - Capable of officiating U16 (Junior) and down in AA calibre
  - 4 - Capable of officiating U14 (Tween)/ U12 (Petite) only in AA calibre
  - 5 - Capable of officiating all divisions in A calibre
  - 6 - Capable of officiating U19 (Belle) and down in A calibre
  - 7 - Capable of officiating U16 (Junior) and down in A caliber
  - 8 - Capable of officiating U14 (Tween)/ U12 (Petite) only in A calibre
  - RNA - Recommend Not Attend, Value of 12
  - NIO - No informed opinion, Value of 9

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

**9.7 Rank 1**

Place officials on this page that are capable of officiating all divisions at the AA calibre. Please rank order them on this page top to bottom in order to break any ties in the final ranking order, should it be necessary. Circle the highest level they should be considered for in AA and A levels.

<u>Official's Name</u>	<u>Divisions</u>	
	<u>AA</u>	<u>A</u>
1 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
2 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
3 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
4 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
5 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
6 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
7 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
8 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
9 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
10 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna

**9.8 Rank 5**

Place officials on this page that are capable of officiating all divisions at the A calibre. Please rank order them on this page top to bottom in order to break any ties in the final ranking order, should it be necessary. Circle the highest level they should be considered for in AA and A levels.

<u>Official's Name</u>	<u>Divisions</u>	
	<u>AA</u>	<u>A</u>
1 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
2 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
3 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
4 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
5 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
6 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
7 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
8 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
9 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna
10 _____	All 18+ U19 U16 U14/U12 Rna	All 18+ U19 U16 U14/U12 Rna

**9.9 Recommend Not Attend**

Place officials on this page that you believe should NOT be invited to either Provincials. You must give reasons for this recommendation, and they must be valid. Poor officiating, not being active, bad attitude - either on or off the ice are reasonable. Personal dislike for an individual is NOT. During the Provincial selection process, any official receiving three or more RNA's (recommend not attend), will automatically be ineligible to participate in any Provincial event.

<u>Official's Name</u>	<u>Reasons</u>
1 _____ _____	
2 _____ _____	
3 _____ _____	
4 _____ _____	
5 _____ _____	
6 _____ _____	
7 _____ _____	
8 _____ _____	
9 _____ _____	
10 _____ _____	

Should there be any question as to the final selection by any official, they may contact the Officiating Chair to confirm that an error has not been made. If the individual is still not satisfied, they can confirm that the process was done fairly and without prejudice by contacting the individual checking the process. Regardless of the situation, the feedback from the Selection Committee will remain confidential.

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

- 9.10.1 The final ranking list from the Provincial A and AA selection process, of the same year, will be used to select officials for the O.W.G. and Challenge Cups.
- 9.10.2 Only those officials that participate on-ice at Challenge Cups, of the same year, will be eligible to officiate at the O.W.G.
- 9.10.3 Every attempt will be made to select officials from four (4) different regions.
- 9.10.4 A minimum rank of 3A would be required for selection.

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

- 9.11.1 The official shall have a rank of 3B, 3A, 4C, 4B or 4A and be a member in good standing.
- 9.11.2 The official must not have attended the Eastern Canadian Championships during the previous two (2) seasons (i.e. can only attend once (1) every three (3) years).
- 9.11.3 The official must not have attended the Canadian Ringette Championships.
- 9.11.4 The final ranking list from Provincial A and AA Selection Process, of the same year, will be used to select officials for the Eastern Canadian Championships. The highest ranked officials who are eligible will be selected.
- 9.11.5 Chair and independent body to confirm ranking then proceed to call officials in order until position is filled.

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

- Minimum rank 3C, 3B official for U14AA, U16A and U19A divisions
- Minimum rank 3B, 3A officials for 18+ division

**9.12 Guidelines for Selection of Officials to the U12 Petite Provincial Championships**

- 9.12.1 The official shall have a minimum rank of level 2.
- 9.12.2 The Regional Coordinators shall select two (2) officials from their region to participate. Selection of these officials should be done based on input from the local Referees- in-Chief and Evaluators from each region. Note: the NE and NW regions shall be permitted to select two (2) officials total, combined
- 9.12.3 All officials participating in the Provincial Officiating Development program (POD) shall be selected to attend unless otherwise requested by the POD manager or chair
- 9.12.4 The final ranking list from Provincial A and AA selection process, of the same year, will be used to select the remaining officials. Eligibility will be subject to the following:

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

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

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

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

- 9.13.1 Host Committee will be responsible for the selection and scheduling of Shot Clock Operators.
- 9.13.2 Host Committee is responsible for any remuneration for those services or the cost of meals, mileage and accommodations.
- 9.13.3 Training will be done jointly with the Officiating Committee.

**9.14 Supervisor duties at Provincial Championships**

- 9.14.1 Provide feedback to officials with analysis of on-ice performance.
- 9.14.2 Liaise between officials and other participants before and after games as required.
- 9.14.3 Attend all meetings as required.
- 9.14.4 Ensure officials are prepared to be ready and physically on the ice for scheduled game times.
- 9.14.5 Enforce code of conduct as required.

## **10.0 OUTREACH PROGRAM**

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

**10.2 Process** 10.2.1 Notify members in these regions (online, ref-o-gram, membership notice) of the available funding

10.2.2 Members in these regions who are interested in this program are required to complete an application and submit it to the ORA office by October 1st of the current season.

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

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

The above is subject to funding availability.

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## **11.0 National Scouting Program**

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

- 11.1** Officials who are ranked 4C or higher and who have never attended the Canadian Ringette Championships are eligible to apply.
- 11.2** Funding amounts will be based upon the estimated travel cost and the number of applicants.
- 11.3** Out of province tournaments to which officials are travelling under the program must be approved by the Officiating Development Chair.
- 11.4** Application forms must be received in the ORA Office by October 31<sup>st</sup>.
- 11.5** Funds will be released to the official after completion of the tournament with verification from the tournament Referee-in-Chief.

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

- 12.1** All complaints must be submitted in writing to the Referee-in-Chief and/or Regional Officiating Coordinator under whose jurisdiction the incident occurred.
- 12.2** Complaints must be received within fourteen (14) days of the incident in question.
- 12.3** The official involved in the incident in question will be informed of the complaint in a timely manner.
- 12.4** Complaints against level one (1) or two (2) officials are to be addressed by the Regional Officiating Coordinator in a timely manner with a synopsis of the issues to be sent to the Officiating Development Chair.
- 12.5** Complaints against level three (3) and four (4) officials are to be forwarded by the Regional Officiating Coordinator within five (5) days of receipt to the Officiating Development Chair.
- 12.6** The Officiating Development Chair will circulate the complaint to the Officiating Development Committee within five (5) days.
- 12.7** The Officiating Development Committee (quorum required) will consider the complaint and come to a consensus regarding appropriate action within five (5) days.
- 12.8** The Officiating Development Committee will inform the Officiating Development Chair of their decision. The Officiating Development Chair will then contact the parties involved.

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

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

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

**13.2 Registration of Officials**     13.2.1 Affiliation with the O.R.A. Officiating Program provides each official with access to educational programs clinics, resources, evaluations and rule clarification/interpretation updates. As well, each affiliated official is automatically registered with Ringette Canada. Yearly affiliation is mandatory for officials wishing to referee in O.R.A. Sanctioned Events such as tournaments, Regional Championships and the like.

13.2.2 All officials must also be Registered Affiliate members of the O.R.A. following the registration and renewal process outlined in section 2.a.

**13.3 Evaluation of Officials**     13.3.1 When a NEW official registers with the O.R.A. and attends a Level 1 clinic, that person is given the rank of 1C. The responsibility to evaluate this official rests largely with the local referee-in-chief. In order for this official to advance to 1B or 1A the local referee-in-chief needs to provide at least 1 (one) evaluation at this level. For this reason, it is imperative that the local referee-in-chief fulfills his/her responsibility to the officials by evaluating or providing evaluators, not only for upgrade but maintenance.

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

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

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

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

**13.4 Local  
Referee-In-Chief  
Seminars**

- 13.4.1 In order to assist the Referee-in-Chief, the Officiating Program will be presenting daylong SEMINARS specifically designed for the Local Referee-in-Chief. One seminar will be presented in each region. The content of the Seminar includes a review of the membership binder information, an O.R.A. Officiating Program overview, a review of the duties of the Local Referee-in-Chief, rule interpretation questions and answers and a look at the evaluation process through practical application.
- 13.4.2 It is **STRONGLY RECOMMENDED** that the Referee-in-Chief and one assistant from each registered association in the region plan to attend this seminar. The dates and financial details may be obtained through the respective Regional Officiating Co-ordinator. We sincerely hope that all Referees-in-Chief will take advantage of these information sessions in order to better the officiating in their respective communities and in Ringette™ in general.

**13.5 Tournament  
Referee-In-Chief  
Responsibilities**

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

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

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

### **14.1 BACKGROUND:**

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

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

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

### **14.2 SCOPE:**

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

### **14.3 PERFORMANCE OBJECTIVES:**

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

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

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

**14.4 PROGRAM  
DESCRIPTION AND  
STRUCTURE:**

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

14.4.2 Each participant must complete the following activities annually:

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

Provincial Director of Officials in conjunction with the POD Manager.

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

**14.5 SELECTION CRITERIA:**

14.5.1 Regional Coordinators, in conjunction with RIC's, are responsible for selecting participants for the program with the following criteria:

14.5.2 age 17 to 26 years as of September 15<sup>th</sup> of the playing season in which he/she is admitted to the program

14.5.3 minimum of two years of experience as a ringette official

14.5.4 strong interpersonal skills

14.5.5 fitness level and skating ability adequate for Provincial level games

14.5.6 demonstrate a high level of responsibility (e.g. responding in a timely manner when offered assignments, being proactive with scheduling conflicts, etc.)

**14.6 PRE-REQUISITES:**

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

**14.7 RESOURCES:**

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

**14.8 EQUIPMENT:**

Classroom at mandatory POD tournament(s)

**14.9 ROLES AND RESPONSIBILITIES**

14.9.1 Provincial Director of Officials

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

14.9.2 POD Manager  
 Pre-Season

- compile POD program agreements from all participants

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

#### 14.9.3 Game Log

- compile monthly game logs from POD participants

#### 14.9.4 Tournament Participation

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

#### 14.9.5 Mandatory POD Tournament(s)

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

#### 14.9.6 Assessment

- familiarize her/himself with the overall performance of all POD participants
- review, in conjunction with the Provincial Director of Officials, status of all POD participants in January and April
- monitor compliance of participants with all aspects of the POD program
- recommend to Provincial Director of Officials whether participants should continue in the program or if they have successfully completed the program

#### 14.9.7 Regional Coordinators

- select POD program participants according to selection criteria
- discuss POD program agreement with participants and help set goals for the upcoming season
- send completed POD program agreements to the POD Manager and provide participant with a copy
- familiarize her/himself with the overall performance of all POD participants in her/his region

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

**14.9.8 Evaluators**

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

**14.9.9 Tournament RIC's**

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

**14.9.10 POD Program Participants**

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

**14.10 ASSESSMENT METHODS/ CRITERIA:**

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

Each season participants must:

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

**14.11 PROGRAM COMPLETION**

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

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

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

**14.12 REMOVAL  
FROM THE  
PROGRAM**

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

**14.13  
COMPENSATION  
FOR POD  
MANAGER**

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

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**Appendix A POD Program** Classroom Component 1 of 6 May 2010

## POD Tournament Classroom Session

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

**Appendix A POD  
Program**

Classroom Component 2 of 6 May 2010

**Topic: Interpersonal Skills**

**BRIEF**

**DESCRIPTION:**

This topic is designed to provide an opportunity for an open forum discussion of issues related to professionalism and communication on and off-ice. This could take the form of a power point presentation, small group exercises, case study discussions, role playing, etc.

**OBJECTIVES:**

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

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

**INSTRUCTIONAL  
STRATEGIES:**

power point presentation  
role playing  
scenario based discussion  
case studies

**Appendix A POD  
Program**

Classroom Component 3 of 6 May 2010

Topic: Interpersonal Skills

**TEACHING  
POINTS:**

**Evaluation**

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

**Professionalism**

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

**Communication**

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

**ESTIMATED  
DURATION:**

1-2 hours.

**TRAINING AIDS:**

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

**Appendix A POD  
Program**

Classroom Component 4 of 6 May 2010

Topic: Interpersonal Skills

**NOTE TO  
FACILITATORS:**

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

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

Remember to:

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

**Appendix A POD Program**

Classroom Component 5 of 6 May 2010

Topic: Technical Aspects of the Game

**BRIEF DESCRIPTION:**

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

**OBJECTIVES:**

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

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

**INSTRUCTIONAL STRATEGIES:**

power point presentation  
 role playing  
 scenario based discussion  
 case studies

**TEACHING POINTS:**

- Positioning
- discuss primary responsibilities of front and back official
  - discuss when to leave FPL based on where play is (quadrant system)
  - describe position at net and present scenarios as follows for discussion:
    - attacking player wants to occupy official s position at net
    - play is close to the crease on the far side from the official
  - discuss when to use the J deep to the right and how to recover from this
    - stress importance of communication between officials
- Penalty Selection
- discuss advantage philosophy
    - present scenarios which bring this philosophy to light
  - discuss common mistakes on penalty calls
    - e.g. calling tripping where the stick contact is legal but the player s momentum carries them into the fall
    - anticipating contact before it happens
  - discuss importance of penalty selection in selling the call
    - give examples of poor sells
- Specific Rule Interpretation
- stress the importance of being familiar with the Officials Rules Case Book
  - discuss rules around FPL and consequences (violation vs. penalty)
  - discuss scenarios leading to a penalty shot
  - discuss scenarios resulting in an awarded goal

**ESTIMATED DURATION:**

1 - 2 hours

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

**Appendix A POD Program** Classroom Component 6 of 6 May 2010

**Topic: Technical Aspects of the Game**

**NOTE TO FACILITATORS:** The facilitator should be preparing his/her presentation to ensure that all of the teaching points are covered. Personal anecdotes and interactive activities can be added to make it more relevant to the POD participants. The use of scenarios should be emphasized as it provides an opportunity for participants to be active in the learning.

**Remember to:**

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

**Appendix B GAME LOG - POD PROGRAM**

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

**Appendix C**

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

Date:

Participant:

Current Rank:

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

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

**The participant acknowledges the following policies:**

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

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

**Appendix C**

**Participant Goals:**

Rank to achieve at end of season:

Areas to focus upon:

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

**Agreement Signatures:**

Signature of Participant	Signature of Regional Coordinator