

# ONTARIO RINGETTE ASSOCIATION SANCTIONED TOURNAMENT

## REFEREE-IN-CHIEF TOURNAMENT GUIDELINES



**Note to  
Tournament Chair:**

**It is recommended that this document be given to the  
Tournament Referee-in-Chief.**

## **So you are the Tournament Referee-in-Chief .....What Now???**

This section has been provided to assist you in preparing for the carrying out the duties of the Referee-in-Chief. Although each RIC varies in experience, this resource is designed to benefit all.

### **GETTING STARTED**

It would be advisable to attend as many Tournament Committee meetings as possible. It is there that you will familiarize yourself with the tournament format. Information you should obtain at these meetings include:

- age division and level of play (i.e.: AA, A , B or C)
- number of games by age division and level of play
- which arena(s) are to be used.
- which associations will be attending
- the hours for which the tournament will run
- the pay schedule for the referees
- a copy of any reports from tournaments, specifically those which might contain recommendations concerning referees.

All this information will be of benefit to you as you begin to organize the referee's portion of the tournament.

### **OBTAINING OFFICIALS**

It is recommended that officials be contacted at least three (3) weeks prior to the tournament. If other tournaments are to be held at the same time, you may consider giving earlier notice.

Most associations will have officials who are willing to travel. Ask each association attending to submit the names and rankings of those referees interested in officiating at your tournament. The list should include the names of any official who may be affiliated with a team (i.e.: player or coaching staff).

Should you experience any difficulty obtaining referees or verifying ranks, or should you require referees for a specific level of play, please contact your Regional Officiating Development Coordinator. He/She is listed in the Ontario Ringette Association Operating Manual.

## **SELECTING YOUR OFFICIALS**

You should strive to maintain a good balance of experience in officials working your tournament. This will allow the newer and less experienced officials an opportunity to work with and learn from the more experienced referees while at the same time giving you the flexibility of assigning experienced officials to any “key” games.

Before committing to others, try to ensure that at least half the required number of officials holds a Level 3 or Level 2 ranking. This will give you a good base for establishing partnerships and “key” game assignments.

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

1. Local associations must send a list of all officials for their tournament three (3) weeks before the tournament to the Regional Officiating Coordinator.
2. Local associations must send a copy of the schedule of officials to the Regional Coordinator for approval prior to notifying the officials.

Notify the officials you intend to use as soon as possible, after following the above procedures. These same officials may be waiting for other tournaments to reply. The sooner you confirm their games, the better your chances of their attendance.

## **FACILITIES**

Make a special effort to provide the officials with a comfortable atmosphere. They will most likely be living out of the “referees room” during the day. Since many arenas supply a modest sized room for the officials, you may wish to provide a team dressing room for larger facilities. A dressing room not in use for the tournament would be ideal.

Many Tournament Committees provide sandwiches and a beverage for the officials during the tournament. You might want to bring this to the attention of the Tournament Committee during the planning steps of the event so that money can be budgeted accordingly.

## **SCHEDULING OFFICIALS**

Now that you have carefully selected the officials for your tournament, it is time to begin the scheduling according to the individual skills of the official and the level of play of the games.

The following guidelines are intended to assist you in achieving the most successful results for your tournament:

1. It is recommended that you follow the Referee Assignment Guidelines for O.R.A. Sanctioned Events as outlined in the O.R.A. Operating Manual.

2. Officials must not be scheduled for more than two (2) games in a row and not more than four (4) games per day other than in extenuating circumstances. Should such circumstances exist, the details must accompany the tournament information returned to the Regional Officiating Coordinator.
3. Some officials will also be playing or coaching in the tournament. Be aware of this and do not schedule them to work games in their own division.
4. Try to match officiating skill with the age division and the calibre of the game being played. For example:
  - a U16 AA game usually requires better skating skill than a U16 C game.
  - a 1B official is not likely to be a suitable partner in an 18+ A game.
  - a 15 year old Level 2 official is likely too young to work U19 or 18+.
  - a referee comfortable at U14 may not handle the jump to U16.
5. Strive to assign AT LEAST ONE OFFICIAL at the given minimum category and level to each game in the following events:

EVENT	MINIMUM
AA level tournaments	3B
A and B level tournaments	2A
C level tournaments	1B

6. The “up and coming” officials are our future. Try to match their skills with the level of play so as not to create an over their head situation. Assign these officials games with the more experienced referees on the crew.
7. Avoid any existing conflicts such as daughters playing on a team, mother coaching, referee indicating difficulty with a division or with a particular team, etc.
8. Make a special effort to schedule neutral (i.e.: not from either participating association) officials for all games. If this is not possible, assign home and home officials.
9. Arrange for reasonable breaks between games. Three games in four hours or four games in five hours should be avoided if possible.
10. Try not to assign officials in too many games of one team. A variety for both teams and officials seems to work best.

11. If at all possible, try to avoid assignments that require officials to be in the arena all day (i.e.: 8am, 10am, 12pm, 2pm, and 4pm).
12. When using multiple arenas, allow enough time for the official to travel between assignments. One hour travel time would not likely be sufficient, should any arena be considerably behind schedule.
13. Be careful not to schedule officials who have late games one day with early morning assignments the following day (i.e. 10:00 pm Friday and 7:00 am Saturday).
14. Find out which officials are going to be available for the final day. Many officials travel with a particular team and may not be available for finals depending on the success of that team during the tournament and their subsequent departure time.
15. It is best not to schedule final and semi-final games until the teams are determined. Your choice of officials, although important in the round robin, may prove to be more critical in these games. Your efforts should be directed at providing both neutral and qualified referees for these games.

**DO NOT HESITATE TO CONSULT THE EVALUATORS OR YOUR OFFICIATING COORDINATOR CONCERNING THE ASSIGNMENTS FOR THESE GAMES. THEY WILL BE PLEASED TO PROVIDE ANY ASSISTANCE NECESSARY.**

### **FEES FOR GAMES**

It is suggested that you follow the recommended fee schedule as outlined in the membership binder. Normally the referee is paid cash after each game. This may be handled by you or one of the Committee Members at the Registration Desk. It is advisable to have each official sign for their pay. This gives you and the official a record of payment. Payment by cheque at the end of the event is also an acceptable method of payment, though the officials should be notified before the tournament if this method is used.

Current suggested fee structure (per official/game) for O.R.A. Sanctioned Events:

<b>LEVEL OF PLAY</b>	<b>ALL AGE DIVISIONS</b>
AA and A (20 min. halves)	\$25
AA and A (15 min. halves)	\$20
B and C	\$18

### **MINOR OFFICIALS**

A member of the Tournament Committee will be arranging for timekeepers, scorekeepers and shot clock operators. It would be beneficial for you to arrange for a short clinic to instruct these volunteers. Many of them may never have had the situation of three players in the penalty box, fully served penalties or other complicated situations.

## **ACCOMMODATIONS**

Ask your association if they can budget the appropriate number of hotel rooms based on the number of out-of-town officials. They will be pleased to share accommodations and it is also a sure way to encourage them to return the following year.

## **SUPERVISORS**

You should arrange for a supervisor to act on your behalf at all arenas. This could be someone who can stay all day or a designated official during his/her stay at the arena. They should be qualified to handle affairs of that arena as they pertain to officiating. This may include a change in assignments, the handling of complaints, filling in for injury or sickness, assisting with timekeepers and so on.

## **RESOURCES**

Your Regional Officiating Coordinator or Chairperson will be interested in your concerns. You are encouraged to contact him/her for any assistance or input regarding your duties as Referee-in-Chief. He/She may assign an Evaluator to your tournament in an effort to provide on-ice evaluations.

The officials should be made aware that an Evaluator is in attendance and it will be the responsibility of the official to request such evaluation. The game assignments, for evaluation purposes, should be such that they provide the necessary characteristics for “maintenance” or “upgrade” evaluations. For example:

- A 4B official requires a U16 AA game or above for maintenance and an 18+ AA game for upgrade.
- A 3C official requires a U12 A game or above for maintenance and U16 A game for upgrade.
- A 1B official requires a U16 C game or above for maintenance and an 18+ C for upgrade.

## **REPORT TO O.R.A.**

As part of the O.R.A. “Tournament Sanction Package”, you will be required to complete a report on the officials attending your tournament. Please read the package as it pertains to “Officiating” and follow the instructions carefully.

Submit to the Regional G&T Coordinator (as part of the Post-Tournament Requirements) a copy of the officials game schedule (i.e.: which officials worked that game) and a list of tournament officials.

It is recommended that you prepare a report to the Tournament Committee. This may include your activities in preparation for the event, situations which you feel might be addressed for next year and any comments or recommended for the next year's Referee-in-Chief.

### **CONCLUSION**

Whether you are a past, present or future Tournament Referee-in-Chief, it is important for you to know that there is an entire Province of Officials who are behind you 100%. Most enjoy attending tournaments and many have held this very position.

Should at any time you feel the need for assistance with your tournament, please contact your Regional Officiating Development Coordinator or Officiating Chair. They will only be too glad to provide assistance.

## **OFFICIATING DEVELOPMENT COMMITTEE**

<b>Chair:</b>	<b>Karen Meek</b>
<b>Central:</b>	<b>Amy Murray</b>
<b>Eastern:</b>	<b>Shelley Stairs</b>
<b>North Eastern:</b>	<b>Dave Bretsznajder</b>
<b>North Western:</b>	<b>Vacant</b>
<b>Southern:</b>	<b>Geri-Lou Lamers-Arnold</b>
<b>Western:</b>	<b>Denise Pelletier</b>

**NOTE:** Should you have any questions or concerns regarding your role as Tournament Referee-in-Chief, please contact your Regional Officiating Coordinator.