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1. OFFICIALS 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.

a. Program Goals

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

b. Achieving Goals

- i. Clinics
 - Officiating - Levels 1, 2/3 and 4
 - Refresher (In rule change years)
 - Rules Clinic - for participants (coaches, players, parents)
- ii. Resources - Rule Book, Case Book, Body Contact Handbook, etc.
- iii. On-ice evaluations.
- iv. On-going rule clarifications/interpretations.
- v. Certification and registration of officials with O.R.A. and Ringette Canada.
- vi. Continual updates on issues pertaining to officiating via the Ref-O-Gram.
- vii. 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.

c. 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.

- i. 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 and the newsletter.
- ii. 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.

d. 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).

Officiating Level	Function
1	Officiate “C” Level play
2	Officiate “B” and “C” Level play
3	Officiate “A”, “B” and “C” Level play
4	Officiate “AA”, “A”, “B” and “C” Level play

Officiating Category	Function
C	Capable of officiating Petite and younger age groups at that level of play.
B	Capable of officiating in Junior and younger age groups at that level of play.
A	Capable of officiating in ALL age divisions at that level of play.

Certification ranks are determined by the evaluation process. See Page 5.

The Officiating Development Committee submits to Ringette Canada, by **DECEMBER15th** of each year, a list of all (O.R.A.) officials currently certified at 4B or above for possible selection to the National Championships.

2. CERTIFICATION - REGISTRATION AND RENEWAL

In order to register with the O.R.A. Officials Certification Program, all officials must pay a membership fee as determined by the O.R.A. Board of Directors, on or before **NOVEMBER 15th** of that season.

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.

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: **NOVEMBER 15th** of the following season.

Explanation: Paying required fees and dues on or before **NOVEMBER 15th**, entitles the officials to full privileges for the playing season up to and including **NOVEMBER 15th** of the following season.

New officials must also attend a Level 1 Clinic.

a. **Level 1 Certification**

Rank Attainment

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: **NOVEMBER 15th** of following season.

Renewal:

- Payment in full of yearly membership fees and dues.
- 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.

b. Level 2 Certification

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: **NOVEMBER 15th** of the following season.

Renewal:

- Payment in full of membership fees and dues prior to **NOVEMBER 15th**.
- Attendance at a Refresher 1 Clinic in Rule Change years.
- Attainment of at least 1 on-ice evaluation once every two (2) years at above present rank prior to **DECEMBER 15th** of the following year. (See Evaluation Process Maintenance - Page 7).

c. Level 3 Certification

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 <u>3</u> on-ice evaluations by regional or provincial evaluators. At least 2 evaluations must be by different evaluators, preferably from different regions.

Expiry Date: **NOVEMBER 15th** of the following season.

Renewal

- Payment in full of the membership fees and dues prior to **NOVEMBER 15th**.
- 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).

d. Level 4 Certification

Rank	Attainment
4C, B or A	• Full Level 3 Certification. • Attend a Level 4 N.O.C.P. Clinic and achieve a passing mark (70% or better) on required test. • A minimum of 4 on-ice evaluations by provincial evaluators. At least 3 (three) evaluations must be by different evaluators, preferably from different regions.

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: **NOVEMBER 15th** of the following season.

Renewal:

- Payment in full of the yearly membership fees and dues prior to **NOVEMBER 15th**.
- 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).

Note:

- Any official not affiliated with the O.R.A. Officiating Program through payment of the associated fees and dues by **NOVEMBER 15th** of each year shall have all privileges suspended. Officials shall be reinstated upon receipt of the annual membership fee.
- If an official does not attend the appropriate clinic in a rule change year they will be suspended and downgraded one (1) full level and required to take the appropriate clinic the following season.

3. EVALUATION 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.

The Ontario Ringette Association Guidelines for 1 Evaluators Program:

a. Evaluators Program

- i. Advancement and Downgrade Guidelines
- ii. There are three (3) levels of evaluators:
- iii. Community - eligible to evaluate up to and including level 2A
- iv. Regional - eligible to evaluate up to and including level 3A
- v. 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.

b. Requirements

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

- i. Moving from Community to Regional Evaluator:
 - must have been a community evaluator for a minimum of one (1) year
 - must attend a regional evaluators 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

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

c. Downgrading Evaluators

- i. 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.
- ii. Annual monitoring of all evaluators will be done by the Officiating Development Committee.

d. Designated Evaluators

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

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.

- i. 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.

e. Upgrading Process

Rank	Number of Evaluations
1C	Attend Level 1 Clinic, pass quiz (50% or better) plus meet required skating skills assessment.
1B	1 (one) evaluation at this rank by either local Referee-in-Chief or designate, community, regional or provincial evaluator (plus appropriate clinic attendance).
1A	1 (one) evaluation at this rank. Same as 1B.
2C	2 (two) evaluations at this rank by community, regional or provincial evaluators (plus appropriate clinic attendance). At least 1 (one) evaluation must be by a different evaluator.
2B	Same as 2C process.
2A	Same as 2C process.
3C	3 (three) evaluations at this rank by regional or provincial evaluators (plus appropriate clinic attendance). At least 2 (two) evaluations must be by different evaluators, preferably from different regions.
3B	Same as 3C process.
3A	Same as 3C process.
4C	4 (four) evaluations at this rank by provincial evaluators (plus appropriate clinic attendance). At least 3 (three) evaluations must be by different evaluators, preferably from different regions.
4B	Same as 4C process.
4A	Same as 4C process.

Note:

1. All upgrades must be approved by:
 - i. Level 1 and 2 - Regional Officiating Co-ordinator
 - ii. Level 3 and 4 - Officiating Development Chair
2. All Level 3 and 4 officials who wish to be considered for upgrade must complete a "Request for Upgrade" Form and submit it to the Officiating Development Chair.

f. 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 officiating crew. These officials will be identified as “Up and Comers” by the Regional Co-ordinator.

g. 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.

h. Maintenance

- i. 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.
- ii. 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.

i.e.: 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 15th** 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 one full Level at the same category (e.g. 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.

- iii. 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).

i. Payment for Evaluators

Evaluators will be paid \$15.00 per evaluation completed and submitted to the Officiating Chair. Any evaluator who travels over 100km 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.

j. 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:

- i. Report directly to the Officiating Development Chairperson or their designate in all matters dealing with the Evaluation Process.
- ii. 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.
- iii. Record all received evaluations on an Excel spreadsheet or other similar database which 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.
- iv. 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.
- v. 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.
- vi. 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. RULES CLINIC

- i. 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.
- ii. The topics of discussion include violations, penalties, body contact, etc.
- iii. 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.
- iv. 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.
- v. Arrangements for the clinic can be made through the Officiating Co-ordinator for your region.

a. Rules Clinic fees

As determined by the Region.

b. Cost Breakdown

As determined by the Region.

Possible additional costs to host:

Room
A.V. Rental

5. **REFEREE ASSIGNMENT GUIDELINES**

- i. 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.
- ii. The tournament/game assigner should strive to assign AT LEAST ONE OFFICIAL at the given minimum Rank to each game in the following events:

Event	Minimum Rank
Invitational AA level tournaments	3B
Invitational A & B level tournaments	2A
Invitational C level tournaments	1B

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

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

- iv. Recommended maximum number of games per day for an official is four (4).
- v. 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. N.O.C.P. CLINIC INFORMATION

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:

Clinic	Official
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.

a. Clinic Details and Guidelines

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

Clinic	Cost Per Person	Host to Provide
Level 1	\$50.00 (based on a minimum of 17 participants)	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.
Level 2/3	\$50.00 (based on a minimum of 11 participants)	Full day classroom, no ice, remainder same as for Level 1.

Level 4	\$50.00 (based on a minimum of 9 participants)	Full day classroom, ice optional, remainder same as for Level 1.
Refresher 1	\$40.00	5 hours classroom, remainder same as for
Refresher 2	\$35.00	Level 1 clinic, NO ICE required.

b. Clinic Curriculum Overview

i. 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 to certify.

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

ii. 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.

iii. 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.

iv. 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.

c. **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)

d. **Expenses/Fees: Level 4 Clinic**

Fees paid to O.R.A.:

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

\$70.00 O.R.A. Administration

Instructor Fees:

\$150.00 for 1 instructor

\$100.00 each for 2 instructors

Note: See above Instructors note.

7. **OFFICIATING CLINIC CHECKLIST**

- i. 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. ()
- ii. Publicize the clinic locally by announcing it to all possible attendees and the local media. ()
- iii. Have pre-registration by mail for the clinic if time permits or if desired. ()
- iv. 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). ()
- v. 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)()
- vi. 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. ()
- vii. Make sure the room is large enough for the number of participants. ()
- viii. Arrange for coffee breaks, hospitality and meal (if desired). ()

- ix. 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. (_____)
- x. Ensure that all information on the clinic registration form is LEGIBLE and CORRECT. (_____)

8. CODE OF CONDUCT FOR ON-ICE OFFICIALS

(for Provincially administered events)

- i. 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.
- ii. 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.
- iii. The following are minimum requirements for all on-ice officials. If you feel that you cannot fulfil 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.

- iv. 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.
- v. 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.
- vi. This Committee is to deal with any situation that may arise from the breaking of the Officiating Code of Conduct.
- vii. While the above requirements may seem overwhelming they are necessary.

9. GUIDELINES FOR THE SELECTION OF OFFICIALS TO THE PROVINCIAL A AND AA CHAMPIONSHIPS.

a. Provincial Selection Process

- i. 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).
- ii. 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.
- iii. 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.
- iv. 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.

b. The Selection Process

- i. The Officiating Committee will receive a list of AA level three (3) and four (4) officials from the Committee Chair by **NOVEMBER 1st**. 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 no later than **NOVEMBER 21st**.
- ii. 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.

- iii. 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 by **DECEMBER 1st**. All packages will be completed and returned to the CHAIR by **JANUARY 1st**. 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 by **JANUARY 7th**.

c. 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.

i. The Selection Package

- No individual will be permitted input more than once into the process. Each Selection Committee Member will receive one (1) selection package by **DECEMBER 1st**, to be used in the process. Each package must be completed and returned to the Chair no later than **JANUARY 1st**.
- Each package will contain the following:
 - a list of all eligible officials by region.
 - a set of instructions of how to complete the package.
 - thirteen (13) pages in which to transfer the officials according to where they are being ranked.

ii. 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:

d. Rank

- 1 - Capable of officiating all divisions in AA calibre
- 2 - Capable of officiating Belle and down in AA calibre
- 3 - Capable of officiating Junior and down in AA calibre
- 4 - Capable of officiating Tween/Petite only in AA calibre
- 5 - Capable of officiating all divisions in A calibre
- 6 - Capable of officiating Belle and down in A calibre
- 7 - Capable of officiating Junior and down in A calibre
- 8 - Capable of officiating Tween/Petite only in A calibre
- RNA - Recommend Not Attend, Value of 12
- NIO - No informed opinion, Value of 5

Each one of the above rank categories will be placed on a separate page, and each official will be ranked in order on that page. For example:

e. 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 O B Jr T/P Rna	All O B Jr T/P Rna
2_____	All O B Jr T/P Rna	All O B Jr T/P Rna
3_____	All O B Jr T/P Rna	All O B Jr T/P Rna
4_____	All O B Jr T/P Rna	All O B Jr T/P Rna
5_____	All O B Jr T/P Rna	All O B Jr T/P Rna
6_____	All O B Jr T/P Rna	All O B Jr T/P Rna
7_____	All O B Jr T/P Rna	All O B Jr T/P Rna
8_____	All O B Jr T/P Rna	All O B Jr T/P Rna
9_____	All O B Jr T/P Rna	All O B Jr T/P Rna
10_____	All O B Jr T/P Rna	All O B Jr T/P Rna

f. **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 O B Jr T/P Rna	All O B Jr T/P Rna
2_____	All O B Jr T/P Rna	All O B Jr T/P Rna
3_____	All O B Jr T/P Rna	All O B Jr T/P Rna
4_____	All O B Jr T/P Rna	All O B Jr T/P Rna
5_____	All O B Jr T/P Rna	All O B Jr T/P Rna
6_____	All O B Jr T/P Rna	All O B Jr T/P Rna
7_____	All O B Jr T/P Rna	All O B Jr T/P Rna
8_____	All O B Jr T/P Rna	All O B Jr T/P Rna
9_____	All O B Jr T/P Rna	All O B Jr T/P Rna
10_____	All O B Jr T/P Rna	All O B Jr T/P Rna

g. 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.

h. Guidelines for Selection of Officials to the Ontario Winter Games

- i. 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.
- ii. Only those officials that participate on-ice at Challenge Cups, of the same year, will be eligible to officiate at the O.W.G.
- iii. every attempt will be made to select officials from four (4) different regions.
- iv. a minimum rank of 3A would be required for selection.

i. Guidelines for Selection of Officials to the Tween Eastern Canadian Championships

- i. The official must be a 4C official in good standing with O.R.A. and Ringette Canada.
- ii. The official must have no previous on-ice Canadian Ringette Championship experience or have officiated at the previous Tween Eastern Canadian Championships.
- iii. The final ranking list from Provincial A and AA Selection Process, of the same year, will be used to select officials for the Tween Eastern Canadian Championships.
- iv. Chair and independent body to confirm ranking then proceed to call officials in order until position is filled.

j. Guidelines for Selection of Shot Clock Operators for Provincial Events

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

k. Supervisor duties at Provincial Championships

- i. Provide feedback to officials with analysis of on-ice performance.
- ii. Liaise between officials and other participants before and after games when required.
- iii. Attend all meetings as required.
- iv. Ensure officials are prepared to be ready and physically on the ice for scheduled game times.

- v. Enforce code of conduct as required.

10. OUTREACH PROGRAM

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.

- a. Process
 - i. Notify members in these regions (online, ref-o-gram, membership notice) of the available funding
 - ii. 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.
 - iii. 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.

11. **IMPORTANT NOTICE TO ALL LOCAL REFEREES-IN-CHIEF**

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.

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

a. **Registration of Officials**

- i. 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.
- ii. All officials must also be Registered Affiliate members of the O.R.A. (Corporation) through payment of (yearly) dues and insurance fees. These monies are to be paid to the O.R.A. PRIOR to **NOVEMBER 15th** of EACH playing season. See the membership Services Section of this manual for current fee structure.

b. **Evaluation of Officials**

- i. 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, petite and younger.
 - Selected house-league games at the discretion of the local referee-in-chief.
- 1B
- Primarily 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.
- ii. 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.

c. Local Referee-In-Chief Seminars

- i. 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.
- ii. 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.

d. Tournament Referee-In-Chief Responsibilities

- i. 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.

Note: Also included in Games and Tournaments, Sanctioned Event Rules - Section 3.