Alaska Hockey Officials

www.alaskahockeyofficials.com

Rules, Procedures and Guidelines

Acceptance of any game that is offered by an Alaska Hockey Officials (AHO) contracted scheduler shall constitute acknowledgement of these rules, procedures and guidelines.

1. Alaska Hockey Officials Membership

A. Membership in AHO is not a right but a privilege extended to those individuals who have the desire to perform duties entrusted to AHO (see paragraph 2).

B. Membership is broken down in three categories:

i. Active: Individuals who have completed the registration requirements of the governing body that they will officiate and have complied with all membership requirements of AHO. Also included are individuals who routinely perform off-ice officiating duties assigned by AHO schedulers.

ii. Allied: Individuals or organizations, as approved by the Board of Directors, which have a special interest in the purposes of AHO. Included, but not limited to, are officials (both on-and-off ice) who do not normally do games for AHO.

iii. Honorary: Individuals upon whom AHO desires to confer such status, as approved by the Board of Directors.

C. Membership in AHO (non-Honorary members) starts upon the first game officiated after August 1 and expires November 30 of the following season unless terminated in accordance with AHO By-Laws.

D. The Board of Directors for AHO may set a fee for membership. This fee shall apply to Active members.

E. Members in Good Standing: Members who meet the criteria set forth by AHO will be permitted to perform duties outlined in paragraph 2A. This criterion is based on AHO policies, Alaska State Hockey (ASHA) guidelines, USA Hockey (USAH) rules, regulations, and codes of conduct; and National Federation of State High School Associations (NFHS) rules, regulations, and codes of conduct. Although this criterion is vast, it is not limited. Standards such as performance, appearance, abilities, judgment, and evaluations must also be met.

F. All on-ice officials who are 18 years old or older must comply with the ASHA and USAH Background policies.

2. Duties

A. The duties required by those individuals who wish to officiate games entrusted to AHO are not limited. Some of these duties include:

i. On-ice officiating:

1. Enforcement of USAH rules and ASHA supplemental rules.
2. Enforcement of NFHS rules and ASAA supplemental rules.
3. Enforcement of AHO board approved organizational rules.
4. Enforcement of sanctioned organization rules of any entity that AHO provides services for.

ii. Off-ice officiating:

2. Score keeping, clock running, penalty box tender, and when applicable goal judge. High School (ASAA) games in accordance with NFHS and ASAA rules
3. Score keeping, clock running, and penalty box tending of USA Hockey sanctioned games (paid positions only) in accordance with USAH rules and ASHA supplemental rules

iii. Evaluating on-ice officials (per USA Hockey and AHO guidelines)

iv. Other officiating activities that fulfill the purposes of AHO.

B. Some youth associations have "special" or "additional" rules. Unless the local supervisor of officials instructs officials otherwise, these rules SHALL NOT BE "enforced" by on-ice officials. Enforcement of these rules is administrative and shall be the responsibility of those organizations' coaches, team managers or other representatives.

C. The local adult leagues have special rules that are supported by AHO. Individuals officiating these games must be knowledgeable in these rules. The rules for each of these leagues or extracts thereof that speak directly to the special rules, will be posted on the AHO web site. Copies may also be obtained from the Secretary of AHO.

3. Game Assignments

A. Game scheduling is accomplished on-line using an Internet-based system. On-ice officials require Internet access in order to apply for and accept games. Once an official is in the AHO database and receive access to the scheduling platform. The on-line platform will contain games that an individual is eligible to officiate. Schedulers shall not assign games to an ineligible official without direct approval from the President of AHO or local USA Hockey Supervisor. Some factors that make an official ineligible are: age, current USA Hockey level, AHO Hockey level, maturity, conflict of interest (see paragraph 3B) or other criteria determined by the AHO Board of Directors. The scheduler may contact an official for short notice games or other reasons covered in the schedulers' contract.

B. It is the official's responsibility not to apply for games and/or blackout games within the on-line platform that might contain a conflict of interest. A conflict of interest occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise the officials judgment, decisions, or actions. Officials may be subject to disciplinary

actions for accepting games in which a conflict of interest occurs. However, schedulers do have the authority to approve officials to work games where a conflict of interest may be present if there is no other official available.

C. AHO is under no obligation to assign you to any games.

D. You, as an independent contractor, may receive game assignments provided that you meet the requirements of paragraph 1E and 1F.

E. All game assignments are based on a number of factors to include, but not limited to, age, capability, levels attained, and judgment. Most officials (except adult leagues) will be at least one year older than the division in which they officiate.

F. An official must have Internet access to get game assignments. Available games are listed on the scheduling platform. This web page should be accessed frequently since it is updated at least twice a day.
   i. Look at the games available to you and "request" the game or games you would like to be considered for and submit a request. A REQUEST DOES NOT MEAN THE GAME IS ASSIGNED TO YOU.
   ii. Schedulers shall do their best to schedule officials at their earliest convenience however shall assign games no later than 48 hours prior to the start of the game(s). Exceptions shall be permitted for tournaments and unforeseen circumstances.
   iii. The official will need to accept or decline the game within 48 hours, or the game(s) will be reassigned. This basically means that the official will need to monitor their email notifications closely since after the 48-hour 'limit, the game may be no longer be offered.
   iv. Once an official accepts any game assignment from the scheduler, the responsibility to ensure staffing for that game(s) rests with the official who accepted the assignment. If a situation arises whereupon an official is unable to officiate a game, the scheduler must be notified immediately.
   v. Please make sure that you have a back-up copy of your schedule, since occasionally the online platform is inaccessible due to weather or other factors.

G. AHO would like to have its customers give as much notification as possible for games, but short notices will occur. When this happens, please work with the scheduler to get the game covered. Also, due to circumstances beyond the control of AHO, customers may cancel games at any time. The scheduler will attempt to contact the officials involved. These situations may create some hardships, but in this business, this is sometimes expected.

H. Officials will not be scheduled for more than three consecutive games without an adequate break between the scheduled end time of the third game, and the scheduled start time of the next game. The scheduler may deviate from this guideline in urgent situations as directed by the President of AHO.

I. Officials will not accept assignments between separate facilities with less than one 1 hour between the end of the game at one facility and the start of the next game at another facility. The scheduler may deviate from this guideline in urgent situations only when directed by the President of AHO.

4. Game Assignment Abnormalities

A. Official needs to cancel out of a game.
   i. **You MUST NOTIFY the scheduler as soon as possible when unable to perform the officiating duties assigned.**
   ii. **All other game assignments:**
   If a situation arises where upon an official is unable to officiate a game, the scheduler must be notified immediately. When adequate time permits, the use of email between the official and the scheduler shall suffice.

B. Game cancellations
   i. In the event of a game cancellation due to "mother nature" or some other condition not in control of AHO or the associations, every effort will be made to notify officials of the cancellation. Regardless of notification, AHO will not pay a game fee under these circumstances. AHO will compensate the official a reasonable travel fee as established by the Board of Directors.
   ii. If you show up for a scheduled game and you were not notified in advance that there is no game, you will be paid the appropriate rate. **Notify the Scheduler** of the situation immediately.
   iii. It's the official's responsibility to inform the Board of Directors for requests with compensation at the next scheduled board meeting as a person to be heard for consideration.

C. Partner no-show (see also paragraph 5)
   i. Two-official system:
      1. If you show to an assigned game and your partner does not show, do the game solo only if you are capable and you determine it is safe to do so. Permit your partner on the ice after the game has started if the situation deems it necessary.
      2. There is no requirement to permit your partner on the ice to help officiate once the game started.
   ii. Three-official system:
      1. If you show to an assigned game and one partner does not show, do the game using the two-official system. Once the game has started, it is up to the officials doing the game to determine if the third official shall be permitted on the ice.
      2. If you arrive to an assigned game and none of your partners show, officiate the game solo as long as you are capable and you determine it is safe to do so. Permit one or both partners on the ice after the game has started if the situation deems it necessary.
   iii. Four-official system:
      1. If you show to an assigned game and one partner does not show, do the game using the three-official system as long as you are capable and you determine it is safe to do so. Once the game has started, it is up to the officials doing the game to determine if the fourth official shall be permitted on the ice.
      2. If you arrive to an assigned game and none of your partners show, officiate the game solo as long as you are capable and you determine it is safe to do so. Permit one or both partners on the ice after the game has started if the situation deems it necessary.

iv. **Notify the Scheduler** of the situation as soon as possible after the game. Pay will be pro-rated if needed.

D. Game fill-in
   i. If you wish to "fill-in" on a game which has an insufficient number of officials (before the game starts), you may do the game only if you meet the criteria in paragraph 3D and routinely officiate the level you would be filling in for.
   ii. **Notify the Scheduler** of the situation as soon as possible

E. Premature game departure (for reasons not provided by governing body rules)
   i. **Never depart a game early that is using a two-official system unless directed to do so by the USA Hockey Local Supervisor or higher authority, or game scheduler!** (see 4(E)(iii) below)
   ii. If you must depart a game early, for reasons other than those specified in 4(E)(i) and 4(E)(iii), you will not be paid for the game, and your action will be reported to the USA Hockey Local Supervisor for possible disciplinary action.
   iii. When using the three-official system, use the following guidelines to determine whether to depart a game early or not.
      1. To officiate another AHO scheduled game on an adjacent rink that had no officials show
         a. Although officials are not required to "jump" to another rink, all officials involved with the current game must determine if and who should be permitted to "jump" to the other rink. Some factors include abilities, experience, and age. The key factor will be the permission of the team coaches involved in the game currently underway.
         b. **Notify the Scheduler** of the situation as soon as possible after the game.
         c. Pay for both games shall be pro-rated as determined by the AHO Board of Directors.
      2. Due to an Emergency
         a. An official who cannot finish a game due to an injury must notify the scheduler and the President of AHO within 24 hours.
         b. The AHO Board of Directors will make a determination if a pro-rated fee is required.

F. Power outage/Ice plant malfunction (Game duration may be longer than scheduled)
   i. Complete the game: If the game can be continued within a reasonable amount of time.
   ii. For a power outage – stop the game immediately. Get the teams to their benches. Locate the rink attendant to attempt to resolve the situation. If the game can be continued, complete the game.
   iii. If an ice plant malfunction occurs, SAFETY of all personnel is paramount. Once their safety is assured, check with the rink attendant about the situation. If the game can be continued, complete the game. Do not leave the rink until you are assured that play cannot resume within a reasonable amount of time
   iv. For any other situations not addressed by these rules and procedures or covered by the governing body of the game being officiated, use common sense.
   v. **Notify the Scheduler** and the President of AHO within 24 hours of any of these situations.

5. No Show officials

A. Officials who fail to show to officiate a game and fail to advise the scheduler in advance of their absence will be referred to the USA Hockey Local Supervisor for disciplinary action.
B. Officials who fail to show to officiate a tournament game will be referred to the USA Hockey Local Supervisor for disciplinary action, and may be ineligible to officiate any remaining games in the tournament.
C. The scheduler will take "No-shows" into consideration when making game assignments.
D. Only the AHO President or his/her designee may excuse a no-show.
E. Officials may be subject to a fine for "No-shows" in the amount of the game fee that would have been paid to that official.

6. Pay

A. Referees are paid based on the game assignments reflected on the scheduling platform. When a change to your schedule is required, usually due to a schedule change as defined in paragraph 4 above, it will be your responsibility to ensure the information on your schedule in the online scheduling platform is current through the scheduler. If the system reflects inaccurate information, you may not be paid what is due you.
B. It is NEVER acceptable for a referee to "unofficially" work a game as a substitute for another referee. Any activities of this nature will result in suspension of all game assignments until a review of the situation can be made by the AHO Board of Directors. The situation may be referred to the USA Hockey Local Area Supervisor for disciplinary action, and~~/or~~ result in further suspension of game assignments by AHO.
C. Pay Problems: If there is a discrepancy in your pay, notify the AHO Bookkeeper at the AHOI web site. If that does not resolve the issue, notify the AHO President in writing with the appropriate information. Officials have 60 days past the date of the electronic bank transfer to their bank account to notify AHO of any pay discrepancies.

7. Score Sheets

A. The score sheet is the official record of the hockey game. It is the responsibility of the Referee to ensure the accuracy of the score sheet
   i. Prior to the start of the game, ensure the following entries are on the score sheet: Date, time, rink, age level, division, team names and length of game. The Referee must then compare the number of players on each team with the list of players on the score sheet.
   ii. During the game, ensure the score keeper annotates on the score sheet all goals, assists, penalty entries, and authorized remarks.
   iii. At the end of the game, ensure the score keeper has included the final score, the name of the timekeeper and their name in the appropriate spaces. Cross

off any players from the game roster who were ineligible to participate in the game.

iv. Make sure that all penalties are properly annotated on the score sheet. I.e.… check from behinds, double minors

v. Post-game entries by the Referee include names of on-ice officials and cross off unused portions of the penalty and scoring area. It is strongly recommended to take the score sheet to the referee room to properly review it. **DO NOT FORGET TO SIGN THE SCORESHEET!**

B. If the AHO bookkeeper finds that a score sheet does not have the on-ice officials names on it, AHO is under no obligation to pay (or charge associations) for that game.

C. AHO does not retain a copy of a score sheet. In the event a game report (see paragraph 10) needs to be generated, you should keep copy of the score sheet to extract pertinent information for completion of the game report.

8. Dress and Appearance

A. AHO on-ice officials are required to utilize certain equipment for games. This equipment will be provided by the official and worn in accordance with the manufacture design. In accordance with directives by the hockey governing bodies the minimum equipment required is: Ice Hockey Official's sweater (with current USA Hockey crest for USA Hockey sanctioned games), black pants, black ice hockey skates with white laces, black hockey helmet with chin strap, clear half shield and whistle.

B. Officials under the age of 18 must wear a HECC approved Neck Laceration Protector to officiate games assigned by AHO. For safety purposes, it is also recommended that all officials wear a groin protector, shin/knee pads, elbow pads and padded girdle.

C. Officials arriving at a rink to officiate a game shall not wear any clothing with ASHA or ASAA affiliated insignia or logos before, during or after the game. This is advised to prevent the perception that an official may be biased in performance of their duties.

D. Any official who appears to be under the influence of alcohol or drugs will be reported to the President of AHO and the USA Hockey Local Area Supervisor as soon as possible. Failure to do so may result in suspension by AHO.

9. Sexual Harassment

AHO has a zero-tolerance policy on sexual harassment, if you believe you have been a subject of sexual harassment, you need to notify the AHO President and the Local Supervisor of Officials.

10. Alcohol and Drug

The AHO policy governing alcohol and drugs are on the website for you to review, and you must sign off on the policy before you can officiate any AHO game.

11. Pre and Post Game Etiquette

A. Be at the rink 20 minutes prior to games unless instructed otherwise. Tournament and high school games require a 45-minute pre-game arrival.

B. All on-ice officials will leave and return to the referee's room together.

C. On-ice officials must be on the ice for warm-ups.

D. All officials shall remain on the ice upon completion of the game to watch players through the handshake line and as they leave the ice and go to their locker rooms. The visiting team is to leave the ice first when both teams must exit the ice through a common door or when the game was not so friendly. Monitor both teams in hallways.

E. Keep the official's room clean.

12. Game/Injury Reports

A. When a major injury occurs during any USA Hockey sanctioned game, notify the local supervisor within 24 hours of the end of the game.

B. When a Game Misconduct or Match Penalty is assessed during USA Hockey sanctioned games, a game report must be filed. The report will be filed within 24 hours after the event in which it occurred. This report should be filed by using USA Hockey's online incident reporting system accessible through your officiating profile on USAHockey.com.

C. For High School games, the game report is to be completed by the Referee within 24 hours after the game through ASAA's online reporting system.

13. Elections

A. Active members in good standing and honorary members are eligible to run for any board position in AHO.

B. Any member who runs for a position must be 18 years of age or older upon taking the position elected for.

C. All Active members in good standing and Honorary members are eligible to vote in the Annual AHO elections.

14. Problem Solving

Any significant problems with coaches, players, fans, or other referees should be presented to the Board of Directors in writing or in person, at the earliest possible convenience. Members should be factual while providing as much detailed as possible to the Board of Directors to include being prepared to be interviewed or having others who witnessed the event be willing to provide a statement as necessary

15. Discipline

A. Disciplinary procedures for AHO will be consistent with Article 7 and Article 9 of AHO's bylaws and the USA Hockey Annual Guide.

i. The Vice president will review any matters relating to discipline of members, they will appoint and chair a discipline committee as needed on a case-by-case basis.

1. Matters that are USA Hockey related, SafeSport related, or ASAA related should be heard through those governing bodies rather than

through AHO. However, AHO reserves the right to hear those cases after they have gone through their respective bodies. If there is a violation of AHO's bylaws AHO also reserves the right to further discipline the member.

2. The Disciplinary Committee should be composed of 3 AHO Board members in addition to the Chair of the committee. After the formation of the committee, they have up to 30 days to conduct the investigation.
    a. AHO Board members may be required to conduct interviews or gather evidence of the member in question in order to extract facts on the matter.
    b. AHO Board members will need to consolidate findings into a consolidated report that gives the best synopsis of the matter.
3. They shall schedule a hearing within 7 days of the conclusion of the investigation. The member in question should be present at the hearing.
    a. They should hear evidence and witness testimony
    b. They should deliberate, provide a ruling, implement a sanction if necessary and communicate that with the member as well as the AHO board.

ii. After an AHO disciplinary hearing the member has the right to appeal the AHO disciplinary ruling.

1. A written appeal must be emailed to the Vice President within 72 hours of notice to the official of disciplinary committee's ruling.
2. Appeals will be heard if:
    a. There is new evidence or if evidence went unheard.
    b. The ruling or sanction seems excessive comparable to sanctions on players during match penalty proceeding. (See USA Hockey's progressive suspension and match penalty guidelines)
3. If an appeal will be heard:
    a. The Vice President will inform the board and the scheduler so that the sanction is not imposed until after the appeals hearing.
    b. The Vice President will form a committee composed of 3 AHO board members that did not hear the case previously. If due to the lack of board members or a conflict of interest within the case the Vice President and the Official may agree upon active members of AHO to sit on the committee in leu of board members.
    c. They should schedule a hearing in which the member in question should be present.
    d. They should hear evidence and witness testimony
    e. They should deliberate, provide a ruling, implement a sanction if necessary and communicate that with the member as well as the AHO board.
4. After the appeals hearing if the member still believes that it fits the appeals criteria they can appeal to the board as a whole. However, the imposed sanctions will no be postponed. It shall go into effect immediately following the appeals hearing.
    a. They must submit a request to the secretary as a "Person to be Heard" at the next regularly scheduled board meeting.