



MIHOA Request for Game Officials & Payment Policy

04/1/2023

MIHOA has established policies for leagues, tournaments, clubs and teams to for requesting or changing officials for games and invoice payment.

Request submitted are for scheduling officials only. Request to add, change or cancel games must be sent to the appropriate league, tournament, club or opposing team.

All organizations, clubs, or tournaments must complete and sign the MIHOA New Organization Registration Form before any officials will be assigned to games. The form can be found using this link - <https://form.jotform.com/221975227146156>

Invoice Payment

The organization, club, team or tournament submitting the request for officials is responsible for payment. MIHOA will not shift payment responsibility to another organization, club, team or tournament. Organizations and clubs are responsible for payment of team fees. MIHOA will not invoice individual teams.

Payment for the month invoiced is due by the end of the next month. Example, September Invoice is due by October 31

Payment not received by the due date will be assessed a \$5 per day late fee starting the first day of the next month. Example, September invoice payment not received by October 31 will be charged \$5 per day late fee starting November 1.

Payment not received by the month following the due date will result in no official being assigned to games and officials being pulled from all games for that league, club, organization or tournament until [payment is received. Example, September invoice payment not received by November 30 will have no officials for any game until payment is received.

League Games

League game additions, changes and cancellations **MUST** be submitted to the appropriate league. **DO NOT** submit them to MIHOA. The league will notify MIHOA of the request. League examples (this is not a complete list) include:

- Missouri Hockey Youth Division
- Mid States Club High School Hockey
- Mississippi Valley Club Hockey Association (MVCHA)
- All summer leagues
- All Spring leagues
- HNA Adult



MIHOA Request for Game Officials & Payment Policy

04/1/2023

- Centene Adult
- Maryville Adult
- East Alton Adult
- All tournaments

The above does not apply to Central States Development Hockey League (CSDHL) and college teams and clubs. Each team/club is responsible for submitting game request.

Add a new game request for officials – to request officials for a new game you have scheduled, you must sign into the MIHOA Scheduling System.

If you do not have a user id and password to the MIHOA Scheduling System, you can request a user id and password using the MIHOA Scheduling System User ID Request Form on the MIHOA scheduling web site. [Click here to request user id.](#)

To request officials for a new game with less than 5 days notice, use this link and complete the form. <https://form.jotform.com/211098065992160>

If you have a large number of games to add, you may submit a spreadsheet for uploading into the MIHOA Scheduling System. The spreadsheet **MUST BE in the MIHOA format**. The spreadsheet can be uploaded to MIHOA using the MIHOA Game Officials Request Form. Only spreadsheets will be accepted, **Word, PDF or other document types will NOT be accepted**.

Download the Sample MIHOA Game Upload Spreadsheet from the MIHOA web site. [Click here to go the site.](#)

Emails WILL NOT be accepted. All request must be submitted by logging into the MIHOA Scheduling System.

Change an existing request for officials – to change an existing request for officials for a game you have scheduled, you must submit your request using the MIHOA Game Officials Request Form. [Click here to access the form.](#)

Emails WILL NOT be accepted. All change request must be submitted using the MIHOA Game Officials Request Form.

Cancel an existing request for officials – to cancel an existing request for officials for a game you have scheduled, you must submit your request using the MIHOA Game Officials Request Form. [Click here to access the form.](#)

Emails WILL NOT be accepted. All cancellation request must be submitted using the MIHOA Game Officials Request Form.



MIHOA Request for Game Officials & Payment Policy

04/1/2023

Forms and Links:

- MIHOA Organization Registration Form
<https://form.jotform.com/221975227146156>
- MIHOA Scheduling System User ID Request Form Link
<https://secure.oswebs.com/miho/organizations/>
- MIHOA Scheduling System Link
<https://secure.oswebs.com/miho/organizations/dir.asp?dir=val>
- MIHOA Game Officials Request Form Link
<https://form.jotform.com/211098065992160>
- Download a sample spreadsheet on the MIHOA web site
<http://www.miho.com/schedule-officials-for-games.html>

Request Timeline

Leagues, tournaments, clubs and teams must request officials and changes for games at least 5 days prior to the game date. MIHOA game assigners require time to find officials which are qualified to work the game and have the date and time of the game available. A request for officials or change does not guarantee the game will have officials assigned or a change accommodated.

Failure to comply with the 5-day notice could result in one official officiating a game or no officials assigned to the game. MIHOA makes every effort to assign at least two officials to every game; however, there will be instances when two officials are not available after the deadline date.

Request with less than 5 days' notice:

MIHOA will make every attempt to assign officials with less than 5 days' notice; however, MIHOA does not guarantee officials will be assigned to these games.

To request officials for a new game with less than 5 days notice, use this link and complete the form. <https://form.jotform.com/211098065992160>

Request with less than 5 days' notice will be assessed an additional \$10 fee.

Change request with less than 5 days' notice:

MIHOA will make every attempt to accommodate change request for officials with less than 5 days' notice; however, MIHOA does not guarantee the requested change can be accommodated.

Change request with less than 5 day's notice will assessed an additional \$10 fee.



MIHOA Request for Game Officials & Payment Policy

04/1/2023

The change request fee will be assessed regardless if MIHOA is able to accommodate the request. Multiple change request for the same game will result in a fee charge for each request occurrence.

Cancellations with Assigned Officials:

If all officials have been assigned to a game and the game is subsequently cancelled, the service fee will be charged.

Cancellations Less than 24 Hours Before Game:

If all officials have been assigned to a game and the game is subsequently cancelled with less than 24 hours' notice, the service fee and game fees will be charged.

Saturday and Sunday Single Games:

Missouri Hockey Youth Division single games on Saturday and Sunday will be charged an additional fee of 50% of the total fee. Single games are defined as one game which does not have another game scheduled before or after.

Adult Games Game Times:

Adult games with the below start times will be charged an additional fee:

- 8am or before
- 9:59pm or after
- 10:59pm or after

See the MIHOA Rate Sheet for fee amount.

One Official officiates the game:

1. If a game has one official and the game was submitted at least 5 days prior, MIHOA will invoice and bill for only one official
2. If a game has one official and the game was NOT submitted at least 5 days prior, MIHOA will invoice and bill for two officials and will not be financially responsible for any current or future cost of the game in question

No Officials Assigned:

1. If a game has no officials, and the game was submitted at least 5 days prior, MIHOA will:
 - a. Attempt to notify the league tournament, club or team prior to the game
 - b. Continue to find officials to work the game
2. If a game has no officials and the game was NOT submitted at least 5 days prior, MIHOA will not be financially responsible for any current or future cost of the game in question

All polices are subject to review and revision based on circumstances throughout the season.