

Missouri Ice Hockey Officials Association

Policies and Procedures

Effective 01-SEP-2017

I. QUALIFICATIONS FOR ACTIVE MEMBERSHIP

Registration - All persons seeking active membership in the Missouri Ice Hockey Officials Association (MIHOA) must annually satisfy the registration/certification requirements of USA Hockey, the Affiliate (MO Hockey), be in good standing with MIHOA and agree to both the MIHOA Code of Conduct and the Independent Contractor Agreement. ***No re-application for membership in MIHOA shall be considered from any person until any outstanding fees and/or fines owed MIHOA are satisfied.*** **In order to be scheduled for games and have access to the scheduling process after November 30th, both USA Hockey and MIHOA prior to Nov 16th must list an official.**

II. GAME ASSIGNMENTS

Monthly Calendar - Each member should complete a monthly calendar through the MIHOA scheduling website on or before the due date as posted. ***Members also should update their calendars throughout the month as their availability changes.***

Assignments - Should a member be assigned a game in a league in which the member plays or involves any immediate relative, the member shall immediately, upon discovery of such assignment, notify the appropriate game assignor & Database Administrator. ***It is the member's responsibility to contact the appropriate game assignor to notify them of any restrictions that should be placed on an official and at any time this information changes during the course of the season/year.***

Game Acceptance - All games assigned through the scheduling process must be confirmed or declined within the first three (3) days following the release of the monthly schedule. Failure to accept or decline assigned games within this period will result in all of the assigned games being removed from the official's schedule for reassignment unless the MIHOA **Database** Manager is notified ahead of time of a late schedule confirmation.

Declines and Game Returns

Should a member for any reason not be able to accept any of the games offered for assignment when schedules are ready for view, they will have an option to decline any games offered during the three (3) day confirmation period. After the three (3) day confirmation period ends, any assignment(s) that a member cannot complete after the assignment has been made by MIHOA and accepted by the official must be returned for reassignment by following the Substitution Process outlined in Attachment A. Games returned within **5 days prior to the start time of the game** shall be assessed a five dollar (\$5.00) charge per game returned for levels Bantam (14U) and higher and a \$2.50 charge per game for PeeWee

(12U) level and lower games. **Members may not find their own substitutes for games they cannot officiate.** Violations could result in fines or disciplinary action.

Accepted Games - (i.e. confirmed), which are returned less than 24 hours before the scheduled start time, shall be assessed a full game fee charge. Drop fees will be charged to multiple game situations beyond the initial game fee charge.

Search for Games - Officials **who have used the Search for Games feature, have requested a game(s), and then were assigned the game** will **NOT** have the ability to decline the game via the software. Any game requested and assigned through this process must be returned for reassignment by following the Substitution Process outlined in Attachment A. Games returned through this process will be subject to a full game fee charge.

No-Show Procedure - Should a member be authorized to work a 2 official game alone where an official has no showed, the member working the game will have their fees adjusted accordingly (excludes ADM). In order to receive the additional pay, the authorized official must submit an Incident Report within 48 Hours.

Cancelled Games - MIHOA's policy is to charge teams for games cancelled less than 24 hours prior to the start time of the game unless the game is cancelled due to acts beyond normal circumstances. Officials will be paid for games where fees are collected.

III. GENERAL GAME RESPONSIBILITIES

Promptness - All members are required to arrive at the rink **AND BE IN THE OFFICIALS LOCKER ROOM** a minimum of thirty **(30)** minutes prior to scheduled game and forty-five **(45)** minutes prior to the scheduled game time of all high school and college games. Should an official not be present twenty **(20)** minutes prior to game time, (thirty five **(35)** minutes for high school/college games); the official(s) present shall follow the procedure listed on attachment "A". **Failure to follow this procedure will result in the forfeiture of any potential bonus pay and be subject to further disciplinary action.**

Dress Code - Members are required to dress in business casual attire or in MIHOA warm-up suits upon arrival, while outside of the locker room, and upon departure. In extreme inclement weather the Dress Code requirement-is waived.

Score Sheets - All members are responsible to **LEGIBLY PRINT** their names on the score sheet. Should there be any discrepancy with the payment for a game, only the member(s) whose names are legibly printed on the score sheet will be recognized as working that game. **Violation could result in the loss of the game fee. Each official must also sign the score sheet individually. Signing, or permitting anyone to sign someone else's name is prohibited.** Violations will be handled by the MIHOA Disciplinary Committee.

IV. NO-SHOWS

Should a scheduled official not work an assigned game scheduled by MIHOA, that official will be considered a no-show. No-shows must be reported through the MIHOA Incident Report Form on the scheduling web site within forty-eight (48) hours of the conclusion of the game.

Violations are subject to these penalties: First Incident – A fine of the game fee, Second incident – A fine of 1 ½ times that game fee, Third incident – A fine of **triple** the game fee plus suspension until a hearing before the MIHOA Disciplinary Committee for possible further action.

No Shows in Three or Four Man System - In the event an Official no-shows a 3-man game, the 2 remaining Officials will work the game in the 2 man system and be paid the set rate for the 2 man system. In the event of a no show in the 4-man system, the remaining officials shall work the game using the 3 man system of 1R 2L and be paid at the set rate for the 3 man system.

V. REPORTING

Game Reports (USA Hockey Games Only) are to be submitted no later than **twelve (12) hours from the completion of the game and must** be filed on a Game Report Form through the MIHOA scheduling web site. These reports are required for any of the following situations and are to be CLEARLY marked on the score sheet indicating the name/number/team of the individual and the infraction.

1. Any Game Misconduct assessed;
2. Any violation of Rule 411. (Progressive Suspensions)
3. Game Suspensions to coaches (in the appropriate age level) whose team receives fifteen (15) or more penalties in a game;
4. Any Match Penalties assessed. All non-assessing officials should file an Incident report with their version of the events.

Incident Reports are to be submitted no later than **twenty four (24) hours from the completion of the game and must** be filed on an Incident Report Form through the MIHOA scheduling web site, and is required for any of the following incidents:

1. Any serious injury to a player, coach, team official, on-ice official, off-ice official or spectator as a result of any game related incident that may require “outside” medical assistance;
2. Any time that a scheduled game is not played, i.e. unsafe ice/playing conditions, forfeit, etc.
3. No-shows, regardless if another official works the game;
4. Removal of any person for a zero tolerance violation or player that is assessed an “EJ” penalty.

Game Reports (NON- USA Hockey Games Only) - All **NON USA Hockey sanctioned games that require reporting of suspension penalties MUST** be reported on a game incident form not a game report form (i.e. HNA and NCAA).

Responsibility – Although only 1 report per incident is required, filing the proper reports shall be the responsibility of the official who initially assesses the penalty. The first listed official on the game schedule will be responsible for all other incidents. Ultimately it is the responsibility of ALL game officials to insure the proper reports are filed.

Additional Reporting - It is the responsibility of the member submitting the game report for Match Penalties to notify the USA Hockey Local Supervisor by telephone within eight (8) hours of the end of the game in which the incident occurs.

Violations - Failure to comply with the requirements for submitting game or incident reports are subject to disciplinary action and fines.

VI. GAME FEES & PAY DISCREPANCIES

All monies paid from MIHOA to Officials will be reported as required to the US Internal Revenue Service via a 1099 form. Any pay discrepancy must be noted on the MIHOA Pay Discrepancy Report Form and be submitted via the MIHOA web site to the MIHOA Treasurer within fourteen (14) days of receipt of pay, otherwise fees will be considered PAID on that date unless the Treasurer has been notified. Any necessary corrections for a pay discrepancy will be made on the member's next check.

VII. DISCIPLINE OF MEMBERS

For the members' convenience, discipline of members in the form of fines only is applied without a hearing. Should a member choose not to waive their right to a hearing, the member may appeal such fine to the Discipline Committee. Such appeal must be filed within 14 days of notification of the discipline.

Discipline of members for serious violations will be handled by the MIHOA Discipline Committee and may be notified by electronic means. This disciplinary action may include a fine, probation, suspension or dismissal from MIHOA. The process to appeal this disciplinary action is found in the MIHOA By-Laws. Should a member desire to bring disciplinary action against another member, the member making the accusation is to contact the MIHOA President. The President will then investigate and determine whether to submit the issue to the MIHOA Discipline Committee.

MIHOA Policy and Procedures

Attachment A

Substitution Process:

1. Any assignment(s) that a member cannot complete after the assignment has been made by MIHOA and accepted by the official must be returned for reassignment by sending an e-mail **BOTH** to the assigner **AND** the MIHOA **Database Manager** stating the assignment(s) that cannot be fulfilled.
2. Assignments that must be returned within 24 hours of the start of the assignment must also include a telephone call using the same order outlined below.

The following procedure shall be used in all situations where:

1. Any MIHOA scheduled official for any MIHOA scheduled game is not in the official's locker room at least **thirty five (35) minutes** prior to the scheduled game time of all high school and college games, or, **twenty (20) minutes** prior to scheduled game time of all other games.
2. Anytime there is a situation where there are no officials for any type of game that may or may not have been properly scheduled.

First contact is the Game Assignor.

Jerry Burt -- **Adult** -- 314-503-4567 (Cell Phone)

Don Arias, Jr -- **Youth** -- 314-972-3396 (Cell Phone)

Tepei Sakuma – **Scholastic (HS and NCAA)** -- 636-542-0152 (Cell Phone)

Second would be the Database Manager (Hardy Woodward) -- 314-610-5415 (Cell Phone)

Third would be any of the assigners or Bob Howenstein -- 314-378-2621(Cell Phone)

Every attempt will be made to find out where the missing partner is and/or get a replacement official to the game location ASAP. **Please leave a voice message with every person that you call with the game time, rink and missing official.** If possible leave a call back number so that we can try to get back with you.

DO NOT LEAVE A GAME ASSIGNED TO YOU TO GO AND WORK ANOTHER GAME WHERE THERE MIGHT NOT BE ANY OFFICIALS OR A NO SHOW OFFICIAL.