

NHIOA Policy Guide

1. On-Ice

1.1. Appearance

1.1.1. Officials

1.1.1.1. Appear on the ice together for warm-up.

1.1.1.2. Leave the ice together.

1.1.2. Skates

1.1.2.1. Polish your leather.

1.1.2.2. Use black toe on the nylon front. No ragged toes.

1.1.2.3. WHITE laces. Regularly update them during the season.

1.1.3. Jersey

1.1.3.1. Should be clean and relatively new; No faded or yellowed jerseys.

1.1.3.2. Members/Probationary – Full size NIHOA crest on left breast.

1.1.3.3. Apprentice – Small NIHOA crest on upper left arm.

1.1.3.4. Make sure the jersey fits properly.

1.1.3.5. No jerseys with mesh underarms.

1.1.4. Pants

1.1.4.1. Keep pants pressed and neat.

1.1.4.2. Sew any cuts to prevent ragged edges.

1.1.5. Helmet

1.1.5.1. Black only.

1.1.5.2. US Flag placed on back of helmet on bottom center.

1.1.5.3. Wear helmet (on ice) at all times with chin strap fastened.

1.1.6. Warm-up Jacket

1.1.6.1. NH approved jacket.

1.1.6.2. Small NIHOA crest on left breast.

1.1.6.3. Be consistent with partner when wearing jackets.

1.1.7. Personal grooming

1.1.7.1. Clean shaven

1.1.8. Misc.

1.1.8.1. Use only black tape, clear tape or Shin Tights.

1.2. Conduct

1.2.1. Goal Pins: Do not put in net 'pins' for either team. If necessary, make request to home team that they should have someone install these prior to the teams taking the ice. (use common sense and "3rd" rule book)

Exception: Girl's V or Girl's JV. These players may not be big or strong enough to put pins in so if the nets aren't pinned we should make an exception.

1.2.2. Don't hang around the benches before or after the periods.

1.2.3. You may introduce yourself or greet the coaches but do not "chat" with coaches, or other team personnel unnecessarily.

1.2.4. Conduct captain's meetings prior to the start of the game per rulebook standards.

1.2.5. Do not discuss game situations with a coach on the ice.

1.2.6. NEVER comment to press. "NO COMMENT" is safest path.

1.3. Know the Rules!!!

- 1.3.1. Make sure you know which rules the game is using (NCAA vs. Federation)
- 1.3.2. Discuss rules with partner before the game for uniformity.

1.4. Signals

- 1.4.1. Be decisive and firm on all calls.
- 1.4.2. On penalties, blow whistle, stop, point to player, make signal. A verbal signal should accompany the hand signal (e.g. #5, white, tripping)

1.5. Reporting Penalties

- 1.5.1. Once play has completely stopped, report the penalty from your position. The skate to scorer and report penalty again with a hand and verbal signal. Give clear signals so the crowd can see. Make sure scorer understands penalty and gets correct times on clock.
- 1.5.2. Avoid the penalized player's path to avoid confrontation.
- 1.5.3. Skate to your position to be ready for next face-off.
- 1.5.4. For official that calls a penalty, avoid positioning in front of penalized team's bench. Go to opposite side of ice from penalized team's bench.

1.6. Start of Period Procedures

- 1.6.1. Referees come on the ice at 2:00, home team at 1:00, and visitors at :50 (We do not enforce a protocol penalty unless league rules state so explicitly)
- 1.6.2. Check the nets for pucks after warm-ups.
- 1.6.3. 2nd & 3rd period- teams must go directly to bench (No Huddles).
- 1.6.4. Always try to keep game on time.

1.7. Face-off Positioning & Procedure

- 1.7.1. 15 Second rule for Federation and 18 second rule for NCAA has resulted in the official who picks up the puck is the one who conducts the face-off. (except in penalty situation referred to in section 1.5 above)
- 1.7.2. Refer to 15/18 second guidelines posted on website for complete details on the 15/18 second rule and managing face-offs.

1.8. End of Period Procedures

- 1.8.1. At the end of the first and second periods, hold one bench if teams use the same exit door or need to cross each other when leaving the ice surface.
- 1.8.2. Make sure all players are in locker room before you leave ice.
- 1.8.3. In Federation, have 12 minutes (15 min in some rinks) put on clock for intermission.
- 1.8.4. After the game, stand away from the benches and out of the path of the players. Officials should be diagonal on bluelines on opposite side of handshake line.

2. Off-Ice

2.1. Game confirmation

- 2.1.1. Call or email your scheduled partner 2-3 days ahead of time to confirm time, and location. If you are reassigned to a game, it is your responsibility to call your partner at least 2 days prior to game.
- 2.1.2. Car pool whenever possible.
- 2.1.3. Go by the schedule on the Arbiter. Call the assigner or home team if you have questions.

- 2.1.4. Have NIHOA membership list with you in case you need to call partner from road.
- 2.1.5. Have school list and rink directions with you in case you need to call school or rink from road.
- 2.1.6. Missed or late game. Notify the Assigner!
- 2.2. Appearance
 - 2.2.1. Dress professionally to and from games.
 - 2.2.2. Clean attire. Don't look sloppy or dirty. Don't make it look like you just worked in the yard or under the car.
 - 2.2.3. Do not hang referee shirt in window of car.
- 2.3. Pre-Game
 - 2.3.1. Arrive 30-45 minutes prior to game time. If weather or some other reason will cause you to be late, call your partner or the rink.
 - 2.3.2. We should avoid locker room visitors.
 - 2.3.3. Discuss rules and personal preferences with partner prior to game. **Know the Rules!!!**
 - 2.3.4. Confirm ice start time upon arrival with coach or AD.
 - 2.3.5. Make sure the home team knows you are there.
- 2.4. Press
 - 2.4.1. Do not discuss anything with any member of the press. There is too much opportunity for your comments to be misinterpreted or taken out of context. **Just say "No Comment"**.

3. Rules

- 3.1. High Schools
 - 3.1.1. Use Federation Rules.
 - 3.1.2. Special NHIAA exceptions to rules will be communicated prior to the season from the Supervisor of Officials.
- 3.2. Prep Schools (All levels)
 - 3.2.1. Use NCAA Rules
 - 3.2.2. Any deviations or exceptions from the NCAA rules will be communicated prior to the season or as they become available

4. Assignments

4.1. Regular Season

- 4.1.1. All officiating assignments are done and communicated by a central assigner within our NIHOA organization. That individual is appointed by the Executive Committee.
- 4.1.2. Officiating assignments are initially distributed towards the end of November for a part or all of the upcoming season. Subsequent schedules are sent out periodically to complete the assignments for the season.
- 4.1.3. Game assignments are administered with an online scheduling system. That system is currently the Arbiter. It can be accessed at www.arbitersports.com
- 4.1.4. Schedules are distributed through the online assignment system. Officials are requested to accept their schedules or make any turnbacks promptly so the games may be reassigned in a timely manner.
- 4.1.5. Officials may receive individual assignments during the season as required. These may be communicated verbally (e.g. phone) or electronically.
- 4.1.6. Confirm all assignments sent to you by the assigner.
- 4.1.7. Confirm receipt of a cancellation by accessing your schedule page on the Arbiter site.

4.2. Tournaments

- 4.2.1. High School Tournament games are assigned by the Hockey Committee (NHIAA). Officials who make themselves available are considered for tournament assignments. NHIAA is using the Arbiter for assignments.
- 4.2.2. Prep School Tournament games are made available to the chapter from the New England Prep School Association. These assignments are made through the central assigner of NIHOA-NH or from the New England Prep Commissioner.

5. Compensation

- 5.1. Game fees for NHIAA (High School) games are dictated by the NHIAA by-laws.
- 5.2. Game fees for Prep School and College are set by the chapter.
- 5.3. Schools or organizations pay game fees directly to the officials. NIHOA neither collects nor pays game fees to officials.
- 5.4. Most schools pay by check at a later date. Do not ask for check. If they hand it out, fine; if not, it will be mailed.
- 5.5. If asked to fill out an expense voucher, be accurate on travel. Do NOT put in mileage if you didn't drive. Many schools pay both officials mileage no matter who drives; this is acceptable. Don't penny pinch. It could be made up later at another place or time.
- 5.6. Do not cash a check from a school if you did not do their game. It most likely belongs to someone else. Contact the assigner to see who worked the game. Do not send the check back to the school unless instructed. It is difficult at times to get those checks back to the rightful owner. We will redirect those checks to the proper official.

6. Game Accountability

- 6.1. Missed Game: official pays ½ game fee (to chapter), letter of apology to school

- 6.2. No Partner game confirmation: official pays ¼ game fee (to chapter) if partner misses game and no confirmation was made. Game confirmation must be within previous week
- 6.3. Official arriving at game less than 30 minutes prior to game time - \$5
- 6.4. Official causing late start of game - \$15

7. Dues and Fees

- 7.1. Dues for the upcoming season are due prior to the conclusion of the spring meeting of the previous year. If a new member or transferring member, they are due immediately upon acceptance into the chapter.
- 7.2. Dues and game assignment fees not paid by the end of the spring meeting will be assessed an additional \$10 fee.
- 7.3. If dues payment is not received by the Fall meeting, member will lose 3 days of schedule eligibility for every 1 day late on payment of dues/assignment fees
- 7.4. Dues are currently \$60 per year (2013-14). First year apprentice members pay \$40 upon successful completion of written and skating test.
- 7.5. Transfer members pay \$25 dues if National dues are already paid by previous chapter.
- 7.6. Apprentice testing fee is \$25.
- 7.7. Game assignment fees (for officials) are due prior to the conclusion of the April meeting for the season just completed. There is a sliding fee scale based on the number of games officiated.
- 7.8. Game Assignment Fees (games officiated)
 - 1-5 = \$7.50
 - 6-10 = \$12.50
 - 11-15 = \$20.00
 - 16-20 = \$25.00
 - 21-25 = \$32.50
 - 26-30 = \$37.50
 - 31-35 = \$45.00
 - 36-40 = \$50.00
 - 41-45 = \$55.00
 - 46 or greater = \$60.00

8. Committees

- 8.1. Executive Committee
 - 8.1.1. The officers of the organization.
 - 8.1.2. Consists of the President, First VP, Second VP, Secretary, Treasurer, Supervisor of Officials and Chairman of the Membership Committee.
 - 8.1.3. 2 year terms (except Membership Committee chairman which is 1 year).
 - 8.1.4. Refer to By-laws for further information.
- 8.2. Membership Committee (MC)
 - 8.2.1. 6 members + Assigner
 - 8.2.2. 6 year terms (Assigner has unlimited term)
 - 8.2.3. A person assumes the role of Chairman with 1 year left on term

- 8.2.4. The election of a chapter member to the Membership Committee will take place at each Annual (Spring) meeting provided that the candidate is an active member in good standing at the time he/she seeks nomination for office and at the time of the meeting wherein he/she seeks election to take office.”
- 8.2.5. If there is more than one member nominated, a general membership vote is taken to determine the next MC member.
- 8.2.6. Preferred qualities of MC candidates include:
 - 8.2.6.1.ability to see more apprentices than average.
 - 8.2.6.2.genuine interest in volunteering personal time to the chapter and apprentice program.
 - 8.2.6.3.past experience with teaching, training or observing officials.
- 8.2.7. Considerations for MC candidates
 - 8.2.7.1.diverse geographic representation compared with other MC members.
 - 8.2.7.2.diverse background and years of service compared with other MC members.
- 8.2.8. Responsibilities
 - 8.2.8.1.Evaluate and work with apprentice members.
 - 8.2.8.2.Evaluate and work with probationary members.
 - 8.2.8.3.Rate and rank apprentice members based on personal observations and the reports from the chapter membership.
 - 8.2.8.4.Make recommendations to Executive Committee on future status of apprentice and probationary members.
- 8.3.Nominating Committee
 - 8.3.1. A committee appointed by the Executive Committee to make recommendations for any upcoming open position (official or unofficial) in the chapter that needs to be filled.
- 8.4.Other Committees
 - 8.4.1. Any committee may be formed and appointed by the Executive Committee as needed to serve a purpose as defined by the Executive Committee.

9. Meetings

9.1. A minimum of three (3) meetings held per year.

9.1.1. Meetings are usually:

9.1.1.1. Fall - Late October or early November

9.1.1.1.1. Full duration is mandatory for all members.

9.1.1.1.2. A makeup meeting is scheduled for any unavoidable absences from the fall meeting. There is a \$15 fee for the makeup meeting.

9.1.1.2. Winter - Early to mid-January

9.1.1.3. Spring - Late March or early April.

9.1.1.3.1. Usually includes a dinner and social event.

9.1.2. Meetings can be held on weeknights or weekends as decided at chapter meetings.

9.2. Attendance

9.2.1. Members must attend 2 out of 3 meetings. The fall meeting is mandatory.

9.2.2. Apprentice members must attend all 3 meetings.

9.2.3. If a member is to miss a meeting, he must notify the Secretary-Treasurer 48 hours prior to the meeting or be subject to a \$20 fine. Spring meeting requires a 1 week notice due to dinner arrangements.

10. Website

- 10.1. www.nihoan-h.com
- 10.2. There is current information available on the chapter website including but not limited to:
 - 10.2.1. Membership list with contact information (Under Lists on Arbiter)
 - 10.2.2. Policy Guide
 - 10.2.3. Game fees
 - 10.2.4. Schools supported
 - 10.2.5. List of Officers and Committees
 - 10.2.6. Apprentice Schedule
- 10.3. Forms available on the chapter website include but are not limited to:
 - 10.3.1. DQ reporting form
 - 10.3.2. Apprentice evaluation form (Under evaluations on Arbiter)

11. Apprentice Members

- 11.1. Will take written and skating exam each year prior to being accepted for membership.
- 11.2. Apprentice members receive assignments of JV and Girl's games.
- 11.3. Apprentice members are evaluated during the season by the membership committee and all patched members of the chapter.
- 11.4. An end of year meeting is held with each apprentice member and the membership committee to review that member's feedback and performance for the season.
- 11.5. The Membership Committee ranks the apprentice members and makes recommendations to the Exec. Committee. Recommendations include:
 - a) Ready for promotion to probationary status.
 - b) Return as apprentice member.
 - c) Withdraw invitation to return as apprentice member next season. Recommend release from the chapter.
- 11.6. Each apprentice member will be assigned a Mentor for officiating or policy assistance during the season.
- 11.7. See "Dues and Fees" for Apprentice dues and fees.

12. Probationary Members

- 12.1. Probationary is a level of membership between apprentice member and full patched member. When a member is brought up from apprentice status, they are then identified as a probationary member.
- 12.2. Probationary members are eligible to work any game assigned by the chapter.
- 12.3. Probationary members are evaluated during the season by the membership committee and all patched members of the chapter.
- 12.4. An end of year meeting is held with each probationary member and the membership committee to review that member's feedback and performance for the season.
- 12.5. The Membership Committee evaluates the probationary members and makes recommendations to the Exec. Committee. Recommendations include:
 - a) Ready for promotion to full patched member status.
 - b) Return as probationary member.
 - c) Return to apprentice member status next season.
 - d) Withdraw invitation to return as a member next season. Recommend release from the chapter.
- 12.6. Each probationary member will be assigned a Mentor for officiating or policy assistance during the season.

13. Evaluating

- 13.1. Evaluations are submitted online through the Arbiter.
- 13.2. Members must submit ratings on all games worked.
- 13.3. A \$2 fee is assessed at the end of the year for each rating not submitted.
- 13.4. Members should submit an evaluation report on members within 1 week (48 hours preferred) of working an assignment with them.
- 13.5. Members should attempt to observe as many apprentice and probationary members as they can during the season.

14. Supplemental Discipline

- 14.1. DQ's
 - 14.1.1. High School DQ's are to be called into the Supervisor of Officials no later than the day after the game. Information needed is: Team, Player name, Player number, Offense, Rule#.
 - 14.1.2. DQ's must also be submitted via the website.
 - 14.1.3. Other offenses that must be called in: Taunting, and Game Misconduct for unsportsmanlike conduct.
 - 14.1.4. DQ'd players must have an adult escort from the ice.
- 14.2. Call in anything unusual that happens to the Supervisor of Officials (High School games) or the Assigner (any game).

15. Misc.

- 15.1. *See By-laws for all other situations not covered in the Policy Guide. If the policy guide and the by-laws conflict in any manner, the By-laws will take precedence over the Policy Guide.

Appendix A: Definitions/Glossary/Abbreviations

Arbiter – Current online assignment system used by NIHOA-NH. www.arbitersports.com

Apprentice Member – A new member in the chapter.
See section on Apprentice Members.

DQ – Disqualification Penalty

ECAC – Eastern College Athletic Conference

MC – Membership Committee

NIHOA (NIHOA-NH) – New Hampshire Ice Hockey Officials Association (Incorporated)

NIHOA – National Ice Hockey Officials Association

Policy Guide – This document. It contains information not documented in the by-laws.

Probationary Member – Level of membership between apprentice member and full patched member. Also used for any transfer into the NIHOA-NH Chapter.
See section on Probationary Members.

Patched Member – Full chapter member.