



2016-2017 OVHOA Manual

Revised: August 2016



Introduction

This manual was created to assist you with your dealings with USA Hockey and the Ohio Valley Hockey Officials Association (OVHOA). It has been updated for the season to provide you with accurate information that will assist you in the majority of the activities that you will encounter.

For returning officials, it will serve as a reminder and a reference tool. For new officials it will be invaluable information as you begin your officiating career. Please take some time to review the policies and procedures that were initiated last season. Some additional points of emphasis are also referenced in the letter from President, Jeff Prentner.

Should you have a specific question not covered in this manual please direct OVHOA issues to Jeff Prentner, and USA Hockey issues to Ken Handley.

Good luck and have a great season!

OVHOA Board of Directors



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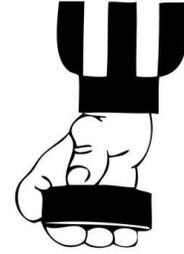
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Section 1.0 – Board of Directors and USA Hockey Contacts

1.1 OVHOA Contacts

President:	Jeff Prentner	<u>president@ovhoa.org</u>
Vice President & Customer Liaison:	Mark Hoge	<u>vicepresident@ovhoa.org</u>
Secretary:	Tiphonie Howard	<u>secretary@ovhoa.org</u>
Treasurer:	Chris Sharon	<u>treasurer@ovhoa.org</u>
Mentoring Coordinator:		
Local Scheduler:	Carol Handley	<u>ovhoascheduler@ovhoa.org</u>
Web Master:	Steve Mullins	<u>webmaster@ovhoa.org</u>

1.2 USA Hockey Contacts

USA Hockey Local Supervisor & Ohio Director:	Ken Handley	<u>ovhoaric@ovhoa.org</u>
USA Hockey Referee in Chief:	Jim Weaver	<u>midamric@gmail.com</u>

1.3 Websites and Social Media Information

Mid-Am Hockey District Referees Website: www.midamhockey.com

OVHOA Website: www.ovhoa.org

LOGIN: Username: Last Name

Password: USA Hockey Membership Number

Arbiter Sports Website: www.arbitersports.com

Twitter: @OVHOACincy

YouTube: www.youtube.com/OVHOAeducation

Section 2.0 – Letter from the OVHOA President

Fellow Team Officials,

It gives me great pride to welcome everyone into the new USA Hockey season. Some of you have come from a summer full of exciting events such as Eastern Regional camp, PEOC Development, Advanced and Elite Camps and the Kent State MidAm Regional preparation camp.

Now that you have gained this experience and absorbed the information provided from the very qualified officials and supervisors, it is your duty to share this with your fellow officials.

This season the culture we will be priding ourselves with will be a team effort through every game we officiate. Most all of us are either currently playing hockey or did in our golden ages, but the point being we needed our teammates.

Every player on these teams had a role, which they served to the best of their ability. That same mentality applies to us as officials. We are also a team!

The OVHOA board has been working hard to set us up for another successful season. I thank you for taking the time to register yourself as a USA Hockey official and for completing the registration process.

As officials, we are challenged with rules and positioning on the ice and its these scenarios we find ourselves asking, if that was the right call or am I in the right position to make the call. This is where we are either watching from the other side of the glass or you are part of the on ice team. Not only are we supporting each other but also we engage in discussions on rule interpretations and punishment severity.

Last season the OVHOA ran a pilot program to create a folder in a Google drive account for OVHOA members to collect written evaluations and video clips for you to view as a development tool. It worked very well and we will continue it this season with the expectations of increasing our coverage of officials.

There will be a formal presentation and explanation of this program at our monthly meetings and the presentations will be posted on the OVHOA web site.

I want to leave you with a final thought. Prior to a 7am Midget AAA Semifinal game I received a special message "Be the best team on the ice!" We are going to help you all achieve this message.

Jeff Prentner, OVHOA President

Section 3.0 – Key Membership Dates (2016-2017)

The following dates are important dates that should be observed by all officials.

3.1 General Membership Meeting Dates

The meeting dates have been designated as follows for the OVHOA General Membership Meetings:

September 27, 2016	Tuesday
October 25, 2016	Tuesday
November 17, 2016	Thursday
December 21, 2016	Wednesday
January 26, 2017	Thursday
February 28, 2017	Tuesday
March 23, 2016**	Thursday

** OVHOA Board Elections for 2016-2017 seasons

Typical starting time: 7:00 PM for weekday meeting

Typical meeting location: The Lower Level of the Blue Ash Recreation Center (located at 4433 Cooper Road, Blue Ash).

Meeting notices will be provided via email with the date, time and location approximately one-week prior to the meeting. If you are unable to attend please email the secretary at secretary@ovhoa.org with your absence excuse and notification. Please note you will be awarded points for attendance at general membership meetings. (Point System is explained in Section 4.3 of this manual)

Meetings will consist of hockey officiating issues as much as possible. While business issues of the association will be discussed, the main focus will be on ice performance and how to continually improve it.

3.2 Weekend Game Observation Dates

Dates will be determined and announced at the regular monthly membership meeting. The date will also be posted on the web site.

The observation meeting has been created as an option and to supplement the regularly scheduled monthly meeting. The intent of these observation meetings is to provide additional learning opportunities. A high level game will be identified and you will be observing the game with senior officials, and or board members. Learning from this game observation will come from discussion before, during and after the game.

Section 4.0 – Expectations

Points of emphasis were mentioned in Section 2.0 (Letter from the President). Please refer to them often throughout the season. In addition to Scoresheet Maintenance and Punctuality for Game Assignments, the OVHOA board continues to emphasize the following areas for all officials in our organization.

4.1 Game Assignments

Assignment will continue to be based upon the following FOUR criteria:

- 1) Interest
- 2) Ability
- 3) Availability

4) Official Ranking System

Section 6.0 will define the assignment process in greater detail, but here are some guidelines to keep in mind. There are also USA Hockey guidelines that can be found in your officiating manuals provided at your officiating seminar.

4.2 Membership Meetings

The monthly meeting schedule has been provided in section 3.0 of this manual and is a moving date to accommodate standing conflicts throughout the year.

It is an OVHOA by-law requirement to attend 50% of the meetings (The use of a Point System to monitor attendance is further explained under "4.3 OVHOA Point System"). The OVHOA Board encourages attendance at 100% of the meetings. In addition to **receiving your paycheck for the prior month**, the board will cover a wide range of items and up and coming tournament dates will be discussed.

If you cannot make the monthly meeting, you are to respond to the Secretary at secretary@ovhoa.org and note that you cannot attend the meeting and the reason why you are unable to attend.

4.3 Point System

A spreadsheet will be kept by the Secretary to monitor attendance at all association functions. This list includes:

- Annual USA hockey seminar attendance
- Observation meetings
- General membership meetings
- Other association gatherings

Scoring of these events will help the board determine your level of **INTEREST** as discussed earlier in Section 4.1 surrounding game assignments:

- Attendance Monthly Meeting: 2 points
- Attendance Observation Meeting: 1 point
- Excused absence (Monthly meeting only): 0.5 points
- Non-excused absence: 0 points

Points required to officiate:

- January: 5 points
- February: 6 points
- March: 7 points

4.4 Uniform Policy

The required uniform for all OVHOA officials is as follows:

- Referee jersey (that fits) with **CURRENT** USA Hockey Crest attached
- Black referee pants or equivalent nylon dress pants (no wind or sweat pants)
- Plain white skate laces and ice hockey skates in good condition (a **MUST**)
- Black hockey helmet with proper chin strap and required visor attached
- Hockey referee whistle (Acme Thunder or Fox40 whistle)
- Shin tights to secure skate tongue from overlapping pants (suggested)

The uniform requirements are defined in the USA Hockey rulebook and in the USA Hockey Basic

Officiating Manual. Please review your uniform prior to taking the ice this season and make the necessary adjustments. Professional appearance sets the tone for the job you will do as soon as you skate onto the ice. Please remember that people are watching, and **you never know who will be watching.**

Officials not conforming to the uniform policy will not be assigned games.

4.5 Supervision

The OVHOA will attempt to supervise games by veteran OVHOA officials selected by the board. These individuals will be trained in the USA Hockey Evaluation system. The intent of the supervision will be to provide constructive criticism to help improve the official's future performance. Veteran or rookie, there is always something that can be done differently or more efficiently to make the official better. USA Hockey requires that officials who wish to proceed to select camps must be evaluated using the official USA Hockey evaluation process. For your information, a copy of the form used for supervision is provided in Appendix 1.

4.6 Mentoring Program

All new officials to USA Hockey (new level 1) in our organization will be placed into the OVHOA Mentoring Program at the beginning of the hockey season. This program is designed to get you game experience with an experienced official working side by side with you to help you get comfortable officiating and provide immediate feedback on all items related to the game.

This program pairs new officials with experienced officials to help with game management and skill improvement. The mentor will skate with the new official and train them ON THE ICE.

Mentors will be selected by the Mentoring Coordinator and assigned to new officials. The new official mentoring takes precedent over officiating ice hockey games. This should be addressed to the coaches by the mentor prior to the game.

The mentoring program ends December 31st of each season or when budget is exhausted.

It is required that any new official must successfully complete the mentoring program prior to December 31st of the officiating season. At this point if they have not completed the program with mentor approval, they will be suspended from further game assignments until the spring season. This is due to 1) lack of availability of higher-level officials due to higher game demand in January and February and 2) expectation that our officials should successfully complete mentoring within this time frame. Please review the New Official's Guide in Section 5.0 for additional information.

4.7 Officiating Reports and Forms

The following forms and procedures are provided for your reference.

1) Injury Claim Form

- a. To file an injury with USA Hockey that you received as an official working a SANCTIONED game, you must file a claim form. Any ice hockey official wishing to file an accident claim should call K&K Insurance at (800) 237-2917. Download a PDF of Insurance handbook by following this link:

http://assets.ngin.com/attachments/document/0039/8417/Insurance_Handbook_14_15_FINAL.pdf

- b. A copy of USA Hockey's Insurance Policies can be found in the back of this manual as Appendix 2 or by following this link:

http://assets.ngin.com/attachments/document/0059/0064/2014-15_Insurance_Policies.pdf

- 2) Penalty Reporting Tool Found in the Member's Section of the OVHOA Web Site.
 - a. All **GAME MISCONDUCTS and MATCH PENALTIES**** must be reported here to cover these penalties.
 - b. Once at the Mid Am web site go to PENALTY REPORTING TOOL.
 - c. Follow the log in directions, last name and USA hockey membership number (do not change your password, leave it your membership #).
 - d. Screen shots of this procedure can be found in the Appendix 3.
 - e. For match penalties that cover Abuse of Officials, the USA Hockey local supervisor should be contacted immediately! Reference your rulebook for additional information.

If you have any questions about reports – please consult any member of the board, USA Hockey supervisors, or your fellow officials for assistance.

4.8 Securing Valuables

Safeguard your property by locking it in your trunk prior to entering the rink. Consider taking your keys with you on the ice or leaving them with an off-ice official if you have a remote lock. Otherwise, savvy thieves can take your keys and will be able to find your car by using the remote to indicate your vehicle. This will provide them with access to your belongings in your trunk.

Best practice to safeguard your valuables is to consider bringing a lock with you if there are lockers available at the rink. A final option is to take your valuables with you in a small bag and keeping it with the off-ice official at the scorer's table while you are working at your own discretion.

Section 5.0 – New Officials Guide to the OVHOA

Welcome to the OVHOA and congratulations on becoming a USA Hockey certified official! As previously stated throughout this manual, the OHVOA stresses the importance of appearance, promptness and performance as a high priority for game assignment consideration.

It is our task as stewards of the game of Ice Hockey to strive to maintain the highest level of integrity and professionalism to our customers and all parties involved in the game. This section will focus on areas of great importance to assist you in achieving these high standards.

USA Hockey is the first stepping stone to a possible career as a professional hockey official. Development as an official begins at the grass root level. As an official improves their skills and gains valuable game experience, they are being mentored and evaluated. When they are identified as a candidate for more advanced training, there are a series of camps available. If you've found a love for officiating hockey, keep these options in mind as you advance in your experience.

5.1 OVHOA Uniform Policy Revisited

Below are FAQs related to the OVHOA uniform policy referenced in Section 4.4:

Where do I get a referee jersey, referee pants, whistle, helmet etc.?

We recommend www.officialswearhouse.com as a place to start for investigating equipment in addition to most major hockey stores. Officials Warehouse carries some starter packages that nicely cover most of your needs. Feel free to look elsewhere and to also ask your fellow officials if they have equipment they may be interested in selling at a nice discount!

Any brand jersey is acceptable, we recommend the CCM linesman sweater with snaps for

armbands for when you advance to a referee and will require the armbands that a referee wears.

For referee pants, we request that you wear black dress pants of polyester blend and do not use wind or sweat pants. Black polyester blend pants readily available at Wal-Mart, Target, Dicks, etc. if you would like a more cost effective option than the referee pants available online.

In addition to wearing a plain black helmet (no team stickers!!), it is required for all officials to wear a visor while they are officiating. A visor has shown to greatly improve your safety while officiating. If you are interested in purchasing a visor, we are able to purchase Oakley visors at a discount through a member of our organization. Consult a board member if interested.

Why is it important for me to dress the part of an "official" as a new official?

The simple answer is credibility. As an official, you are judged from the moment you arrive at the rink, when we take the ice, during the game, and after the game. We can set the tone of a professional, confident, and credible attitude with many participants by our demeanor, communications, and officiating skills. Your appearance sets the tone for how all these will initially be interpreted by coaches, players, parents, and other officials alike. Please take the time to care to your equipment and maintain it in such a manner. Remember that you are being paid to do a job, and that we need to participate in a professional manner.

5.2 USA Hockey Procedures for New OVHOA Officials

Welcome to the ranks of the USA Hockey Officiating family. The following steps will help you get started and on the ice:

1. Completed on-line registration with USA Hockey
2. Successfully pass the open book exam.
3. Attend a USA Hockey sanctioned clinic.
4. Successfully pass the closed book exam (if required).
5. Successfully pass the on-line USA Hockey Seminar.
6. Successfully complete SafeSport program.
7. Complete a background check through MidAm (if required).

Once you have received your Officiating card and your crest, you need to email the USA Hockey Local Supervisor at ovhoaric@ovhoa.org with your first and last name and the word complete in the subject line and the line "I have received my card and crest" in the message field. The RIC will respond to you with specific OVHOA instructions. Your email will be added to the OVHOA database as "your first name (mentor) your last name". This will identify you, as a new official and that you need to be mentored.

If you have any questions that are not covered above, you need to contact the USA Hockey Local Supervisor at ovhoaric@ovhoa.org

5.3 Responsibilities as an Official

There is a four-letter word that we use in officiating and in our organization. This four-letter word is ONUS. Onus? What is onus? Well, according to our friendly dictionary, it states:

ONUS: –noun, plural o·nus

1. a difficult or disagreeable obligation, task, burden, etc.;
2. burden of proof..
3. blame or responsibility.; Synonyms 1. responsibility, weight, duty, load.

Onus...sounds tough huh? As officials, we will explore and experience the onus on players to make

legal plays with the puck. We will take an onus to know the rulebook and apply the rules fairly, consistently, and provide interpretations when asked. Finally, it is the onus of each OVHOA to participate and be responsible for their scheduling requests, paysheet submittals, membership meeting participation, and being involved with the organization.

For young officials – a word of warning. If your parents are taking care of your scheduling requests, turning in your pay sheets, etc. may we suggest you strongly consider taking ownership of this responsibility. As a member of the OVHOA, the onus of participation and interest is on the individual official; not on the parents. We are each independently responsible for our actions on and off the ice. Please make sure you have an active email address that you regularly check, as this is our primary method of communication. Take the time to read the communications sent, and make sure to follow the procedures outlined in this manual and at monthly meetings.

5.4 Mentoring

The OVHOA has a well-established on-ice mentoring program to help new officials as they transition onto the ice for the first time. Please take the time to review Section 4.6 of the manual and contact us with any questions or feedback that you have throughout the year. We can only improve the content in these programs if you let us know what works well and what is not working so well.

5.5 How Things Work

Now that you have your card and crest, how does this work? As a reference tool, this is generally how officiating hockey in Cincinnati works in our association:

1. Obtain your card and crest and notify the USA Hockey Local Supervisor as mentioned in Section 5.2.
2. Update your Arbiter account with your availability (Section 6.0). If you are a first year official, you will be assigned with a mentor your first few games (Mentoring Program - Section 4.6). Upon graduation, you will move to the next step.
3. Continue to update your Arbiter account each week with when you are available to officiate. Remember: it is BEST to block yourself as “unavailable” for the whole entire year and unblock yourself weekly to avoid mistakes in assignments.
4. Each week you will get assignments based on your availability. Keep track of the game number that has been assigned to you so you can fill out your paysheet (if they are CASH games, you won’t need to worry about this – you will not turn in a CASH game on your paysheet).
5. Each month you are expected to attend the General Membership Meeting Dates (Section 3.1) and turn in a paysheet (Section 7.0) to the Treasurer (paysheet@ovhoa.org) at least 1-week prior to this meeting. You will receive your paycheck at the monthly meetings.
6. Review your rule book and manuals frequently to stay fresh. Remember: this is a JOB and you are getting paid to be on the ice... nobody else is getting paid to be on the ice other than your partner. BE YOUR BEST. SHOW UP ON TIME. REMAIN INTERESTED DURING THE GAME. ALWAYS ACT PROFESSIONAL.

Section 6.0 – USA Hockey Scheduling Policy

Consideration for official’s to be scheduled for games is done by utilizing the Point System (Section 4.3), evaluating an official’s experience, and many other factors. When official’s are scheduled, assignments are based on these items.

6.1 On-Line Scheduling Tool

Arbiter Sports is our web based scheduling tool. A complete instruction manual on how to use this

tool can be found on the OVHOA web site in the member's area. You must log into the members section using your last name and your USA membership number. Below is the web address for both:

<http://www.ovhoa.org/> and <http://www.arbitersports.com>

6.2 Scheduling Procedures

To be scheduled for games, officials must make themselves available on the calendar within their own Arbiter Account on a weekly basis. Reference the instruction manual on how to block or unblock yourself from specific dates on the calendar tool within Arbiter. Blocks/Availability must be completed by 4PM on Wednesday for the upcoming weekend games. **Note:** The start time that you indicate MUST be the time that you will be ready to drop the puck. The end time MUST be the time that you need to be off of the ice surface.

The scheduler will then begin game assignments Wednesday after 4:00pm. Once assignments are completed, you will receive your assignments in an email via Arbiter. (Typically this is Wednesday night or Thursday morning). You then have 24 hours to accept any assignments.

Unaccepted games will be turned back into the scheduler to re-assign so **BE SURE YOU HAVE YOUR CORRECT AVAILABILITY IN ARBITER.** It is suggested that you block yourself as "unavailable" for every day of the year and only change your availability on this weekly rotation to avoid such mistakes. Repeat offenders that turn back games can be placed under disciplinary actions by the Board.

After accepting your assignment, if any situation occurs that prevents you from working your games you must notify the Scheduler ASAP to find a replacement. **NOTE: you are not officially off of an assignment until the Scheduler confirms that a replacement has been secured!!!!!!**

6.3 Conflict of Interest Situations

As an official, you must remain objective and fair regardless of the opponents. OVHOA policy states that you may not officiate a game that might cause a conflict of interest. Some examples of games that would generate a conflict of interest for you as an official include: games that involve a team that you are familiar with such as friends, family or coaches; games that involve a team that you play in the same division with; or games that involve a team that has a player that you may have conflict with off the ice in a setting outside of ice hockey.

While officiating family or friends seems harmless at the time, any potential for you to not remain objective and/or fair is often not considered until it's too late. Any team or teams that generate a conflict of interest must be blocked in your arbiter account. Reference the Arbiter user manual on how to do this. If you are not sure or clear, contact a board member for clarification.

Section 7.0 – OVHOA Official Payment Summary

In order to receive payment for games worked, you must submit a monthly paysheet to the Treasurer. Paysheets will be emailed at the beginning of each season or you can request one from the Treasurer.

Each game you receive will have a game number assigned to it. If the game you officiated was a CASH game you will NOT report this on the paysheet. Only games that were NOT cash are reported on this sheet.

At the end of each month you will list the game number in sequential order (546, 578, 633, 732, etc.

regardless of the date games were officiated) with the assigned game fees and submit it to the Treasurer via email at paysheet@ovhoa.org AT LEAST one week prior to the General Membership Meeting.

NOTE: The paysheet is only good for one calendar month, even if the month ends in the middle of the weekend. For example, if you referee games on Saturday, September 30th and Sunday, October 1st, the October game does NOT go on the September paysheet.

To receive your check at our next general membership meeting, you must have your payment sheet to the Treasurer at a minimum of one week prior to the meeting date. Those received late or officials not attending the meeting will receive their check by mail. No checks will be issued at the monthly observation meeting.

Continuing this season, all checks will carry a 90-day expiration date from date of issue. Please note that our treasury is not a personal bank account for you. All officials working ANY games during the month should submit their pay sheet in a timely manner.

Pay sheets submitted one month late will be subject to Board review prior to the check being issued.

USA Hockey/Mid-Am Game Report

Mid-American District
Member Private area

- Your username is your last name
- Your password is your USA Hockey ID number.
- Only MD members paid for the current season and registered with USA Hockey may access this area.
- We strongly advise you change your username and password.**
 - HAVING TROUBLE?

[Click here to send the Registrar an email](#)

Access Denied
Unable to find a match for:
handley / 388988

Username

password

loginscreen (2).gif
Type: GIF File
Size: 9.62 KB
Dimension: 1020 x 624 pixels

LOG IN SCREEN



Mid-American District
2008 - 2009
Member Private Area







[Submit a Game Report](#)

[Review your Game Reports](#)

[Submit an Incident Report](#)

Reports will take some time to load. Please be patient.

[Change your personal information](#)

Kenneth J Handley
7926 Hickman St
Cincinnati, OH 45231-3312
Birthdate 2/15/1959
(H) 513 522-5298
(B) 513 205-4999
khandley@fuse.net
USA Hockey Status: **Level 3** until 11/30/2008
You have not registered for a seminar

[Change your username and password](#)

[Questions? Send us an email](#)

MAIN SCREEN

REPORT SCREEN



2008 - 2009 MD
Game Report

Mark Wilkins
5625 Donatello Dr
Fort Wayne, IN 46818-9219

When a Game Report is Required

Any infraction of the rules which results in a game misconduct or match penalty being assessed to a player or coach must be reported. This Game Report should be used for any rule violation(s) that result in penalties being assessed to a player(s) or coach(s) before, during or after the game. This game report form SHOULD NOT BE USED to report inappropriate actions/behavior by parents or spectators.

All Match and Game Misconduct penalties MUST be reported using this on-line game reporting system within 24 hours.

The referee is required to advise the coach of these penalties through the official scorer. Refer all questions regarding length of suspension(s) to the USA Hockey Rulebook and the USA Hockey Affiliate in your area.

Any official who fails to report any of these penalties may be subject to suspension.

Submit this form within 24 hours of the game
REQUIRED areas MUST BE filled in

- You have Twenty(20) minutes to complete this page.**
The page will expire after 20 minutes and you will have to start over if you have not submitted your work
- We suggest you write the text using a word processor and cut and paste it into the report boxes.

Game Date

Location

Time

Age **Level**

Reporting Referee

All officials must be listed

Partner1

Partner2

Home Team

Team **Coach** **Phone**

Asst Coach Phone

Enter the number of Home penalties you will be reporting

Visiting Team

Team **Coach** **Phone**

Asst Coach Phone

Enter the number of Visitor penalties you will be reporting

COACH'S
PHONE #
REQUIRED!

