



**CENTRAL FLORIDA HOCKEY OFFICIALS**

***Central Florida  
Hockey Officials  
Association***

**Handbook, Constitution  
and By-Laws**

## **MISSION STATEMENT**

The Central Florida Hockey Officials Association (hereafter referred to as CFHO) shall exist as a local organization composed of registered USA Hockey officials whose main purpose is to provide high-quality officiating services to ice hockey organizations in and around the Orlando area. CFHO shall achieve this goal by:

- Offering its members training through both USA Hockey officiating seminars and periodic local clinics,
- Providing performance feedback through evaluation and/or mentoring programs,
- Defining a clear set of policies to encourage professionalism and fairness,
- Offering its members an adequate level of compensation for their services,
- Maintaining open communication with the organizations which we serve in order to address their questions and concerns.

## **ARTICLE I – PURPOSE**

### **Section 1 – Purpose Of CFHO**

The Central Florida Hockey Officials Association (hereafter referred to as “CFHO”) is established for the following purposes:

- a) To foster the development and growth of amateur ice hockey by providing trained, qualified and impartial officiating services to amateur Hockey Organizations operating in the CFHO geographic area of responsibility.
- b) To promote good sportsmanship and fair play during all USA Hockey-sanctioned events hosted in the CFHO geographic area of responsibility, and to cooperate with all organizations officially connected with amateur ice hockey in order to further interest in the sport.
- c) To provide leadership, training, and clinics to foster, develop and refine the officiating skills of the members of CFHO for the benefit of the members and the organizations which employ the members of CFHO to officiate their athletic events.

## **ARTICLE II – AFFILIATION**

### **Section 1 – Affiliation With Outside Organizations**

CFHO shall be affiliated with, and subscribe to, the philosophy, principles, Code of Conduct, and rules and regulations of USA Hockey.

## **ARTICLE III – MEMBERSHIP**

### **Section 1 – Membership Requirements**

Membership in CFHO shall be made available to any individual who satisfies the following general criteria:

- a) Individual (hereafter referred to as “Member”, “Official” or “official”) must demonstrate abilities consistent with the requirements and responsibilities that must be assumed when acting as a USA Hockey on-ice official.
- b) Demonstration of an acceptable level of physical ability, emotional stability, and soundness of judgment, consistent with the requirements of hockey officiating, as determined by vote of the CFHO Board of Secretaries.
- c) Submission of a completed membership application form provided by CFHO and payment of current CFHO dues. The application form will include the applicant’s name, address, any available phone numbers, and contact e-mail address(es), as well as any other information the Board deems necessary.

- d) Yearly registration with USA Hockey as an on-ice official for the current season. Registration requirements are determined and administered by USA Hockey.

Registration may include, but is not limited to, the following:

1. Completion of a registration form through USA Hockey as an on-ice official (Level 1, 2, 3, or 4).
2. Payment of any and all fees required by USA Hockey as part of the registration process.
3. All Levels: Completion of an open book exam.
4. Levels 2-4 only: Completion of a closed book exam.
5. Completion of an appropriate yearly seminar for on-ice officials (Level 1, 2, 3, or 4).
6. Officials over the age of 18 only: Completion of a background check through the Statewide Amateur Hockey Association Of Florida (SAHOF).

Registration for new/returning officials, completion of the open book exam, and sign up for yearly seminars can be completed via the "Officials" section of the USA Hockey website ([www.usahockey.com](http://www.usahockey.com)).

## **Section 2 – Membership Classifications**

There will be three CFHO membership classifications defined as follows:

- a) Provisional: Conferred on new members after receipt and approval of a completed membership application and payment of yearly dues. Provisional members will not have yet completed USA HOCKEY registration and testing requirements and may fully participate in CFHO activities.
- b) Active: Conferred on CFHO members upon (a) completion of USA Hockey registration and testing requirements, (b) completion of a minimum of five officiating assignments, and (c) the affirmative vote of a majority of the Active Board Members. Active members may participate in all of the activities of the CFHO.
- c) Non-Skating Membership: Conferred upon CFHO members who wish to join CFHO, but do not skate. Non-skating members are not eligible to work games as On-Ice Officials, but may work within CFHO by evaluating other officials, assisting with tournament duties, assisting with scheduling, and/or assisting with any other CFHO responsibilities as requested by the CFHO Board of Secretaries.

## **ARTICLE IV – ADMINISTRATION**

### **Section 1 – Board Structure**

Administrative and operating authority within CFHO shall be vested in the Executive Board ("Board") which shall consist of five (5) members. The Executive Officers shall include:

- Chairman
- Scheduler
- Treasurer
- Secretary
- Supervisor

There will also be an Onboarding/Training Coordinator appointed by the Board. The Onboarding/Training Coordinator will be in contact with the Local Area Evaluation Coordinator appointed by the State Supervisor. The members of the Board will have specific duties specified within these by-laws, and may have other duties not specified within these by-laws as the Board sees fit.

### **Section 2 – Collective Board Authority, Duties, And Responsibilities**

Collective responsibilities, authority, etc., of the Board are as follows:

- a) The Board shall be collectively responsible for the overall management and direction of CFHO, and is empowered to levy and collect appropriate fines and fees, make recommendations related to applications for membership, temporarily suspend members for substandard/unacceptable performance or violation of disciplinary standards as specified in Article VIII of this document, and make recommendations to the membership of CFHO concerning the expulsion of members.
- b) The Board shall prepare a manual of standard operating procedures to govern CFHO's activities. This manual will include detailed policies, practices and procedures for CFHO, and will be periodically reviewed and updated.
- c) It shall be the duty of all Board Members to preside at all membership meetings of CFHO, to execute the affairs of CFHO according to the Constitution and the Standard Operating Procedures of CFHO, preside at all Board Meetings, and discharge any other duties that may be required.
- d) Each Board Member will serve as a representative of CFHO when dealing with USA Hockey, client hockey organizations, and/or the general public, except when such functions have been duly delegated to other active CFHO members.

### **Section 3 – Individual Board Member Duties And Responsibilities**

Individual Members of the Board shall have the following responsibilities and duties:

- a) Chairman: It shall be the responsibility of the Chairman to establish an agenda and facilitate all CFHO Board and general membership meetings. He/she will gather information from the Board which should be brought to the attention of CFHO Members at the next meeting.
- b) Scheduler: It shall be the responsibility of the Scheduler to prepare new game schedules, be responsible for preparing monthly invoices for client organizations, as well as to prepare pay sheets for the Treasurer. This individual will oversee the fair and equitable disbursement of game assignments. The Scheduler will also ensure that each member is fully registered with CFHO's on-line assigning and scheduling system, AssignR ([www.assignr.com](http://www.assignr.com)). All CFHO scheduling, including member availability and game assignments are coordinated via this website. The Scheduler will encourage each member to complete an availability calendar on a monthly basis at minimum. A schedule for each scheduling period shall be developed based on availability submitted by active CFHO members for that scheduling period. He/she shall serve as the liaison between CFHO and those hockey organizations with which CFHO has arrangements to provide officials. This includes, but is not limited to, negotiation of fee arrangements for members, as well as any other terms and conditions required by CFHO, subject to the approval of the members of CFHO. This position shall be afforded compensation as agreed upon by the members of the Board.
- c) Supervisor: It shall be the responsibility of the Supervisor to serve as the Administrative Officer of CFHO. He/she will maintain the minutes of all Board, membership and special meetings and will give due notice of all such meetings to all CFHO members. He/She will also periodically notify all CFHO members of items of interest and special concern, and will maintain membership lists and records attendance at CFHO meetings.
- d) Treasurer: It shall be the responsibility of the Treasurer to maintain custody of CFHO funds, as well as any and all financial records that may required by the Board, and by State and Federal law. He/She shall be empowered to maintain a checking account in the name of CFHO for the purposes of collecting dues and for the purposes of making any disbursements authorized by the Board and affirmed by the membership. He/She shall collect, any dues, fees, or fines, and will maintain a membership roster showing names, addresses, and telephone numbers of all CFHO members. It shall be the duty of the Treasurer to prepare an annual budget and determine a reasonable "Annual Membership Dues" requirement per member for CFHO.
- e) Evaluation Coordinator: It shall be the responsibility of the Evaluation Coordinator to supervise the evaluations of all CFHO Active members, to assist the Scheduler with evaluating any official(s) that he/she feels require evaluating, to

identify any official(s) who has/have potential for advancement in CFHO or USA Hockey, and to relay all evaluations, including recommendations for further training and/or advancement, to the Local Area Evaluation Coordinator appointed by the State Supervisor. He/she shall also be responsible for approving officials within CFHO to act as Evaluators. Officials so appointed will give complete periodic USA HOCKEY official evaluations on CFHO members and ensure those officials have the tools and training needed to complete accurate and comprehensive evaluations of CFHO members. He/she will also assist in implementing CFHO policies governing the training, evaluation and skills progression of all members, and administer a structured evaluation program to monitor individual proficiency and provide skills assessment to of each member. Duties may also include conducting inquiries into behavioral issues with officials, such as incidents that may occur between officials and players, or between with officials and client organizations.

## **ARTICLE V – CONDUCT AND PROFICIENCY**

### **Section 1 – Member Code Of Conduct**

It is the duty and responsibility of each Member of CFHO to conduct himself/herself in a manner that reflects credit on the Member, CFHO and USA Hockey, both on and off the ice, while fulfilling his/her duties as an official. Incidents of misconduct on the part of any member may result in suspension of membership or expulsion from CFHO or by such other sanctions as deemed appropriate by the Board.

### **Section 2 – Suspension Of Members**

Impositions of suspensions shall require a majority vote of the Board. Expulsion from membership shall require a 2/3 majority vote of the Board Members present at any regular meeting on which the matter of expulsion of a member is on the agenda.

## **ARTICLE VI – MEETINGS**

### **Section 1 – Meeting Schedule And Agenda**

CFHO Membership meetings shall typically be conducted quarterly. Each meeting shall follow a standard agenda to include, but not limited to, the following: a recap of last meetings minutes, the status of any unfinished business from prior meetings, the status of CFHO member evaluations, any new business, the status of the Mentoring Program, any issues concerning CFHO finances, any proposals to amendments of CFHO By-Laws, and any proposed motions from CFHO Members.

## **Section 2 – Meeting Attendance**

Any official who is absent from a CFHO Membership meeting without notifying a Board Member may be prevented from being scheduled to work games for a period of time to be determined by the Board. Missing consecutive meetings without Board approval will result in a minimum 30 day suspension.

## **ARTICLE VII – GAME ASSIGNMENTS**

### **Section 1 – Role Of CFHO**

It is emphasized that CFHO acts solely as a record keeper for the assignments of officials to work games sponsored by the client Hockey Organization. Each member is an independent contractor and is not employed by either the client Hockey Organization or by CFHO. Membership in CFHO is not a guarantee of assignments to work games as an On-Ice Official. It should be clearly understood that registering with CFHO and USA Hockey does not promise or guarantee game assignment; it only gives the member the opportunity to pursue such assignments.

### **Section 2 – Game Assignment Guidelines**

The rink scheduler will prepare a schedule of game assignments. The members will review the game assignments and accept or reject those assignments according to the standard operating procedures of CFHO. The assignments will take into consideration any restrictions imposed by any member. CFHO members are not “entitled” to any game assignments, and being a member of CFHO does not guarantee game assignments. Games are earned from hard work and dedication to CFHO, USA Hockey and the officiating program.

### **Section 3 – Payment For Games Worked**

Payments to CFHO members for any house league games worked at the RDV Sportsplex will be paid by CFHO on a monthly basis. Occasionally, there may be game assignments at RDV for which officials will either be paid by the teams directly at the time of the game, or by CFHO at a later time. Any games not being paid by RDV Sportsplex will be identified by the scheduler to the assigned officials at the time of assignment.

### **Section 4 – Game Postponement Or Cancellation**



In the case of postponement or cancellation of a game, if the officials assigned are not notified of the cancellation within 48 hours by the client Hockey Organization and they arrive at the ice rink for the purposes of officiating the assigned game, payment of the usual game fee will be due to those officials.

## **ARTICLE VIII – DUES, FEES AND COMPENSATION**

### **Section 1 – Annual CFHO Dues**

It is the duty of the Treasurer to prepare an annual budget and determine a reasonable “Annual Membership Dues” requirement per member for CFHO. The budget shall be ratified and adopted by the members. If there are special circumstances that would require additional funding, the Board is required to call for an emergency general membership meeting to obtain approval for increased and/or additional fees. Members under the age of 16 will not be required to pay dues to CFHO. Each member shall be required to pay yearly dues according to the following schedule:

- If payment is made before Dec. 1<sup>st</sup>: \$31.20
- If payment is made after Dec. 1<sup>st</sup>: \$46.65

Dues shall be payable based on the above schedule or upon the Board’s request, and individual officials will not be assigned games until dues are paid.

### **Section 2 – Game Fees And Compensation**

The compensation paid to members of CFHO for officiating amateur ice hockey games for client Organizations shall be agreed upon by the Board. No members shall negotiate, or attempt to negotiate, any amended compensation for game assignments. Any member who negotiates or attempts to negotiate any amended compensation for any game assignment will be subject to disciplinary measures as decided upon by the Board. These disciplinary measures can include removal from consideration for future game assignments, suspension, or expulsion from CFHO. The most current game fees will be posted on the CFHO website ([www.cfho.net](http://www.cfho.net)).

### **Section 4 – Reimbursement Of Expenses**

CFHO Members may be reimbursed for expenses incurred by them in the performance of their duties for CFHO upon approval by a majority of the Board, with presentation of receipts where applicable, and if included in the approved budget.

## **ARTICLE IX – AMENDMENTS**

### **Section 1 – Amendment Proposals And Procedures**

Amendments to this document may be proposed via the following procedures:

- a) These By-Laws may be amended at any general membership meeting and such amendments may be proposed by any member.
- b) Copies of proposed amendments must be distributed by the amendment sponsor to all CFHO members a minimum of 30 days prior to the date a vote is scheduled.
- c) Proposed amendments will be adopted or rejected based upon a vote of the members present at the meeting at which the request for an amendment is on the agenda.
- d) A two-thirds majority of votes of the members present at the meeting is required to adopt or reject an amendment.
- e) The board will have 30 days to discuss the vote and will decide to adopt or reject amendments as it sees fit.

## **ARTICLE X – CFHO STANDARD OPERATING PROCEDURES**

### **Section 1 – Executive Board**

The Executive Board of CFHO shall act as the governing body of CFHO, and it shall be responsible for implementing the policies, procedures, and programs necessary to achieve the goals of the organization as per Article IV, Section 2 of this document.

### **Section 2 – Member Registration**

CFHO Members must be completely registered with both USA Hockey and with CFHO in order to be scheduled to officiate any games sanctioned by USA Hockey in the local area. Officials who were completely registered during the previous year are eligible to officiate games until their current registration expires (usually November 30th of the calendar year).

### **Section 3 – Registering With USA Hockey**

All CFHO Members must be fully registered and certified by USA Hockey before they can be assigned to work games. Registration requirements are dictated by USA Hockey and the Statewide Amateur Hockey Association Of Florida, and can change from season to season. Detailed instructions on how to complete registration as a USA Hockey Official can be found at the following websites:

- <http://cfho.net/on-ice-official-registration>

- <http://www.usahockey.com/page/show/902083-registration-rules-and-policies>
- [www.sahofhockey.org](http://www.sahofhockey.org)

#### **Section 4 – Registering with CFHO**

There are several requirements which must be met in order to become registered as a member of CFHO. Officials will not be eligible to work games until this registration process is complete. Requirements are as follows:

- a) Complete the CFHO registration form, which can be downloaded at [www.cfho.net](http://www.cfho.net). The information from this form is used to compile the master list of officials, which the scheduler will then use when assigning officials to work games.
- b) Complete the CFHO Code of Conduct form, which can be downloaded at [www.cfho.net](http://www.cfho.net). All officials must agree to abide by the guidelines and policies set forth by CFHO, and officials are expected to follow CFHO and USA Hockey policies to their best ability.
- c) Complete payment of annual CFHO dues, which can be completed via the CFHO Store ([www.cfho.net/cfho\\_store\\_prod](http://www.cfho.net/cfho_store_prod)). Each member shall be required to pay yearly dues according to the following schedule (effective as of 6/1/2016):
  - If payment is made before Dec. 1<sup>st</sup>: \$31.20
  - If payment is made after Dec. 1<sup>st</sup>: \$46.65

#### **Section 5 – Per-Game Fee Deductions**

A per-game fee of \$1.50 will be deducted from the total amount paid to each official for each game an official works. This fee will be used to pay the CFHO Scheduler, to cover costs for food and drink provided by CFHO during member meetings and ice hockey tournaments held by client organizations, and other costs incurred by CFHO.

#### **Section 6 – Membership Timeline**

CFHO membership is effective from the time the Member submits the membership form and pays all dues/fees/fines. New members must also meet all criteria under the Mentor program as well as all other requirements mentioned in Article X, Section 4 (“Registering with CFHO”) of this document. Membership can be cancelled by the Member or by CFHO.

#### **Section 7 – Registering with AssignR ([www.assignr.com](http://www.assignr.com))**

This website is used by CFHO to schedule officials for games. After a Member has completed all registration requirements for both USA Hockey and CFHO, the Scheduler

will then register the Member on the AssignR website. The Member should receive an e-mail with a user name and password for the AssignR website within 48 hours after the Scheduler registers the Member on the site. The Scheduler's name and e-mail address are on the CFHO website ([www.cfho.net](http://www.cfho.net)).

### **Section 8 - Determination Of Eligibility**

The following guidelines will be used to determine a Member's eligibility to work a given game:

- a) CFHO will use only eligible officials for games under its jurisdiction. To be considered "eligible" to work a game, an official must meet the following criteria:
  - Member must be properly registered with both USA Hockey and CFHO.
  - Member must have no outstanding fees or fines.
  - Member must complete and pass a background check completed through [www.sahof.org](http://www.sahof.org).
- b) The level of games (youth, adult, house, travel, tournament, etc.) that an official can work will be determined by USA Hockey guidelines. CFHO follows the guidelines set forth by USA Hockey when determining the minimum referee classification necessary to officiate a particular level of hockey.
- c) As a general rule, officials under the age of 18 must be in a higher age group than the age group of the players in the game; for example, a Bantam age official can only officiate games at the Mite, Squirt and PeeWee age level. Officials who are 18 years of age and older have no age restrictions on the games that they can work. However, the Executive Board has the right to waive this requirement for talented young officials who have the potential to work higher level games. These exceptions can be made if a certain official demonstrates the ability to work at a higher level. Exceptions would require the approval of CFHO Board and State Supervisor.
- d) Officials must be approved by CFHO to work at each game level. This approval results from a vote of the Executive Board, and is typically based on information obtained from an evaluation, the Mentoring Program, or some other type of performance feedback. Therefore, an official may not be eligible to work at all levels allowed by his/her referee classification. Note that it is the responsibility of the Board to inform the scheduler of any change in an official's eligibility status.
- e) For new officials, (18 and over), eligibility to officiate certain levels will be determined by mentoring and evaluation. All new officials will be mentored, regardless of age, to ensure that the official has the assistance that he/she needs when starting his/her officiating career. Mentoring may include being assigned with an experienced official, having a "shadow" official on the ice with the new

official during a game, or having an experienced official evaluate game performance and conduct meetings before and after the game.

- f) Returning officials with experience will be monitored and evaluated on a regular basis to determine the level of assignments that may be assigned at their current officiating level. Evaluations will be completed yearly (at a minimum) for all officials by any CFHO member the Evaluation Coordinator deems fit to conduct evaluations. If an official at anytime wishes to move to higher level games they should contact any Board Member from CFHO and request an evaluation.

### **Section 9 – Adherence To Rulebook**

CFHO officials are required to use the officiating system that is in compliance with the game that they are working. Most games will be sanctioned by, and use the rulebook for, USA Hockey. Officials working games that are subject to different rules (ACHA, USPHL, etc.) are required to follow rules and policies directed by the governing body for that league.

### **Section 10 – Game Assignment Responsibilities**

The following guidelines will be used by all Members for game assignments:

- a) The Scheduler will assign eligible officials to work each game, and it is important that all officials show up, on time, and prepared to perform their duties.
- b) CFHO uses an on-line scheduling system known as AssignR ([www.assignr.com](http://www.assignr.com)) to assign officials to games. All CFHO Members are required to keep their availability information up-to-date. It is recommended that all Members fill out their availability calendar for the next calendar month. Failure to do so will result in being omitted from the schedule for the upcoming month.
- c) An automated e-mail will be disbursed to all scheduled officials advising them of their new assignments. Officials have 2 days (48 Hours) from time of disbursement to accept or turn back the assignments they have been given. Members will use the AssignR website to accept or decline games. Once a game or games have been accepted from the original schedule it is the officials' responsibility to officiate those games.

### **Section 11 – Declining Games**

Declining games is strongly discouraged; however, sometimes a Member will not be able to work a game that he/she has been assigned to. The following guidelines will govern declined games.

- a) If an official cannot make an assigned game, he/she must find an age-appropriate and level-appropriate replacement to work that game. Any official

who relinquishes his/her game to an ineligible official, or any official who works a game for which they are ineligible to work, may face disciplinary action from the Board. No official should accept a game from another official at a level they have never officiated before without getting approval by the scheduler of that game.

- b) When an official finds a substitute for an assigned game, both the originally assigned official and the substitute are required to contact the Scheduler, informing them of the change in assignment. This allows the scheduler to keep the game assignment records updated, and to ensure that the replacement is indeed eligible to officiate the game.
- c) Simply turning back a game or games that have been accepted to the scheduler is not permitted. You must find your own replacement, or a fine will be assessed based on the following schedule:
  - Game reassigned by Member – \$5.00 Fine Assessed
  - Game reassigned by Scheduler – \$10.00 Fine Assessed
- d) It is understood that there may be situations that arise that may be out of your control. Extenuating circumstances may be reviewed by the Board and fine determination may be made on a case by case basis.

## **Section 12 – Absenteeism**

Missing an assigned game reflects poorly upon the official and CFHO, and places an extra burden upon any other official(s) assigned to that game. This is not acceptable behavior for CFHO Members, and officials must report to the Scheduler any Members who do not show up to their games. The following guidelines will be used to discipline Members who are absent for their games:

- a) First Offense: A fine in the amount of the game(s) fees for that occurrence will be assessed. This fine will be payable as a double fee to official who officiates the missed game(s). If replacement is found, this fine will still be levied.
- b) Second Offense: If within 90 days of the first offense, a fine in the amount of the game(s) fees for that occurrence will be assessed and the official will be suspended from working any scheduled games for the next 30 days.
- c) Third Offense: If within 90 days of the second offense, a fine in the amount of the game(s) fees for that occurrence will be assessed and the official will be suspended from CFHO until a hearing can be held by the Executive Board. Disciplinary action may be taken by the Board and said official may be subject to other fines before he is deemed in good standing with CFHO. That official will also be placed on a 180 day probation, which will begin on the day his/her fines are paid in full.

### **Section 13 – Game Times**

For the purpose of this section, “Late” shall be defined as any official(s) who is not ready to perform all official’s duties prior to the game warm-up.

- a) Officials should arrive at the rink 30 minutes prior to start of their first game.
- b) If an official is still without a partner 15 minutes prior to the start of a game, he/she should call his/her partner to attempt to resolve the situation.
- c) If an official shows up late they will be deducted 1/3 the game rate per each period late. This fee deduction will be paid to the other official working that game.
- d) If the partner cannot be contacted, officials at the rink may use the contacts list, located in the officials dressing room, to call a qualified substitute official. If the scheduled official shows up once a substitute has arrived at the rink, the originally scheduled official for the game(s) will not be permitted to “take over” for the replacement official, regardless of the time remaining in the current game. The replacement official shall also be assigned to any other games that are consecutively scheduled after the current game.

### **Section 14 – Cancelled Games**

This section refers to games that are cancelled by the rink; i.e., games that do not take place at their scheduled date and time due to issues beyond the control of the officials:

- a) In the event that a game is cancelled, the local hockey organization must contact the scheduler a minimum of forty-eight (48) hours prior to the original start time of that game. The Scheduler is then required to contact the assigned officials for that game immediately.
- b) If an official arrives to a rink for his/her game, and the game has been cancelled within forty-eight (48) hours of game time and the scheduler or official have not been notified the official is entitled to all game fees missed for that occurrence. The official must call the scheduler within twenty four (24) hours of the assigned game and inform him/her of the cancelled game. The scheduler will then relay this information to the rest of the Board.
- c) Full game fees shall be paid to officials by the Treasurer, or the local hockey organization depending on normal payment procedure, for games that are cancelled without proper notification.
- d) If the officials were assigned to work consecutive games and the first game is cancelled, the officials must make themselves available for the next scheduled game.
- e) Officials shall be compensated for all cancelled games according to the policy above. However, if the official is not present at an assigned game following a

cancelled game, and the subsequent game is played, the official shall be fined accordingly as a missed game(s).

### **Section 15 – Extended Game Fees**

- a) ***FOR HOUSE LEAGUE GAMES ONLY:*** If there is a scheduled single game, the rink will be charged a fee of (\$5.00) per official, and the fee will be paid to the officials of that game. Single games may include one game on certain day, or at least a one-hour lapse between two assigned games.
- b) ***FOR HOUSE LEAGUE GAMES ONLY:*** If a game is scheduled to begin at 11:00 PM or later the rink will be charged 1.5 times the normal fee for that game per official, and the extra fees for this game (known as a “late game fee”) will be paid to the officials of that game. This does NOT include games that are scheduled for earlier than 11:00 PM that are delayed for any reason.

### **Section 16 – Tournament Assignments**

At various times during the year, CFHO is asked to coordinate officials and schedule for independent tournaments. The following guidelines shall be used for tournament assignments:

- a) It is the policy of CFHO to use the highest level officials available for tournament games. These tournaments usually involve a high level of play and require the services of the most experienced officials.
- b) Many tournaments operate with an “invitation only” scheduling requirement for officials. This requirement will be honored by CFHO, although CFHO reserves the right to deny tournament games to a Member who is suspended or ineligible for the level of play for the tournament.
- c) If the client organization is paying the officials directly, the responsibility for payment lies with the sponsoring organization.
- d) CFHO may ask for other officials, in and out of the state of FL, to participate in any given tournament.

### **Section 17 – Dress Code**

Officials should be dressed in accordance USA Hockey Guidelines:

- a) On-Ice Dress:
  - Black pants and black hockey helmet are required.
  - Jerseys with numbers and name plates are not to be worn unless required by the governing body for the league.



- It is required that all officials report to the rink dressed in “appropriate” attire. Clothing that would be considered inappropriate for general social situations should be avoided; good judgement should be used at all times.
- Officials working tournament games should wear slacks, tie and jacket, or official CFHO warmup suits.
- Officials should adhere to specific dress codes required by the governing body for individual leagues.

### **Section 18 – Officials Who Play or Coach**

As in many amateur sports, officials also play and coach in the sport they officiate. Conduct of an official who is a CFHO member when playing or coaching should be held to the highest standard.

- a) Members are not permitted to officiate a game while playing or coaching on the bench.
- b) Any Member receiving a game misconduct penalty as result of a Fighting infraction (USA Hockey Rule 615, any subsection), or Leaving the Bench During an Altercation infraction (USA Hockey Rule 629a) shall be suspended from CFHO for a minimum of thirty (30) days.
- c) Any Member who receives a game misconduct for Abuse of Official (USA Hockey Rule 601, any subsection) shall be suspended from CFHO for a minimum of thirty (30) days.
- d) Any Member acting as a player or coach who receives a suspension for a match penalty (USA Hockey Rulebook, any rule, any subsection) shall be suspended from CFHO for a minimum of ninety (90) days.
- e) If the suspension of the Member from USA Hockey exceeds 90 days, the length of suspension from CFHO will be equal to that of the Member’s suspension from USA Hockey.
- f) Any conduct by a Member on or off the ice that is deemed harmful to CFHO will be met with a suspension of the Member from CFHO for no less than thirty (30) days. The length of the suspension will be at the discretion of the Board.

### **Section 19 – Game Misconducts**

The following procedures must be followed by all officials whenever a game misconduct or match penalty is assessed in a game:

- a) The official must ensure the penalty information is recorded properly on the game score sheet and must obtain a copy of the score sheet for his/her records after the game is completed.

- b) The official must also fill out the electronic version of the game report that is located on the [www.southeastrefs.org/forms.html](http://www.southeastrefs.org/forms.html) webpage. All officials working a game where there has been a Game Misconduct assessed must fill out a game report form and send it into the scheduler no later than 24 hours from the scheduled game time the Game Misconduct was assessed. The Scheduler should be contacted to inform him about the situation, allowing him to confirm that the minimum one-game suspension is carried out when assigning officials for the next game in which the offending player's team is playing. This will also give the scheduler enough time to contact the rink the suspended player received his game misconduct in and to make sure the suspension is upheld.
- c) Any incident involving a match penalty must be reported to the Local Supervisor of Officials and the Scheduler for CFHO. The form for reporting Match Penalties is located on the [www.Southeastrefs.org](http://www.Southeastrefs.org) website. The report for Assault on Officials is located on this site as well.
- d) Each official working a game in which a match penalty is assessed must be prepared to attend a hearing if the incident requires one.
- e) All members of the CFHO Board are always available to assist officials in any situation where reports need to be filled out.

## **Section 20 – Evaluation Program**

The purpose of the CFHO Evaluation Program is to support new officials as they seek to master the basics of officiating, to assist veteran officials who are looking to move up to higher levels of officiating, and to ensure that all of the Members of CFHO receive constructive feedback on their performance as officials. The Evaluation Program enables CFHO to ensure that we are providing quality officiating to all the organizations which we serve.

- a) The Evaluation Coordinator is appointed by the Executive Board, and will be responsible for the Evaluation Program for CFHO.
- b) The Evaluation Coordinator will select a group of veteran officials to act as the Evaluation Committee. Each member of the Evaluation Committee will be a capable official trained to understand the criteria by which an official must be rated.
- c) Any member of the Evaluation Committee may conduct an official USA Hockey referee evaluation for any member of CFHO.
- d) Members of the Evaluation Committee will be reimbursed at a rate to be determined by the CFHO Executive Board.
- e) All evaluations will be assigned by the Evaluation Coordinator with the help of the Scheduler. Two types of evaluations may be conducted:

- Unannounced Evaluation: This type of evaluation is conducted without the prior knowledge of the official being evaluated. It is used as a method for CFHO to keep track of the performance of its officials, as well as to respond to complaints made by the local organizations.
- Announced Evaluation: This type of evaluation is conducted with the knowledge of the official being evaluated. Officials often request this type of evaluation to showcase their talents in the hopes of moving to higher levels of officiating.

### **Section 21 – Mentoring Program**

The CFHO Mentoring Program exists to develop new ice hockey officials in a positive and constructive manner. While the Evaluation Program gives officials periodic feedback, the Mentoring Program will allow new officials to receive constant evaluation and assistance as they begin their officiating careers. This in turn simplifies the task of determining an official's abilities, dedication, and work ethic when the Executive Board votes to approve the official at higher levels of hockey or to vote them into CFHO.

#### **Mentors**

- a) Veteran officials who have been registered with USA Hockey at Level 3 or higher for at least one year are eligible to become mentors. Such officials will typically be invited to join the program by the Executive Board, but an official may also submit a request to become a mentor. In either case, the Executive Board will approve all candidates, with the Evaluation Coordinator having final jurisdiction.
- b) All mentors must attend a meeting at the beginning of the season, which the Evaluation Coordinator will schedule. At this meeting, each mentor shall receive details about the program, and a list of one or more students who have been assigned to him/her. The Scheduler shall also be present at this meeting, so that he/she may be aware of the mentor-student pairings for scheduling purposes.
- c) After each game that a mentor works with a student, the mentor must offer feedback to the student, then continue to fill out a mentor evaluation record for that student to track the student's progress. The mentor is responsible for sending the student records to the Evaluation Coordinator on a timely basis.

#### **Students**

- a) All first-year Level 1 ice hockey officials who join CFHO shall be automatically registered for the Mentoring Program; however, the Executive Board may waive this requirement for selected officials if the program does not have enough resources, or for any other legitimate reason.
- b) Any CFHO official may request assistance under this program. The Executive Board shall either approve or deny the request.

- c) The Executive Board may require a returning official to enter the Mentoring Program before allowing the official to work at higher levels.
- d) Students will allocate time after the game to allow the mentor to give feedback on their performance and offer advice for improvement.
- e) A student shall remain in the Mentoring Program until the mentor "signs off" on the student, at which time the student shall be granted full membership privileges.

**A NOTE TO NEW OFFICIALS:** Laziness, indifference, and incompetence are all qualities that are detrimental to CFHO. These qualities are easily perceived by coaches, players, and spectators and can easily be seen by your Mentor before, during and after games.

## **Section 22 - CFHO Publications**

CFHO makes publications available to each member, such as the Roster of Officials, the List of Game Fees, and the List of Rinks. This information is readily available at the CFHO website ([www.cfho.net](http://www.cfho.net)), or, in the case of the Roster of Officials, the AssignR website ([www.assignr.com](http://www.assignr.com)). The following is a partial list of these publications:

### **Roster of Officials**

- a) The Roster of Officials is the list of all officials who are currently registered with CFHO, and contains names, phone numbers, and email addresses. All CFHO Members should ensure that they can access this list; it is an invaluable resource.
- b) Please note that the Roster of Officials does **NOT** indicate which officials are eligible to work games; it merely lists all officials who are registered Members of CFHO and it does not reflect the current list of completely registered officials.
- c) If a Member has a question about the eligibility of a particular official, he/she should contact the Scheduler for clarification.

### **List of Playing Times**

- a) The List of Playing Times indicates the length of a period for each USA Hockey age classification, with penalty times and overtime periods scaled down appropriately.
- b) Penalty times may be increased beyond what is shown in this document up to the time prescribed by the USA Hockey rulebook.
- c) In-House Leagues may extend penalty times to compensate for games that use a running clock.
- d) Game times for each league may vary and should be posted in each of the locker rooms.

### List of Officiating Game Fees

- a) The List of Officiating Game Fees presents a detailed view of the compensation for an official based on the level of the game and the type of officiating system used. This document is available on the CFHO website ([www.chfo.net](http://www.chfo.net)).

### Section 23 – CFHO Policies

- a) CFHO policies (outlined in this document) have been established to achieve the goals set forth by CFHO in an effective manner. These policies allow us to provide the best possible service to the players and coaches, while retaining fairness and clarity for CFHO members.
- b) Please note that when disciplinary action is mentioned in any policy throughout the handbook, this action may include anything from a warning to full loss of membership in CFHO.

### Section 24 – Open Door Policy

- a) Whenever an official has a problem or complaint, it is expected that the official will communicate professionally and directly with the CFHO Board.
- b) The scheduler is most familiar with each Member and is, therefore, in the best position to assist Members with problems.
- c) If any Member has a problem or concern, they are encouraged to talk it over with the CFHO Scheduler or another member of the CFHO Board.
- d) Even if it seems minor to you, we want you to voice your concern in hopes that it can be resolved before escalating further

### Section 25 – Social Media Policy

CFHO has adopted a new Social Media policy as of the 2017-2018 season. All CFHO members are required to read, understand, and adhere to the guidelines detailed in this policy. The purpose of this policy is to provide practical guidance for all CFHO members when using social media, specifically to minimize potential risks and protect members from potential issues. This policy is available on the CFHO website on the Rules and Publications page ([www.cfho.net/rule-books-and-pubs/](http://www.cfho.net/rule-books-and-pubs/)).

### Section 26 – Current Executive Board

Concerns regarding officiating should be brought to the CFHO Executive Board. The current members of the CFHO Executive Board (as of the 2017-2018 USA Hockey season) are:

- Chairman – Sean Corbin
- Scheduler – Ken Radolinski

- Treasurer – Allen Pierson
- Secretary – Ray Burtoff
- Supervisor – Chris Cahoon

Anthony Dinova has been appointed as the CFHO Onboarding/Training Coordinator.

### **Section 27 – CFHO Closing Statement**

In conclusion, all CFHO Members should always attempt to adhere to the following guidelines:

- Act in a professional and businesslike manner at all times and take your role seriously.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretations and their proper application.
- Remember that officials are teachers. Set a good example
- Make our calls with quiet confidence, never with arrogance
- Manage and help to control games in cooperation with the coaches to provide a positive and sage experience for all participants
- Violence must never be tolerated
- Be fair and impartial always
- Answer all reasonable questions and requests
- Adopt a “ZERO TOLERANCE” attitude toward verbal or physical abuse
- Never use foul or vulgar language when speaking with a player, coach or parent
- Use Honesty and integrity when answering questions
- Admit your mistakes when you make them
- Never openly criticize a coach, player or fellow official
- Keep your emotions under control
- Use only a USA Hockey-approved officiating techniques and policies
- Maintain your health through a physical conditioning program
- Dedicate yourself to personal improvement and maintenance of officiating skills.
- Respect your supervisor and his/her critique of your performance

***Hockey should be enjoyed by all and that includes those of us who wear the stripes and bands. Remember to enjoy yourselves and have fun!***