

Georgia Ice Hockey Officials Association Policies and Procedures

Effective 01-June-2020

Introduction: The Board of Directors, in accordance with the Constitution, Article IV, Section 2, has prepared this Standard Operating Procedures (SOP) Guide. Its purpose is to explain policies and procedures that guide GIHOA administration and operations and set the standards by which Members, officiating games as Independent Contractors (IC), are expected to abide by and support.

Members are invited to submit recommendations for changes, additions, or deletions at any time, and should be directed to the appropriate officer or director.

The SOP will be maintained on the GIHOA website. Members are encouraged to download the latest copy and maintain it with the latest set of applicable rules from our client programs.

Organizational Code of Conduct

GIHOA is organized and operated along Four Principles that drive how the organization conducts business, as follows:

- GIHOA serves to improve and enhance the game of hockey
- GIHOA strives to ensure that its business and game operations are ethical and serve the betterment of the corporation and enhancement of its reputation
- GIHOA acts to ensure the full delivery of officiating services contracted for by our clients
- GIHOA ensures that the collective membership is afforded the opportunity to constantly improve by providing quality officiating opportunities across a range of amateur youth, high school, and adult hockey programs held to the standards outlined in USA Hockey (USAH), ACHA, and any other association assigned.

These principles will guide the Association's decision-making and the individual members' participation in GIHOA business and game operations. Although GIHOA members are not considered professional officials, a high degree of conduct and decorum is nonetheless expected by those who pay for our services. The principles and practices listed below are based on USAH policy and constitute a reasonable standard of professionalism for amateur hockey officials.

GIHOA STANDARD OPERATING PROCEDURES JUNE 1, 2020

1. The official keeps the nature and purpose of the game in proper perspective, understanding that the principal purposes of amateur hockey are to provide recreational benefits, instill the value of sportsmanship, build knowledge and appreciation of the game, and teach fundamental skills.
2. The official always bears in mind that his/her role is to interpret and apply the playing rules impartially and, to the extent possible, provide for a safe and orderly playing environment.
3. The official does not place his/her role ahead of the rest of the game.
4. The official understands that the game is played for the benefit of the players.
5. The official strives to establish and maintain a mutual respect for and productive rapport with the players and coaches; he/she does not attempt to coach players or criticize the caliber of play.
6. The official prepares himself/herself properly for each game and arrives at the game site in adequate time to complete preparations.
7. The official enters the ice before the players and leaves after the players.

8. The official disqualifies himself/herself from any game in which he/she has a personal or other conflict of interest.
9. The official accepts that he/she is obligated to the players, coaches, and fellow officials to make difficult decisions fairly and objectively, and without undue hesitation.
10. The official does not criticize or speak ill of fellow officials, except in internal organizational channels established for that purpose.

I. QUALIFICATIONS FOR ACTIVE MEMBERSHIP

Registration Requirements and Levels of Membership: Refer to the GIHOA Constitution Article III. No re-application for membership in GIHOA shall be considered from any person until any outstanding fees and/or fines owed GIHOA are satisfied. In order to be scheduled for games and have access to the scheduling process after November 30th, both USA Hockey and GIHOA prior to Nov 16th must list an official.

II. GAME ASSIGNMENTS

- a. Assigning System Calendar - Each member should constantly calendar through the GIHOA scheduling website at least two weeks out, and should update their calendars throughout the month as their availability changes.
- b. Assignments - Should a member be assigned a game in a league in which the member plays or involves any immediate relative, the member shall immediately, upon discovery of such assignment, notify the appropriate game assignor. It is the member's responsibility to contact the appropriate game assignor to notify them of any restrictions that should be placed on an official and at any time this information changes during the course of the season/year.
- c. Game Acceptance - All games assigned through the scheduling process must be confirmed or declined within the first three (3) days following the release of the schedule. Failure to accept or decline assigned games within this period will result in all of the assigned games being removed from the official's schedule for reassignment unless the Scheduler is notified ahead of time of a late schedule confirmation.
- d. Declines and Game Returns - Should a member for any reason not be able to accept any of the games assigned, they should notify the Scheduler with the reason. Members may not find their own substitutes for games they cannot officiate. Violations could result in fines or disciplinary action.
- e. Accepted Games - (i.e. confirmed), which are returned less than 24 hours before the scheduled start time, may be assessed a fine or passed over for future assignments.
- f. No-Show Procedure - Should a member be authorized to work a 2 official game alone where an official has no showed, the member working the game will have their fees adjusted accordingly.
- g. Cancelled Games - GIHOA's policy is to charge teams for games cancelled less than 24 hours prior to the start time of the game unless the game is cancelled due to acts beyond normal circumstances. Officials will be paid for games where fees are collected.
- h. Game, Assigning, Business, and Board Fees – Game fees to be paid to officials shall be reviewed and voted on annually at the beginning of each season, and then listed on the

GIHOA website: www.giho.net. Assigning, Business Management, and Board Fees shall be reviewed and voted on annually at the beginning of each season.

III. GENERAL GAME RESPONSIBILITIES

- a. Promptness - All members are required to arrive at the rink AND BE IN THE OFFICIALS LOCKER ROOM a minimum of twenty (20) minutes prior to scheduled game time and forty-five (45) minutes prior to the scheduled warm-up time of all college and junior level games. Should an official not be present twenty (20) minutes prior to game time, (forty five (45) minutes for college and junior games); the official(s) present shall follow the procedure listed on attachment "A". Failure to follow this procedure will result in the forfeiture of any potential bonus pay and be subject to further disciplinary action.
- b. Dress Code - Members are required to dress in business casual attire or in GIHOA warm-up suits upon arrival, while outside of the locker room, and upon departure. In extreme inclement weather the Dress Code requirement is waived.
- c. Score Sheets - All members are responsible to check scoresheets, then print and sign their names on the appropriate lines.

IV. NO-SHOWS

- a. Should a scheduled official not work an assigned game scheduled by GIHOA, that official will be considered a no-show. No-shows must be reported scheduler immediately. Violations may be subject to penalties.
- b. No Shows in Three or Four Official System - In the event an Official no-shows a 3-official game, the 2 remaining Officials will work the game in the 2 official system and be paid the total amount of 3-officials pay, divided by 2. In the event of a no show in the 4-Official system, the remaining officials shall work the game using the 3 official system of 1R 2L and be paid at the set rate for the 3 official system.

V. REPORTING

- a. Game Recaps are required by one official in each game, and the person required to complete it is indicated in the online schedule system. The recap should be completed within 48 hours of a game with no issues, but immediately if there are any issues.
- b. Incident Reports are to be submitted no later than twenty-four (24) hours from the completion of the game and must be filed on a Game Report Form through the USA Hockey web site for USA Hockey Sanctioned games. These reports are required for any of the following situations and are to be CLEARLY marked on the score sheet indicating the name/number/team of the individual and the infraction.
 1. Any Game Misconduct assessed;
 2. Any violation of Rule 411. (Progressive Suspensions)
 3. Game Suspensions to coaches (in the appropriate age level) whose team receives fifteen (15) or more penalties in a game;
 4. Any Match Penalties assessed. All non-assessing officials should send an email report with their version of the events in conjunction of the official entering the Incident Report.
- b. Game Reports (NON- USA Hockey Games Only) - All NON USA Hockey sanctioned games that require reporting of suspension penalties MUST be reported on a game incident form not a game report form (i.e. Adult and ACHA/NCAA). GIHOA Policies and Procedures can be found at www.giho.net.

- c. Incident Reports are to be submitted, and notification of the GIHOA Board of Directors as soon as possible for any of the following incidents:
 - 1. Any serious injury to a player, coach, team official, on-ice official, off-ice official or spectator as a result of any game related incident that may require “outside” medical assistance;
 - 2. Any time that a scheduled game is not played, i.e. unsafe ice/playing conditions, forfeit, etc.
 - 3. No-shows, regardless if another official works the game;
 - 4. Removal of any player, team official, or spectator for a zero tolerance violation or player where there is any indication of threat or danger.
 - d. Responsibility – Although only 1 report per game is required, filing the proper reports shall be the responsibility of the official who initially assesses the penalty. Ultimately it is the responsibility of ALL game officials to insure the proper reports are filed.
- II. GAME FEES & PAY DISCREPANCIES:
- a. All monies paid from GIHOA to Officials will be reported as required to the US Internal Revenue Service via a 1099 form.
 - b. Payroll shall be process by the Treasurer on or about the 15th of each month for games worked during the previous month (example: Games worked during the month of November will be paid December 15). If for some reason there is any significant delay in the payroll, members will be notified.
 - c. Any pay discrepancy must be submitted to the GIHOA Treasurer within seven (7) days of receipt of pay. Any necessary corrections for a pay discrepancy will be made within seven (7) days of notification.
- III. DISCIPLINE OF MEMBERS For the members’ convenience, discipline of members in the form of fines only is applied with a hearing. Should a member choose not to waive their right to a hearing, the member may appeal such fine to the Discipline Committee. Such appeal must be filed within 14 days of notification of the discipline.
- a. Discipline of members for serious violations will be handled by the GIHOA Discipline Committee and may be notified by electronic means. This disciplinary action may include a fine, probation, suspension or dismissal from GIHOA. The process to appeal this disciplinary action is found in the GIHOA Constitution. Should a member desire to bring disciplinary action against another member, the member making the accusation is to contact the GIHOA President. The President will then investigate and determine whether to submit the issue to the GIHOA Discipline Committee.
 - b. Substitution Process:
 - 1. Any assignment(s) that a member cannot complete after the assignment has been made by GIHOA and accepted by the official must be returned for reassignment by sending an e-mail BOTH to the assigner AND the GIHOA Board stating the assignment(s) that cannot be fulfilled.
 - 2. Assignments that must be returned within 24 hours of the start of the assignment must also include a telephone call using the same order outlined below.
 - 3. The following procedure shall be used in all situations where:

- a. Any GIHOA scheduled official for any GIHOA scheduled game is not in the official's locker room at least forty five (45) minutes prior to the scheduled game time of all college games, or twenty (20) minutes prior to scheduled game time of all other games.
- b. Anytime there is a situation where there are no officials for any type of game that may or may not have been properly scheduled.
- c. First contact is the Game Assignor: Ken Radolinski 407-493-8303, Second contact is Paul Dixon 770-712-8852, Third Contact Brian Cole 678-350-3755.
- d. Every attempt will be made to find out where the missing partner is and/or get a replacement official to the game location ASAP. Please leave a voice message with every person that you call with the game time, rink and missing official. If possible leave a call back number so that we can try to get back with you.

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