



Protecting, Scheduling and Verifying Officials for Games

Team Manager Checklist for Officials:

- Ensure you have a plan to protect our officials and establish who is responsible. Identify this person to officials
- Ensure game schedule on your association's website (Crossbar, SportsEngine, etc) site is accurate
- Verify games are listed in HorizonWebRef (minimum 10 days before game)
- Email FRIHOA scheduler if game schedule changes happen
- Verify officials are present for game
- Help keep games on schedule according to rink ice schedule
- Pay officials

Protecting our officials

It is the responsibility of the association or tournament organizer to protect the officials as best you can. It is strongly recommended to identify an objective person (preferably without a player in the event) who has an ability to always keep emotions in check. They should be present when players, coaches, and officials are present in the rink. This person should be easily accessible for the officials to communicate with them. They are responsible for officials' safety until they leave the ice arena safely or are picked up by parent/guardian. This person is empowered to call police/ambulance as needed and especially if any assault happens from an adult to a minor or any assault happens at all.

It is strongly recommended that photo(s) and contact number(s) are posted in the officials' locker room. It is best if this person introduces themselves to the officials prior to each game so the officials know who they are. If they are not at the rink, a substitute should be indicated to the officials. It is strongly recommended that this designated person pays attention to the game to recognize when potential situations could be elevated. This person can help be a calm presence in the stands, at the scorer's table, or at the benches as necessary. If a problem arises, this person takes charge and works in conjunction with the officials and teams to de-escalate a situation safely.

Who schedules officials for our home youth hockey games?

FRIHOA has a scheduler that schedules all the home youth games for our association for the levels that require officials. This is an association of hockey officials that support the organization, training, and scheduling of youth hockey officials for the Fox Valley area. They schedule officials for Appleton (AAHA), Fox Valley (FVYHA), Oshkosh (OYHA), and local tournaments. They only schedule for youth games (under 18) and are affiliated to the Wisconsin Hockey Officials Association (WHA) which is the officiating branch of the Wisconsin Amateur Hockey Associations (WAHA) which is affiliated with USA Hockey. If you play any "home" games outside of the Appleton/Oshkosh area, you will likely need to work with a different scheduler for getting officials assigned. The FRIHOA scheduler can direct you appropriately.

How does the FRIHOA scheduler know what games to schedule?

At the start of the season, the FRIHOA scheduler will import all home games from your association's team website or the club website into FRIHOA's scheduling system. Throughout the season it is very important to continually verify that your team's website game schedule is accurate and up to date. Once the initial import is completed, any new games or cancellations need to be communicated to the FRIHOA scheduler via email from you. In general, the sooner the better.

What if something changes for our home game schedule?

The FRIHOA scheduler will regularly reference your team's website throughout the season during scheduling. However, don't assume the scheduler has seen changes. Be sure to notify the FRIHOA scheduler by email (FRIHOAschd@gmail.com) if any game changes. The FRIHOA scheduler uses an online scheduling system named *HorizonWebRef* to schedule officials. Association personnel can request access to this system to see what games are scheduled with officials.



Fox River Ice Hockey Officials Association

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How do I verify officials are scheduled for our games?

You can verify officials are scheduled by confirming on the *HorizonWebRef* site. Go to the following link: <http://www.horizonwebref.com/getStarted>. Use the following FRIHOA association number: **205813**. We recommend you add a "Personal Note" that includes the association and/or team you are representing when signing up for the account. This will help expedite getting you in the system. The FRIHOA scheduler will need to approve your membership to *HorizonWebRef* prior to you getting access. Once approved, you will receive an email notification with your username/password and login instructions. Using the *Game Schedule*, you will have access to see your entire association's games. You can use the search filters to filter on your team and anything more specific you would like. If you would like to see the names of the officials assigned to your games, you can click on the *Public Schedule* icon at the top of the *Game Schedule* page. On the *Game Schedule* it will list all the games entered into the system whether they are assigned or not. On the *Public Schedule* will be all the games that have been assigned. Please note that officials have to accept their assignments before their name will appear. In other words, you will likely at times see an odd number of officials showing as changes are in process.

Game Schedule = all games entered into the system

Public Schedule = all games assigned in the system

If the game is on the *Game Schedule*, the FRIHOA scheduler will notify you directly ONLY if he is having any trouble scheduling officials for your game. Therefore, if you see the game on the *Game Schedule* and the information is accurate, you can assume the game will have officials unless the FRIHOA scheduler notifies you.

You should verify at the latest ~10 days before your home games that your team's games are listed on the *HorizonWebRef* scheduling system (check for rink, start time, game duration and game level accuracy).

How do I verify officials are present for our games?

Officials are trained to arrive 30 minutes prior to their games. It is extremely rare that all officials are not present for a game and if that happens, it usually means a scheduling error was made. This is why verifying ahead of time is important. If only 1 official is present, they are trained to follow a procedure in confirming their partner(s) is coming. If no officials are present, you should contact the FRIHOA scheduler (text: 920.210.7193) immediately. Be aware that your officials may already be on the ice working the game before yours. It is common for the scheduler to schedule officials for multiple games in a day. Located in all officiating locker rooms is a sheet titled "My partner is not here and the game starts soon....". You can use this for an escalation procedure to locate officials.

How can I help keep games on schedule?

It is the responsibility of the Time Keeper and Coaches to ensure the games start and end based on the scheduled ice time. The Referees can demand run time if a game is off schedule.

- Warmups should be 4 minutes. All Squirt warmups for Fox Valley are 3 minutes.
 - Time between periods should only be 1 minute.
 - The warmup clock should start at the start of the ice time regardless if the teams are present.
 - Team Managers or timekeepers should go to the locker rooms of each team to get them if this happens.
- The timekeeper should be made aware of when ice time for that specific game ends by the team manager. It should end 10 minutes before the start time of the following game to allow for resurfacing. The timekeeper may need to call the officials over to advise them when time is getting tight.
- The "Five Minute Rule" is in place to keep games on schedule within their ice time. It states "*If there is less than five (5) minutes of ice time remaining ... and there is five (5) minutes or more remaining on the game clock, the referee shall have the timekeeper set the game clock to two (2) minutes and whatever seconds remain.*" The referee should notify both benches. The game will then be completed using stop time. Note: Penalty times will not change."



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- Communication is key here. Officials are advised to make visiting teams aware of this policy during their pre-game introductions (and to maybe remind the home coaches too).
- In the past, it has been mentioned by some that the association has a block of time to work within to get all their games in. Some coaches may feel that it's ok to allow the earlier games to get behind as they will be made up through the block of association ice time during the day. Unfortunately, this does not work because what if there is no catch up. The last game could be left with not enough time to play their game within the association's block. The rink is not going to delay a subsequent event after the association's block due to this situation.
- **Running time:** The "Six Goal Lead" policy is in place to help negate any conflict with moving to run time. It states *"Upon a team leading by six (6) goals in any period for association games at the U12 or higher levels, the referee shall inform the timekeeper to move to a running time. During running time, the clock shall stop only for goals, penalties, and injuries. Should the gap be narrowed to less than six (6) goals, the referee should instruct the timekeeper to return to stop time. For U10 games, the referee shall speak with the head coach from each team, the referee shall keep stop time in place unless BOTH head coaches agree to change to running time. If both coaches agree to change to running time, the referee shall instruct the timekeeper to do so."*
 - Note: the "Five Minute Rule" may have to come into effect for one-sided games especially at lower levels where there can be quite a bit of stoppage time.

When and where do I pay the officials?

It is best to pay the officials at the scorer's table immediately before or after the game. They may ask you to keep the money at the scorer's table until the game is complete.

How much do I pay the officials?

See next page.



GAME OFFICIATING FEES (Tier 2 - Two Official System)

1. Fees set by FRIHOA Board. Tournaments and playoff game fees are ~1.25x the normal game fee. *In emergency, games officiated by one official will be 75% of the game fee.*

Two Official System (ALL RATES ARE PER OFFICIAL):

Player Level	Normal Game	Tourn / Playoff Game
10 or Under (Co-Ed and Girls)*	\$30	\$35
12 or Under (Co-Ed and Girls)	\$40	\$50
14 or Under (Girls only)	\$45	\$55
14 or Under (Co-Ed Bantam all levels)	\$55	\$65
16 or Under (Co-Ed Midget A/B/C, Girls U19)	\$100	\$125
18 or Under (Co-Ed Midget A/B/C), WAHA HS		

*U10 standard is 12 min periods. If association chooses to run 15 min periods, tournament rate applies for that game(s).

2. All games are subject to a \$5/game scheduling fee. Association is invoiced in January and again at the end of the season (April). Unless request is an ad hoc, infrequent request from an association located outside the Fox Valley area in which it will be invoiced immediately following games.
3. Games scheduled with less than 10 days notice incur an additional \$10/game scheduling fee. Teams are encouraged to schedule early to avoid this fee, but also can have their games covered by qualified officials.
4. Canceled games are charged an additional \$1/game for scheduling. Any game canceled after the officials have left for the rink require the officials to be paid in full, with allowance being given for inclement weather.
5. Travel fee is \$5 per 30 miles when an official needs to travel more than 30 miles. Precedent will be given to officials who do not require travel greater than 30 miles during scheduling. Games in Oshkosh pay the officials \$10/trip when coming from the Fox Valley.





Local Supplemental Playing Rules Revision 11

Appleton Area Hockey Association (AAHA), Fox Valley Youth Hockey Association (FVYHA), Oshkosh Youth Hockey Association (OYHA) and the Fox River Ice Hockey Officials Association (FRIHOA) have adopted the following supplemental rules:

Game Times	Warm Up	Periods	Breaks
<75 minutes	3 minutes	12 – 12 – 12	1 minute
75+ minutes	4 minutes	15 – 15 – 15	1 minute

Note: Game time includes resurface and warm up. The warmup clock starts at the start of the ice time regardless of teams on the ice or not. If not, send the timekeeper to the locker room to get the teams.

Penalty Times

Periods	Minor	Major	Misconduct
12 minutes or less	1:00	3:00	6:00
More than 12 minutes but less than 17 minutes	1:30	4:00	8:00
17-20 minutes	2:00	5:00	10:00

Time Outs

All games shall be allowed one time out per team.

Five Minute Rule

If there is less than five (5) minutes of ice time remaining on the rink clock, and there is five (5) minutes or more remaining on the game clock, the referee shall have the timekeeper set the game clock to two (2) minutes and whatever seconds remain. The referee should notify both benches. The game will then be completed using stop time. **Note: Penalty times will not change.**

Six Goal Lead

Upon a team leading by six (6) goals in any period for association games at the U12 or higher levels, the referee shall inform the timekeeper to move to a running time. During running time, the clock shall stop only for goals, penalties, and injuries. Should the gap be narrowed to less than six (6) goals, the referee should instruct the timekeeper to return to stop time. For U10 games, the referee shall speak with the head coach from each team, the referee shall keep stop time in place unless BOTH head coaches agree to change to running time. If both coaches agree to change to running time, the referee shall instruct the timekeeper to do so.

Net Pegs

As a general rule, net pegs shall be used for all age levels. If there are any objections from either coach to the use of pegs at the 10 and under level games, then do not use them.

Note: Rule 502 – The referee shall have general supervision of the game and his decision shall be final in all matters occurring before, during or after the game. The role of the official is to “enforce” the rules of the game and in doing so shall have full authority over all participants.