



MIHOA Request for Game Officials & Payment Policy

06/1/2026

MIHOA has established policies for leagues, tournaments, clubs and teams to for requesting or changing officials for games and invoice payment.

Request submitted are for scheduling officials only. Request to add, change or cancel games must be sent to the appropriate league, tournament, club or opposing team.

Invoice Payment

The organization, club, team or tournament submitting the request for officials is responsible for payment. MIHOA will not shift payment responsibility to another organization, club, team or tournament. Organizations and clubs are responsible for payment of team fees. MIHOA will not invoice individual teams.

Payment for the month invoiced is due by the end of the next month. Example, September Invoice is due by October 31

Payment not received by the due date will be assessed a \$5 per day late fee starting the first day of the next month. Example, September invoice payment not received by October 31 will be charged \$5 per day late fee starting November 1.

Payment not received by the month following the due date will result in no official being assigned to games and officials being pulled from all games for that league, club, organization or tournament until [payment is received. Example, September invoice payment not received by November 30 will have no officials for any game until payment is received.

League Games

League game additions, changes and cancellations **MUST** be submitted to the appropriate league. **DO NOT** submit them to MIHOA. The league will notify MIHOA of the request. League examples (this is not a complete list) include:

- Missouri Hockey Youth Division
- Mid States Club High School Hockey
- Mississippi Valley Club Hockey Association (MVCHA)
- All summer leagues
- All Spring leagues
- HNA Adult
- Centene Adult
- Maryville Adult
- East Alton Adult
- All tournaments



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The above does not apply to Central States Development Hockey League (CSDHL), AAA and college teams and clubs. Each team/club is responsible for submitting game request.

Add a new game request for officials – to request officials for a new game you have scheduled, you must use the MIHOA Game Request form - <https://form.jotform.com/211098065992160>.

To request officials for a new game with less than 5 days notice and your team or tournament is approved by the Missouri Hockey Registrar use this the MIHOA Game Request form - <https://form.jotform.com/211098065992160>

If you have a large number of games to add, you may submit a spreadsheet for uploading into the MIHOA Scheduling System. The spreadsheet **MUST BE in the MIHOA format**. The spreadsheet can be uploaded to MIHOA using the MIHOA Game Officials Request form. Only spreadsheets will be accepted, **Word, PDF or other document types will NOT be accepted**.

File Limit must not exceed 500 records (entries)

Download the Sample MIHOA Game Upload Spreadsheet from the MIHOA web site. [Click here to go the site](#).

Emails WILL NOT be accepted. All game requests must be submitted using the MIHOA Game Officials Request form - the MIHOA Game Officials Request form - <https://form.jotform.com/211098065992160>.

Change an existing request for officials – to change an existing request for officials for a game you have scheduled, you must submit your request using the MIHOA Game Officials Request Form. <https://form.jotform.com/211098065992160>.

Emails WILL NOT be accepted. All change request must be submitted using the MIHOA Game Officials Request Form.

Cancel an existing request for officials – to cancel an existing request for officials for a game you have scheduled, you must submit your request using the MIHOA Game Officials Request Form. <https://form.jotform.com/211098065992160>.

Emails WILL NOT be accepted. All cancellation requests must be submitted using the MIHOA Game Officials Request Form.

Schedules can be viewed by logging into the MIHOA Scheduling System - <https://www.horizonwebref.com/index.php?pageID=login>



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If you do not have a user id and password to the MIHOA Scheduling System, you can request a user id and password using the MIHOA Scheduling System User ID Request Form. [Click Here for the User ID Request For.](#)

Forms and Links:

- MIHOA Game Officials Request Form Link
<https://form.jotform.com/211098065992160>
- Download a sample spreadsheet on the MIHOA web site
<http://www.mihoa.com/schedule-officials-for-games.html>
- MIHOA Scheduling System User ID Request Form Link
<https://form.jotform.com/251266334321146>

Request Timeline

Leagues, tournaments, clubs and teams must request officials and changes for games at least 5 days prior to the game date. MIHOA game assigners require time to find officials which are qualified to work the game and have the date and time of the game available. A request for officials or change does not guarantee the game will have officials assigned or a change accommodated.

Failure to comply with the 5-day notice could result in one official officiating a game or no officials assigned to the game. MIHOA makes every effort to assign at least two officials to every game; however, there will be instances when two officials are not available after the deadline date.

Request with less than 5 days' notice:

MIHOA will make every attempt to assign officials with less than 5 days' notice; however, MIHOA does not guarantee officials will be assigned to these games.

To request officials for a new game with less than 5 days notice, use this link and complete the form. <https://form.jotform.com/211098065992160>

Request with less than 5 days' notice will be assessed an additional \$10 fee.

Change request with less than 5 days' notice:

MIHOA will make every attempt to accommodate change request for officials with less than 5 days' notice; however, MIHOA does not guarantee the requested change can be accommodated.

Change request with less than 5 day's notice will assessed an additional \$10 fee.



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The change request fee will be assessed regardless if MIHOA is able to accommodate the request. Multiple change request for the same game will result in a fee charge for each request occurrence.

General Game Cancellation Policy

- Games Cancelled with Greater than 24 Hours Notice
 1. If officials have NOT been assigned to the game, official and service fees are waived
 2. If officials have been assigned to the game, only the service fees will be invoiced

- Games Cancelled with Less than 24 Hours Notice
 1. If officials have NOT been assigned to the game, official and service fees are waived
 2. If officials have been assigned to the game, officials fees and service fees will be invoiced.

Games Cancelled Due to Uncontrollable Circumstances

Weather Related

Examples (not all inclusive):

1. Snow
 2. Ice
 3. Tornado
 4. Power outage
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- Games Cancelled with Greater than 24 Hours Notice official and service fees are waived.
 - Games Cancelled with Less than 24 Hours Notice official and service fees are waived with the following exceptions:
 1. Officials are at the rink or cancellation is received less than 3 hours prior to game time, official and service fees will be invoiced.
 2. Officials are at the rink or cancellation is received less than 3 hours prior to game time, official and service fees will be invoiced. Officials will be invoiced for the first game. If the same officials have multiple games in a row, the first game will be the only game invoiced.



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- Outdoor rinks – games cancelled due to extreme cold weather or warm weather that affects the ice surface will be invoiced based on the General Game Cancellation policy.

Rink Related

Examples (not all inclusive):

1. Zamboni
 2. Chiller
 3. Ice surface
 4. Boards
 5. Glass
 6. Power outage
- Games Cancelled Greater than 24 Hours Notice all fees are waived
 - Games Cancelled Less than 24 Hours Notice all service fees and ½ officials fees are invoiced, with the following exceptions:
 1. Officials are at the rink or cancellation is received less than 3 hours prior to game time, all fees will be invoiced.
 3. Officials are at the rink or cancellation is received less than 3 hours prior to game time, official and service fees will be invoiced. Officials will be invoiced for the first game. If the same officials have multiple games in a row, the first game will be the only game invoiced.
 - Outdoor rinks – games cancelled due to extreme cold weather or warm weather that affects the ice surface will be invoiced based on the General Game Cancellation policy.

Saturday and Sunday Single Games:

Missouri Hockey Youth Division single games on Saturday and Sunday will be charged an additional fee of 50% of the total official's fees. Adult games on any day of the week will be charged an additional fee of 50% of the total official's fees. Single games are defined as one game which does not have another game scheduled before or after.

Adult Games Game Times:

Adult games with the below start times will be charged an additional fee:

- 8am or before
- 9:59pm or after

See the MIHOA Rate Sheet for fee amount.



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One Official officiates the game:

1. If a game has one official and the game was submitted at least 5 days prior, MIHOA will invoice for only one official
2. If a game has one official and the game was NOT submitted at least 5 days prior, MIHOA will invoice for two officials and will not be financially responsible for any current or future cost of the game in question

No Officials Assigned:

1. If a game has no officials, and the game was submitted at least 5 days prior, MIHOA will:
 - a. Attempt to notify the league tournament, club or team prior to the game
 - b. Continue to find officials to work the game
2. If a game has no officials and the game was NOT submitted at least 5 days prior, MIHOA will not be financially responsible for any current or future cost of the game in question

All policies are subject to review and revision based on circumstances throughout the season.