

GUELPH HOCKEY REFEREES ASSOCIATION



CONSTITUTION

BYLAWS

2010 - 2011

GUELPH HOCKEY REFEREES ASSOCIATION

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CONSTITUTION
of the
GUELPH HOCKEY REFEREES ASSOCIATION

As revised and amended on
April 17, 2009

ARTICLE I

NAME

The name of this organization shall be
“ **THE GUELPH HOCKEY REFEREES ASSOCIATION**”.

ARTICLE II

PURPOSE

To bring together referees in close association to provide, promote and supervise a complete program of refereeing hockey excellence to the hockey community of Guelph and surrounding area.

PRINCIPLES

- 2.02** The Guelph Hockey Referees Association (G.H.R.A.) is governed by the Officers elected, and appointed committees.
- 2.03** The Officers are responsible to the membership for conducting and managing the business of the Guelph Hockey Referees Association.

AIMS AND OBJECTIVES

- 2.04** To foster and encourage the objectives of better refereeing of hockey.
- 2.05** Promote fellowship and co-operation between fellow referees and hockey minded people.
- 2.06** Provide an opportunity for those who are interested in refereeing to learn the rules of the game and to interchange information and techniques.
- 2.07** Referee hockey games approved by the Guelph Hockey Referees Association.
- 2.08** To be courteous at all times both on and off the ice.
- 2.09** Continue to encourage and foster our association with Minor hockey.

ARTICLE III

MEMBERSHIP

3.01 The membership in the Association shall be under three separate categories:

- 1.0** Active Members
- 2.0** Associate Members
- 3.0** Honorary Life Members

New on-ice officials are considered as active members and are entitled to all privileges enjoyed by active members. All new on-ice officials shall serve a probationary period of one hockey season. Off-ice officials (timekeepers, scorekeepers, goal judges) shall be considered active members.

Associate Members will be accepted upon written application to the Associate Membership Committee and will not be assigned games unless special permission is granted by the O.M.H.A., and shall be subject to Article 5.07 of the Constitution.

Membership in categories 1.0 and 2.0 will be approved at the beginning of each year by the Executive Committee.

Life members see Life Membership Award Criteria. (Refer to General Bylaws for criteria. Membership in category 3.0 is approved by the Executive Committee and the membership. Honorary Life members will be subject to item 22(b) of the By-Laws.

- 3.02** All members, with the exception of off-ice officials, in good standing, shall have equal rights and privileges to vote and to participate in general meetings.
- 3.03** Each member, in good standing, shall be an affiliated member of the Guelph Minor Hockey Association (G.M.H.A.), with voting privileges at the G.M.H.A. annual meeting.
- 3.04** One member of the Guelph Hockey Referees Association Executive shall attend all Board of Director meetings of the Guelph Minor Hockey Association.
- 3.05** Active members shall be assigned games by the Assigning Secretary and shall be subject to item 22(a) of the By-Laws.
- 3.06** The conditions of membership are adherence to the Constitution and By-Laws of the Association and participation and support of the mandate of the Association.
- 3.07** Members must abide by any screening process and confidentiality agreements that shall be implemented and approved by the Association.

ARTICLE IV

OFFICERS

4.01 There shall be two types of officers, elected and non-elected, which together from here on will be known as the Executive Committee.

Elected officers of the Association shall be:

4.02 The President, Vice-President, Treasurer, Recording Secretary, and Executive Steward. These officers shall be elected every year by an election during the annual meeting, which shall be called for that purpose. The elected Executive shall take over the administration of the Association 30 days after the Annual Meeting, and shall hold office for one year until their successors are elected.

Non-Elected officers of the Association shall be:

4.03 The Assigning Secretary, Rules and Department Chairman, Constitution Committee Chairman and Entertainment Committee Chairman. The elected Executive will solicit names of members wishing to be considered for these positions and will appoint these positions no later than the second Executive meeting of their term. The appointment to these non-elected positions is for one year, during the term of the elected officers which appointed them. They shall be voting members at the Executive Committee meetings

4.04 Should any office become vacant between elections, the Executive Committee shall appoint a successor for the unexpired term, subject to the approval of the membership. Should the appointed successor fail to win the approval of the membership at a regular meeting, the membership will be asked to suggest names of candidates for the vacant position and an election shall be held. The candidate successful in obtaining the largest majority by ballot shall assume the duties of the vacant office immediately.

4.05 **The President** is responsible for chairing the Executive Committee and general meetings of the Association. The President shall represent the Association in all matters.

4.06 The **Vice President** is responsible for specific programs and administration of the Association. They shall serve in such special capacities as requested by the President.

4.07 The **Recording Secretary** is responsible for the recording, and maintenance of records of the Association.

4.08 The **Treasurer** shall be responsible for the management and reporting of the financial affairs of the Association. This includes keeping of an accurate record of accounts and transactions, payments of accounts and receiving receipts. The Treasurer shall prepare and provide an accurate financial report to the monthly general meetings of the Association.

4.09 The **Executive Steward** shall be responsible for all projects assigned by the President. The Executive Steward shall not be elected in consecutive years.

- 4.10** The **Past President** shall be responsible to take over the duties of the Association President when the President is unable to fulfill his or her obligations. The Vice President will take on the President's role if the Past President and President are both not able to fulfill the President's commitments.
- 4.11** **Bylaws:** All proposed changes to any bylaw shall be put forward and seconded at a General meeting as a notice of motion with all members notified. The motion will then be voted on at the next General meeting provided two thirds of those members present accept the motion. A proposed notice of motion to any specific bylaw may only be submitted once per season (not including the AGM).
- 4.12** Any Executive members who misses two (2) consecutive monthly meetings without just cause, will be dismissed as an Executive Member and be replaced by Due Process. Refer to Article 4.04.
- 4.13** Any Executive member that does not adhere to the Constitution Articles and Bylaws of the GHRA shall be suspended from active duty on the Executive until an investigation and review can be completed. Discipline can be up to and including dismissal from the Executive and the GHRA.

ARTICLE V

COMMITTEES

- 5.01** The President shall appoint, with the approval of the Executive Standing Committees as deemed necessary for the orderly functioning of the Association. The appointment to any Guelph Hockey Referees Association committees shall be for a term of one (1) year duration. The term of appointment shall be from the date of the Annual Meeting to the date of the following Annual Meeting.
- 5.02** Rules and Department Committee - The committee includes members in good standing one of whom will be the Executive appointed chair. All interested members must apply to be considered on this committee, and should be some of the more experienced officials in the organization. The duties of this committee will be as follows:
- A)** The local G.H.R.A., supervisors will strive to do an (on-ice) assessment of every active official in the Guelph Hockey Referees Association.
 - B)** Maintain records on all officials as pertains to evaluations, commendations, and disciplinary actions. Copies of any discipline shall remain in the official's file until the conclusion of the following season, after which they shall be shredded and disposed of.
 - C)** Provide rule interpretations or any information pertinent to the refereeing upon request from any member of the G.H.R.A., or G.M.H.A., or any hockey body in the City of Guelph.
 - D)** Work in a close relationship with the G.M.H.A., to further the betterment of hockey in Guelph.
 - E)** Report to the Executive prior to the Annual Meeting each year, the names of applicant referees who have successfully completed their one (1) year probationary period. The probation period could be extended beyond the one (1) year period at the discretion of the Rules and Department Committee.

F) Establish and maintain a Mentor Committee to foster support of first year members of GHRA.

THE COMMITTEE SHALL HAVE THE POWER TO:

A) Advise and help referees to better their department and knowledge.

B) Discipline officials.

C) Recommend the dismissal of referees to the Executive Committee in writing.

D) The Assigning Secretary shall be an ex-officio member of this committee with voting privileges.

5.03 Entertainment Committee includes any member in good standing, one of whom will be selected by the Chairman of this committee, to be responsible for looking after the members who are hospitalized, ill, etc.

5.04 Constitution Committee includes any member in good standing. It shall arrange to study the Constitution and By-laws and be prepared to suggest additions, deletions, and changes at the Annual Meeting of the Guelph Hockey Referees Association. The Chairman of this committee will also act as the GHRA Privacy Policy Officer.

5.05 Nominating Committee includes any member in good standing. It shall attempt to present two names of members for each office of the Executive Committee for the general election held every year at the Annual Meeting of The Guelph Hockey Referees Association.

5.06 Honourary Life Membership Committee includes any members in good standing with one of these being a Honourary Life Member. Its purpose shall be:

A) To meet and discuss the selection of the proposed names to the category of the Honourary Life Membership. This committee is to prepare a report for the Executive Committee for presentation to the membership.

B) In giving consideration to names the Committee must take into account the following:

- 1.** Any member who has been actively associated with this organization for 20 years or more.
- 2.** The extent to which this person has contributed his /her time and effort in accordance with the "Aims and Objectives" of the Constitution.
- 3.** That only one name be submitted in any given year to bring the total to a maximum of twelve (12) living members.
- 4.** It is not mandatory that such members be appointed every year.

5.07 Associate Membership Committee shall include any members in good standing. Its purpose shall be as follows:

A) To meet and discuss any and all applications received for Associate Membership prior to the start of each operational year. The committee shall prepare a report and recommendation for the Executive Committee's approval. The said committee shall review the existing Associate Membership list and report to the Executive Committee of their findings annually.

B) In giving consideration to the applicants the committee must take into consideration the following:

1. The applicant must have been actively associated with the Guelph Hockey Referees Association for Five (5) years or more.

2. The extent to which the applicant has contributed of his/her time and effort to the Association.

3. That the Associate Membership list shall not exceed one-third of the total active members of the Association in any given year without the approval of the general membership.

5.08 **The Guelph Hockey Referee Advisory Council** shall be open to anyone not on the active membership list who desires to serve the Association and assist in its function when requested to do so by the Executive. Members in this category will have no voting rights in the G.H.R.A., but will be allowed to serve on any committee at the request of the President.

5.09 The President shall be an ex-officio member of all committees.

ARTICLE VI

Meetings: EXECUTIVE COMMITTEE; GENERAL AND ANNUAL MEETING

6.01 The Executive Committee meeting shall be held monthly throughout the year, including the off-season. Meetings of the Executive Committee shall be called by the President.

6.02 There shall be at least one (1) General meeting per month from September to March.

6.03 The Annual Meeting shall be for the purpose of finalizing the business of the current year; to update the Constitution and Bylaws and to have an election every year.

6.04 Any Executive Member who misses two (2) consecutive monthly meetings without just cause, will be dismissed as an Executive Member and replaced by due process as outlined in Article 4.04.

6.05 Absence from a General meeting shall result in a \$10 fine to be deducted from the official's next cheque (in accordance with By-Law 11c).

6.06 If an official is absent from a general meeting it is the responsibility of the official to contact the Assignor to obtain his schedule.

6.07 All members shall be present at the Annual Meeting. A fine of \$40 will be assessed unless notification of absenteeism is given in writing, including email, to the Recording Secretary prior to the meeting.

ARTICLE VII

FINANCIAL MANAGEMENT AND REPORTING

- 7.01** The Treasurer shall be allowed to pay all invoices up to the sum of \$100.00 with the exception of referee game fees, which shall be unlimited.
- 7.02** Accounts over the sum of \$100.00 must be authorized by the Executive.
- 7.03** All accounts must be paid by cheque which must have two (2) authorized signatures. . The President, Vice-President, Assignor and Treasurer shall be designated as having authorized signatures.
- 7.04** The fiscal year of the GHRA shall be August 1 to July 31 of the next year. The account books for each year shall be verified as accurate by an independent qualified accountant before the first general meeting held in September. The independent accountant shall be agreed upon by the Executive.
- 7.05** The Assigning Secretary is to receive an honorarium, the greater of \$3,000 or \$1.00 per assigned game per season. All GHRA on-ice officials and off-ice officials will have \$1.00 deducted per assigned game by the Guelph Hockey Referees Association.
- 7.06** The Treasurer shall deduct \$1.00 per game, per on-ice and off-ice official, for all GHRA assigned games. This fee shall be used to pay for the GHRA General Liability and Directors and Officers Liability Insurance. Any amount collected above the cost of the insurance shall be used for the operation and expenses of the Association.
- 7.07** All Returning active members must submit to the Association Secretary, by Aug 15 of the current year, their "Intent to Officiate Form, Police Check Information, Current Address, E-mail address (where available) and Phone Number Information" to officiate in the Association. Returning members must submit their membership fee by September 15 of the current year. Failure to submit their dues by the required date will result in the member having an 'inactive' status and as such will not be assigned any games until the dues have been submitted. New Members must submit their dues by December 31 of the current season. Failure to submit their dues by the required date will result in the member having an 'inactive' status and as such will not be assigned any games until the dues have been submitted.
- 7.08** Members will receive their pay cheque only at the conclusion of a General or Annual Meeting.
(A) If a member wishes to have his/her pay held for a period of time he/she must inform the Treasurer in writing of their wishes and it will be confirmed with the Assignor.
(B) Any Cheque not cashed within (30) thirty days of being issued will be charged a \$15.00 Administration fee by the GHRA
- 7.09** The Treasurer upon approval of the Executive, may deduct any monies owed to the Association by an official from his/her cheque.
- 7.10** Should the Association have to take the annual association fees from an officials pay that a \$15.00 administration fee be charged to that official.

ARTICLE VIII

REFEREEING ASSIGNMENTS

- 8.01** All assignments that have been agreed to must be taken. (By agreed to, shall mean that the Assigning Secretary has appointed a referee, and he/she has accepted by phone, fax, internet, in person or written schedule). The replacement responsibility is with the referee who received the assignment. All changes must be reported to, and approved by, the Assignor and/or Rules and Department prior to the assigned game. (See Assignments Policy in Policy and Procedures section for exceptions and procedures)
- 8.02** Any game missed or late shall make a referee liable for a fine at the discretion of the Rules and Department Committee. It shall be the Duty of the other officials working the game to report to the Assigning Secretary tardiness or absenteeism of the other official. Further, it shall be the duty of the Assigning Secretary to report the former to the Rules and Department Committee. Failure to do this could mean disciplinary action on either party.
- 8.03** Any member of the Guelph Hockey Referees Association cannot referee in any games except those assigned through the Assigning Secretary. Anyone who wishes to referee games assigned outside the Association must first have permission from the Rules and Department Committee. Failure to abide by this Article will mean disciplinary action by the Rules and Department Committee.
- 8.04** All Guelph Hockey Referee Association referees who referee in leagues not assigned by the Association shall not be permitted to wear the Associations crest and will not be covered by the liability insurance policy for such games. Failure to comply with this regulation shall result in an immediate suspension of all games until such matter is reviewed by the Rules and Department Committee.
- 8.05** All Guelph Hockey Referees Association members shall wear the proper crest on the ice for all games they are assigned or be subject to disciplinary action at the discretion of the Rules and Department Committee. Note: For all Guelph Minor Hockey Association House league and adult games, officials must wear the crest of the Guelph Hockey Referee's Association. For all Minor Hockey representative and select games, officials must wear the Ontario Minor Hockey Association crest and the appropriate year bar.
- 8.06** All new officials shall receive a crest of the Guelph Hockey Referees Association at the beginning of the season with the cost of the crest to be borne by the new official.
- 8.07** All officials assigned any Minor Hockey Representative, Select and Women's All Star games, will be subject to a proper dress code for all games including tournaments.
Note: No ball caps are to be worn into the rinks for the above-mentioned games.
- 8.08** Refereeing services provided by the Guelph Hockey Referees Association, a formal vote will be held by the membership to accept the responsibility of officiating in the particular league. If the membership accepts the responsibility by a majority vote, it will become the responsibility of all qualified membership, and each member will be assigned to officiate this hockey as deemed necessary by the Assigning Secretary and in conformance with the officials availability sheet.

8.09 Smoking in the Referees dressing room is prohibited.

8.10 If an official is absent from a general meeting it is the responsibility of the official to contact the Assignor to obtain his schedule. The official must contact the Assignor either by telephone or email within 5 days after the meeting, or prior to the meeting if they know they will be absent, to arrange to receive his schedule, either by email or postal service. If the official chooses to have the schedule emailed to them the official shall confirm with a return email that he has received the schedule. Failure to contact the Assignor to arrange to receive the schedule does not remove the responsibility for the games assigned from the official. Any missed or late games will be dealt with by Rules and Department in accordance with GHRA Bylaws.

ARTICLE IX

RULES OF HOCKEY

9.01 The rules of Hockey Canada, and all branches there under shall be the official rules of the Guelph Hockey Referees Association.

ARTICLE X

AFFILIATIONS

10.01 The Guelph Hockey Referees Association is affiliated with the Guelph Minor Hockey Association. As an independently constituted organization the affiliation provides for an exchange of representation.

10.02 The association is an affiliate of the Ontario Minor Hockey Association which is in turn a member of the Ontario Hockey Federation which is a member of Hockey Canada.

ARTICLE XI

ADOPTION OF THE CONSTITUTION

11.01 This Constitution and Policy Manual shall not come into effect until approved by the membership of the Guelph Hockey Referees Association.

11.02 Any member in good standing or appointed committee within the Guelph Hockey Referees Association may submit additions, deletions or changes to the Constitution Committee in writing at least thirty (30) days prior to the Annual General Meeting. All members shall receive these submissions at least seven (7) days prior to the General Meeting.

BYLAWS
of the
GUELPH HOCKEY REFEREES ASSOCIATION

As revised and amended on
April 23, 2010

NOMINATIONS

- 1.** Any member in good standing, 19 years of age or older, may be a candidate for the Executive Committee including a signed proxy to be given to the Nominating Chairperson prior to the Annual General Meeting. Members nominated for the position of President must have served on the Executive Committee for a minimum of 1 year.
- 2.** Members shall have the right of making further nominations following the Nominating Committee's report.

VOTING

- 3.** Unless the Executive is elected by acclamation, an election shall be conducted by a vote of the members in attendance at the meeting. The vote shall be conducted by secret ballot.
- 4.** The successful candidate shall take office 30 days after the Hockey Referees Annual meeting.

MEETINGS

- 5.** Special General meetings of the Guelph Hockey Referees Association may be called by the President or by the Assigning Secretary through the President.
- 6.** That 1/3 of the membership shall constitute a quorum.
- 7.** Regulations to be adhered to at meetings:
 - (a)** All profanity is prohibited at all meetings.
 - (b)** The General Principles of Roberts Rules of Order shall be used as a guideline for the conduct of association business at all meetings, including
 - i) All discussion must be directed through the Meeting Chair
 - ii) Comments may only be made after recognition by the Chair Person.
- 8.** The time and place of the Executive Meetings shall be named by the President and notice shall be given to the Recording Secretary not less than three (3) days before the date of the meeting.
- 9.** The transaction of the Executive Committees or of any committee appointed by the President shall be valid notwithstanding disqualification of any member thereof through any defect or irregularity in his election or appointment.
- 10.** Three members of the Executive shall constitute a quorum at an Executive meeting and a monthly General Meeting.
- 11.** General meeting attendance will be categorized as follows:
 - In Attendance - This will include the following:**
 - (a)** Members present at the meeting
 - (b)** Members credited as being present due to working G.H.R.A. assigned games.

(c) Members will be credited as being present due to working other hockey (O.H.A., O.H.L., ETC.) or working at place of employment provided that notification is received at least three (3) hours prior to the General Meeting by the Recording Secretary. This notification must be either by phone call or email only to the Recording Secretary.

Any Official who does not notify the Recording Secretary of their absence at the General Meeting will be assessed a penalty fee of \$10.00, which will be deducted from their next month's cheque. As per Article 6.05

12. Regular meetings of the Rules and Department Committee shall be held during the season.
13. Three (3) members present at a Rules and Department Committee meeting shall constitute a quorum.
14. Regular meetings of the Entertainment Committee shall be held during the season.
15. Meetings of a committee shall be held at the discretion of the Chairman of the committee, who will be able to answer to the Executive.

DUTY OF OFFICIERS

16. **THE PRESIDENT** shall hold the office for one year, or until his/her successor is elected, and shall not hold the position for more than four consecutive years. He/She shall act as presiding officer at the meetings of the Executive and the Membership. He/she shall ensure that all business conducted by the association is done in accordance to the Constitution and Bylaws of the GHRA. He/she will be empowered to make decisions on behalf of the association, including discipline, when the Constitution and Bylaws of the GHRA have been violated, until a formal investigation can be completed. He/She will vote only when the votes are evenly divided, and on his/her retirement, shall hold office as past President for the next succeeding year only.
 - (a) He/she shall sit in an X-Officio capacity on all committees.
 - (b) Be responsible to send and receive the GHRA contracts, and the amount of advance required, for all the leagues that our Association officiates prior to September 1st of the current year. The amount of each advance will be provided by the Treasurer.
 - (c) Quotes for referees' fees for leagues shall come from the office of the President only.
17. **THE VICE-PRESIDENT** shall have all the powers of the President during the absence of the President. The Vice President is responsible for the new official recruitment program each year. The Vice-President shall work with the President to assist in any way possible.
18. **THE IMMEDIATE PAST PRESIDENT** shall, in the absence of the President and Vice President, assume the powers of the Presidency. The immediate Past President shall work with the new President after the General meeting to ensure a smooth transition for a period of one year.
19. **THE RECORDING SECRETARY** shall:
 - (a) Handle all correspondence.
 - (b) Keep minutes of all meetings of the group and Executive

(c) Give notice to meetings and perform such other secretarial duties as the President may prescribe.

(d) Provide a list to the Treasurer, after each General Meeting, of members who were absent without notification given to the Recording Secretary. These members will have the \$10 fee removed from their next month's cheque

20. THE TREASURER shall:

(a) Receive all payments due to the Guelph Hockey Referees Association

(b) Certify to the correctness of all accounts to be paid

(c) Accept the annual dues and/or assessments on or before September 15 of the current year.

(d) Keep correct accounts.

(e) Prepare financial statements and have a monthly statement for each general meeting.

(f) Be allowed to pay all accounts up to \$100.00 with the exception of referees fees.

(g) Ensure all members are paid the correct amount. Collect the Assigning Fee (Article 7.05) from GHRA on-ice and off-ice officials, for games assigned by the Assigning Secretary and paid to the Assigning Secretary. Collect the Liability Insurance/Administration Fee (Article 7.06) from GHRA on-ice and off-ice officials, for games assigned by the Assigning Secretary and used by GHRA to pay members insurance and administration of the association. Each month ensure that any fines owed to GHRA are deducted.

(h) Calculate the advance amount to be paid by each league that GHRA officiates so that it can be included with the annual contract. This amount will be the average monthly billing from the previous year. In certain circumstances this amount may be reduced to be fair and equitable to both parties.

(i) Be a member of the Entertainment Committee.

(j) Shall receive a honorarium of \$300.00 per season.

(k) Will prepare and present an annual budget at the first general meeting of the season. This budget will be approved by the membership.

21. THE ASSIGNING SECRETARY shall:

(a) Assign all games to qualified on-ice and off-ice officials of all leagues that the GHRA provides officiating services to.

(b) Assignments for league games, league playoffs and OMHA Play-downs must be done using a list provided by Rules and Department, and approved by the President, of the level of hockey each official is qualified to do.

(c) Be the principal contact between the schedulers of each league and the GHRA.

(d) Keep records of games officiated by members of the Association.

(e) Provide a list of officials working GHRA hockey on the dates of a General Meeting to the Recording Secretary.

(f) At the end of each month calculate the monies owed to each official, prepare a cheque and forward a list of the cheque amounts to the Treasurer.

(g) At the end of each month calculate the monies owed to the GHRA, for all leagues that the Association provides officiating services for, and prepare an invoice. Ensure that all invoicing is completed and provided to each league by the 3rd day of the month following the month being billed for.

(h) Provide to the Treasurer a copy of all invoices sent out.

(i) In the event of suspensions, ensure that the official is not assigned any games and does not work any games for other officials during the period of suspension.

(j) In the event of fines, deduct the amount from the official's cheque. Ensure that the Treasurer is notified of the amount deducted from the officials pay.

(k) Provide a list of late/missed assignments to Rules and Department for discipline.

(l) At the end of the season provide a list of the monies each league owes on their final invoice, to the Treasurer, so that each league's account can be reconciled and an invoice or rebate cheque be prepared and forwarded to the different leagues.

DUES

22. The annual dues shall be paid by in accordance with Article 7.07 (Monies) of the Constitution. All membership dues are to be paid on or before September 15 of the current year. The dues structure will be as follows:

(a) Active members, \$40.00 per annum. If any official pays their fee before September 1st, the fee would be \$35.00.

(b) Honourary Life Members and the Guelph Referee Advisory Council Members, no assessment of annual dues.

23. GHRA members will share the cost of the Associations General Liability and Directors and Officers Liability Insurance. A fee of \$1.00 per on-ice and off-ice official will be deducted from **all** assignments. This is in addition to the \$1.00 Assignors fee that is already being deducted from each assignment.

ANNUAL FUNCTION

24. An annual function shall be held by the Guelph Hockey Referees Association on the recommendation of the Entertainment Committee subject to the approval of membership.

FINES AND SUSPENSIONS

- 25.** All fines assessed to members of the G.H.R.A., are payable within thirty (30) days of the date of notification. Failure to pay a fine will result in a suspension from the Association. Members may indicate to the Treasurer to have their fines deducted from their monthly cheques.
- 26.** Any fine and/or suspension assessed by the G.H.R.A., may be appealed by submitting a written request of appeal to the President within 48 hours after notification. The President or designate may select a chairperson to organize an appeal committee and this group will include at least one Executive or Rules and Department member and shall have a minimum of three members, including the chairperson. The individuals involved in the original discipline decision must not be considered as a member of the appeal committee. This committee must contact the appealing member, after the President receives the letter, and a hearing will be conducted within 7 days.
- 27.** When an official is late* for an assignment, that late official will be fined the amount of twenty (20) dollars. It is the responsibility of the present official, to notify the proper authorities For the second late assignment in the same season the official will fined (20) dollars and/or may be suspended for one (1) week at the discretion of the Rules and Department Chair. An official can appeal the suspension for the second late game in accordance with Bylaw Section No. 26. If the suspension for the second late game is upheld, the official will be suspended one (1) week of availability for active duty. It will be the responsibility of the official to find a qualified replacement for the games while under suspension. If a replacement is not found this action will be considered a missed game offence and subject to discipline accordingly. If the official opts not to appeal the suspension for the second late game they must notify the Rules and Department Chair . A third offence of being late for an assignment may result in dismissal from the Association. The final decision of this action will be the responsibility of the Executive.
- Note:** * Late means not being present at the arena 10 minutes before the scheduled game time.
- 28.** When an official misses* an assignment, that official will be fined a maximum amount equal to double the game fee. In the case of multiple games missed on an assignment date the official will be fined a maximum amount equal to double the game fee of the first game missed, and a fine equal to the game fee for each additional game. The official may also be suspended for a minimum of two (2) weeks for the first occurrence, as determined by Rules and Department and approved by the Executive. It will be the responsibility of the official to find a qualified replacement for the games while under suspension. If a replacement is not found this action will be considered a second offence and subject to discipline accordingly. A second missed game offence in the same season, will result in the official being immediately suspended indefinitely, until dealt with by Rules and Department and the Executive. Upon investigation, the Rules and Department Committee may recommend the official be dismissed from the Association. The final decision of this action will be the responsibility of the Executive. A third missed assignment in the same year will result in immediate dismissal from the Association

An official can appeal the missed game suspension in accordance with Bylaw Section No. 26. If the missed game suspension is upheld, the official will be suspended for a minimum period of two (2) weeks of availability for active duty.

Note: * Misses means not being on the ice at the start of the second period.

- 29.** Any member that has confirmed their availability for a tournament and then withdraws their availability less than 7 days before the start of the tournament will be fined twenty (20) dollars.

- 30.** Invoices issued by the Treasurer/Assignor of the GHRA to leagues or individuals for games officiated by the GHRA, will be subject to Late Payment charges. All such invoices must be paid in full within 10 days of the invoice date. Late payments will be subject to a 5% late payment charge. All invoices will show both the billed amount and the billed amount with late charges added.

GUELPH HOCKEY REFEREES ASSOCIATION

POLICIES & PROCEDURES

**Guelph Hockey Referee Association (GHRA)
PRIVACY POLICY STATEMENT**

The Guelph Hockey Referee Association (GHRA) is committed to respecting and protecting the privacy of our individual members and their families, as well as, our Hockey Partners and their respective Associations. The Personal Information collected in the course of administering our official's hockey program will be used and disclosed for the sole purpose of administering the Rules, Regulations and Bylaws set forth by the GHRA, and the Ontario Minor Hockey Association (OMHA) and /or for the purpose of registering officials and the information may be used to provide them with the information necessary for participation.

The GHRA is committed to comply with the Personal Information Protection and Electronics Document Act (PIPEDA), which came into effect January 1, 2004. The GHRA Privacy Policy follows the 10 Canadian Standards Association Principles identified in the federal PIPEDA.

ASSIGNMENTS POLICY

All referees should submit an availability form, email or hardcopy, to the Assignor to receive any assignments. Your availability must be given to the Assignor prior to or at the monthly meeting for the following month.

All assignments that have been agreed to will be your responsibility (Constitution Article VIII 8.01). Agreed means that the assigning secretary has appointed officials for a game and he/she has accepted by phone, fax, in person, email or written schedule. **In the case where games are assigned via email, the Assignor will send out a list of games that officials are required for. A member will reply with games that he/she is available to officiate. The Assignor will send a list of games that the member has been assigned. The member will reply to the Assignor confirming receipt of the games. This confirmation email will constitute an agreement to officiate the assigned games. The Assignor will retain all confirmation emails.**

Your assignments are based on your availability sheet that you provide to the assigning secretary. **If an availability sheet is not provided to the Assignor, then it will be the assumption of the Assignor that the official is available for all dates. In the event of conflicts it will be the responsibility of the official to find qualified replacements.**

In the event that an official has provided to the Assignor an availability form, and a conflict arises, that was made in error by the Assignor, the official may return the conflicting games back to the Assignor for reassignment to different officials. If the conflict arises because of an error made by the official before submitting their availability form then it will be the responsibility of the official to find qualified replacements.

All games on your assignment schedule are your responsibility. If you cannot do a game that is assigned to you, the following procedure must be followed:

1. If an official cannot complete an assignment, the responsibility to find a qualified replacement is with the official who received the assignment.
2. All changes must be reported to the Assignor **and** Rules and Department Chairman prior to the assigned game, by all officials involved with the change.
3. If the replacement is suitable and agreed upon by all parties, the Assignor will change the responsibility of that game to the replacement official.

If an official is absent from a general meeting it is the responsibility of the official to contact the Assignor to obtain his schedule.

If an official has been disciplined twice in one season for being late for games or for one occurrence of missing games, this may affect their assignment of year –end playoff games and special tournaments. This decision will be the responsibility of the Executive.

If any official has been suspended as a result of discipline received in accordance with the Constitution they shall not be eligible for year – end playoff or special tournament assignments.

OMHA TOURNAMENTS

No official is to referee more than 6 games in a day for divisions Tyke to Bantam. On ice officials are permitted to work a maximum of 3 games in a row but must adhere to a rest period of 1 hour for each game worked before the next set of assigned games. An official can officiate 2 games in a row rest for 1 hour and then officiate a single game providing they rest for 2 hours after the single game.

No official is to referee more than 3 games in a day for Midget. There must be at least 1 game rest in between games.

As per Regulation 18.2 - OMHA Manual of Operations

ONE OFFICIAL POLICY

Under no circumstances are you to officiate a game with only one official.

- o All officials will be encouraged to make sure who their partner or partners are before the start of the hockey game.
- o It will be important for the crew leaving the ice to remain dressed and ready to go until the next crew has arrived.
- o It will be important for each member to carry a membership list with his or her referee's equipment.
- o If you will be later than 30 minutes please let your partner know so he doesn't have to start phoning.

The following will be the procedure for all hockey games officiated by the GHRA.

- o Arrive a minimum of 30 minutes prior to the scheduled game time.
- o 15 minutes prior to game time if any member of the crew is not present start calling the following list until you get an answer.
 - Call your partner
 - Assignor (to confirm your partner)
 - Rules and Department
 - President
 - Vice-President
- o Inform the convener and/or Coaches that you are short an official and they cannot go on the ice until notified by you.
- o Don't leave the arena until the league official has said that they will be cancelling the game.
- o If the game is cancelled inform the President and the Rules and Department chairperson. If the game is cancelled the official(s) remaining will be paid for the game.

THREE OFFICIAL SYSTEM

If you are missing one official for a three-official game the following is how to handle that situation.

- o If two certified level 3's are present the two officials can decide whether to go with a two-referee system or a one-referee/one linesmen system. If you decide to go with a two referee system and once the game has started, complete the game with two referees even if your partner shows up. If you decide to go with a one-referee/one linesman system and your partner shows up they should go on the ice as soon as possible as the other linesman.
- o If you have one certified level 3 and one registered level 3 or one certified level 2 the final decision on which system you will officiate the game with will be made by the most senior official. Keep in mind if you start the game with one referee/one linesman and a partner arrives they can go right on the ice as another linesman.
- o If you have two certified level 2's then you must do a two-official system and if your partner shows up and they are a certified level 3 they can go on the ice as the Referee.

OBLIGATIONS OF NEW OFFICIALS

The following is a breakdown of what is expected of new officials, and minimum requirements that must be agreed upon prior to membership into The Guelph Hockey Referees Association.

AGE – Individuals should be minimum of fourteen (14) years of age at the beginning of the hockey season. At age fourteen, you will be eligible to participate in house league hockey assignments only, and you must attend a H.C.O.P. Certification Clinic.

At the age of sixteen, you are eligible to participate in Rep Hockey Assignments, however, you must attend an annual H.C.O.P. Clinic. These clinics are held annually in the fall. (The cost of attending these clinics is approx. \$120.00. This does not include the annual fee to the Guelph Hockey Assoc.)

GAMES - The Guelph Minor Hockey Association and Guelph Girls Hockey Association schedule games throughout the week, and on weekends. It is important that you are available to participate in refereeing on weekends.

MEETINGS – These are held monthly, on the third Saturday in each month, from October to March (second Saturday in December). The first meeting of the year is held in September and our Annual General Meeting (AGM) is held in April. Attendance is mandatory for our AGM. If you are assigned to referee at the time of a meeting, you will be excused. Otherwise, you must attend meetings. If you are unable to attend, you must contact a member of the Executive at least 3 hours prior to the meeting. Failing to do so will result in a fine as outlined by our constitution.

PROBATION – All new officials will be on a probationary period of one year. Rules and Department will meet to discuss your progress and your status as a probationary member. It may be decided that you will be required to complete another period of probation.

SUPERVISIONS – All officials will be supervised during the year. The goal of the association is to supervise new officials at least twice per year. It is this information that will determine the status of your probation for the following season.

MENTOR PROGRAM – Each new official will be introduced to a “Mentor” (an experienced official). This Mentor will be available to answer any questions and will occasionally work with the new official to help in the development of good refereeing habits.

EQUIPMENT – Each new official is responsible for providing his own C.S.A. approved (black) hockey helmet complete with CSA approved half visor, a black and white vertically striped referees shirt, black pants, and Acme thunder finger whistle. Optional equipment that is strongly recommended, but not mandatory includes, shin guards, protective girdle, and elbow pads.

ON ICE TRYOUTS – Each September GHRA reviews the number of new officials being considered for the upcoming season. The GHRA conducts on ice evaluations to determine the status of a possible member’s abilities. The on ice sessions are also used to review and introduce new officials to positioning, signals, and conditioning.

OBLIGATIONS OF AN OFFICIAL

ROLE OF AN OFFICIAL

The game of hockey was created first and foremost for the players. A set of rules has been developed and it is the responsibility of the referee to see that the game is played within these rules.

Coaches spend many hours teaching young players how to skate, stick handle, shoot, pass, etc., and generally improve their playing ability. Unless the official in charge interprets the rules as written, some coaches are content to allow their players to resort to illegal tactics rather than show their true hockey playing ability.

The official is the person in charge of the game and must ensure it is conducted within the confines of the written rules. These rules will provide adequate control to keep the game in the proper perspective, thus making it more enjoyable for the participants and the spectators. The basic Role of the official can be broken down into two simple words - "**safe**" and "**fair**". By viewing and officiating the game with these two words in mind, an official should be able to call a game that is acceptable to all of the participants.

APPEARANCE

Your appearance while on the ice will have a bearing on your acceptability as an official by the players, coaches, and fans. People do judge books by their covers; therefore projecting the proper image through neatness will have a very positive effect and will enhance the other favourable characteristics you may possess pertinent to officiating.

Make sure to:

- o Wear clean, neatly pressed black pants, and a clean referee's jersey on which the proper branch crest is attached or sewn.
- o Use only plain white laces in your skates.
- o **Jewellery is not permitted to be worn on the ice.**

House League Assignments:

- o Dress neatly to go to your assignment. (Sweat pants are not acceptable)

Rep Assignments:

A shirt, tie and business casual dress pants are required for these assignments. (Baseball caps, and jeans are not permitted.)

PHYSICAL FITNESS

Hockey is a game that is played at high speeds for sixty minutes. Besides the goaltenders, the officials are the only participants on the ice who do not get a rest every two minutes or so. This, coupled with the fact they are expected to always make the proper decision in each situation, means that the official must be in top condition at all times. An official who has become physically tired will lose their concentration on the game, consequently judgment will be affected and one's work as an official will deteriorate. To stay sharp throughout the game, officials must be in good physical condition.

KNOWLEDGE OF THE PLAYING RULES

It is imperative that all officials (referees and linesman), possess a thorough knowledge of the CAHA playing rules and their proper interpretations. They are also required to know any special rules, which apply to leagues in which they are officiating. The rule book should be referred to on a continuing basis and not thrown into your bag and ignored. Should a rule interpretation be required, contact your local G.H.R.A. Rules and Department Chairperson, or the President. These people should be able to provide you with the proper interpretation. If these people are unable to provide you with a ruling, they will follow up by referring the matter to the CAHA Standing Rules Committee, who will give an official opinion on it. Should the matter be deemed to be an important concern, the CAHA will publish and circulate a bulletin, thus ensuring a uniform interpretation nationally.

PERSONAL CONDUCT AND HABITS

Always ensure you arrive at the arena a minimum of **30** minutes prior to the scheduled game time. In certain leagues you may be asked to arrive up to an hour early. Do not take the attitude that the game cannot start without you. Be punctual and insist on this virtue from everybody associated with the game.

You must report to the league office or the proper OMHA Representative, and the Rules and Department Chairperson by the earliest and quickest means possible any unusual occurrence, including all match penalties, which may require further disciplinary action. If you make the original report orally, confirm it in writing immediately using the proper forms and be sure to make a copy for your records. This is important, as the action may result in possible legal action.

Note: Throughout this manual the terminology referee and linesman will be used. This applies to the three-person system of officiating. When the two-person system of officiating is used, the duties and instructions given under the referee and linesman in the manual apply to both officials.

THE REFEREE IS IN CHARGE OF THE GAME

As a referee, you are in charge of the game and it is your responsibility to see that it is conducted in accordance with the rules. Ensure that all other officials in the game, including the linesman, interpret the rules properly and discharge their duties fully and impartially. If you observe any irregularities in procedures or techniques being used by linesmen or other officials, it should be brought to their attention and corrected.

From time to time throughout the season, new referees and linesman may be assigned work. It is your duty to advise and encourage them so that they will develop into more efficient and confident officials. Be prepared to report on their work when instructed.

REVIEW THE OFFICIALS RESPONSIBILITIES

Before the start of the game discuss the various responsibilities of each official, while in the dressing room, such as:

- o Covering of quick break outs.
- o Stopping play when the puck is outside the playing area.
- o Handling fighting situations.
- o High-sticking the puck.
- o Deliberate directing of puck with hands, etc.
- o Player losing their helmet or throat protector

This will enable the officiating staff to perform as a team.

BE FIRST ON THE ICE

The officials should be first to come on the ice at the start of the game and each subsequent period. They should all appear together led onto the ice by the referee. Assign each linesman the task of checking a net. At the start of the game, the linesman should check that all the players are wearing required protective equipment properly, as well as the number of players dressed for each team and compare this with the number recorded on the *Official Game Report*.

Review the entire game sheet to ensure the players are listed properly, team officials and signatures are properly affixed, and that the captain and alternate captains are noted and identified as required by the rules.

LOOK DIGNIFIED

At all times, when in the presence of spectators, maintain an alert, active and dignified appearance and see that the linesmen do likewise. Do not lean on the boards or stand with your hands in your pockets. Avoid fraternizing with the players or rink side spectators. It is not necessary and the public as well as players and coaches frequently misinterpret it.

Refrain from using insulting, abusive or vulgar language or gesture to spectators, regardless of the provocation offered by them. It is much better not to have “rabbit ears” but, if the language or other conduct of a spectator is such that it is likely to provoke an assault by a player, have the rink management remove the spectator from the facility.

Refrain from any type of physical contact with the spectators at all times. Your league, branch and / or police will handle all disciplinary situations where a spectator becomes physically involved with you.

DON'T TAKE VERBAL ABUSE

Whether your role on the ice is as a referee or a linesman, this does not mean you are “fair game” for either the players or team officials. Be careful not to develop “rabbit ears”, however, do not hesitate to call the referee’s attention to any intentional abuse or misconduct by any of the participants. Avoid becoming involved in arguments – they often end up in an outburst of abusive or insulting language, which you report to the referee. Above all, avoid “wisecracking” back to players and do not under any circumstances make any threats to anyone, other than to indicate that the rules be enforced.

OBLIGATIONS OF THE RULES AND DEPARTMENT COMMITTEE

PURPOSE

The mission of this committee is to advance the quality of officiating performed by the Members of the GHRA, through Supervision, Guidance, and Discipline.

THE RULES AND DEPARTMENT COMMITTEE

The Committee is comprised of the following:

Chairperson: This person is appointed by the Executive of the GHRA, for a term of one year.

3 – 7 Supervisors: Senior officials selected by the Chairperson from the general membership of the GHRA.

All members of this committee must be members in good standing as outlined in the Constitution of the GHRA.

RESPONSIBILITIES OF THE COMMITTEE

Strive to ensure that all GHRA members receive internal Supervisions on a regular basis and provide advice and guidance regarding the Rules of Hockey to GHRA members.

Ensure GHRA members are kept apprised of rule changes and interpretations.

Meet monthly to discuss the supervision of GHRA members.

Meet as required to evaluate GHRA members to determine the levels of competition each may be assigned. Such evaluations will be based on Supervision reports, and on-ice performance.

Meet prior to OMHA play downs to evaluate GHRA members to determine those who will be assigned out of town assignments. These evaluations will be based on Supervisions reports, performance during the season, and disciplinary actions taken during the season.

Meet at the end of the season to review the new GHRA members for probationary purposes, review full membership list to determine if any disciplinary actions may be required and to select the Jack McKinnon trophy recipient.

Meet as necessary during the season to evaluate / discuss problems with GHRA members. At these meetings prepare a recommendation for the GHRA Executive regarding Fines, and / or suspensions relating to the problem situations.

Maintain and administer the fine/suspension structure for minor problems within the GHRA membership, specifically for lateness or missed assignments or to recommend further disciplinary action as is deemed necessary by the committee.

MEETINGS

There will be monthly meetings throughout the season. All committee members will attend these meetings.

1. The first will be for the purpose of allocation of GHRA members to supervise. This meeting will also evaluate the GHRA members for competition level assignments.
2. In early January, a meeting will be held to go over the entire GHRA member list to evaluate members for playoffs and out of town assignments.
3. After the conclusion of the season, and prior to the Annual General Meeting, a meeting will be held to evaluate the performance of all the GHRA members. This meeting will recommend new members for full membership, or continued probation. This meeting will also recommend any disciplinary action as deemed necessary due to poor performance of any GHRA members. This meeting will also select the recipient of the Jack McKinnon Trophy for the Most Improved Official. Additional meetings may be called as deemed necessary by the Chairperson.

OBLIGATIONS OF GHRA SUPERVISORS

Any official wanting to supervise should contact the President or the Chairperson of Rules and Department and/or the Supervisors committee.

A supervisor may be either an active or inactive member of the association.

In house supervisions are for assessment only. The supervisor **CANNOT** upgrade an official's level.

Supervisor suggestions should always be constructive, especially toward the new or young officials.

A supervisor may make suggestions to the Executive or the Rules and Department committee with regard to the calibre of play an official may referee, or the level at which an official should be restricted.

Supervisor suggestions are to be treated as such. In order to restrict an official, that official must be supervised at least two times and not by the same supervisor.

An official that is being supervised should be courteous and attentive toward the supervisor. Please remember that an in house supervision is meant to help develop the skills of the official.

The supervisors will strive to evaluate all GHRA officials, however younger officials that are gaining experience will be focused on more than senior officials.

An OMHA supervisor must supervise any official that would like to upgrade his/her level. To upgrade a level, an official should approach the President or the Rules and Department Committee so they can make the appropriate arrangements with an OMHA supervisor.

Any official who feels as though he/she has been mistreated by a supervisor should report this problem immediately to the President.

All supervisors must adhere to the GHRA dress code for on ice officials whenever supervising.

Supervisors will be paid \$2.00 per completed supervision sheet (signed by the supervisor and the official evaluated).

DISCIPLINE

All discipline within the GHRA is the responsibility of the Rules and Department Committee and in the case of dismissal, the Executive.

Here are some discipline examples for your benefit:

1. Late for an assignment (Bylaw 27/29)
2. Missed assignment. (Bylaw 28/29)
3. Accepting games not assigned by the Assignor. (Article VIII 8.03)
4. Wearing GHRA crest in leagues not assigned by the Assignor. (Article VIII 8.04)
5. Not wearing the proper crest for all assigned games (Article VIII 8.06)
6. Missing annual or general meetings. (Article VI 6.03/6.04)
7. Not paying your annual dues or fines within the allotted time (Article VII 7.07)
8. Swearing on the ice at hockey players or bench personnel.
9. If you're a referee and you are also a hockey player or coach and you criticize or belittle the game officials.
10. While refereeing, you get caught up with the fans, and make obscene gestures towards them.
11. Ignoring a Supervisor's on ice report or comments.
12. For bringing alcohol in to the Referee's room.
13. Anytime a written letter has been submitted to the GHRA and the facts after a hearing have been proven to be true, the official or officials can be disciplined.

This is your association please act accordingly. Be proud to be a member. For all disciplinary action you are entitled to an appeal. Refer to Appeals section of manual for appeal process.

DISCIPLINE HEARINGS

The Rules and Department Chairperson will notify all concerned members of disciplinary concerns that may arise. If required, the Rules and Department Chairperson will form a disciplinary committee. The committee will consist of (3) neutral members to conduct a hearing.

1. These hearings will be called as necessary to hear presentations from any and all GHRA members involved in problem situations.
2. Attendance at these meetings is by invitation only, with the exception of the GHRA President who is ex-officio for all committees of the GHRA.
3. The hearings will hear presentations from involved GHRA members. Presentations can be in person or in writing. All pertinent documentation must be considered before the Committee can render any decision.

4. These meetings must be convened within one (1) week of any occurrence requiring such a meeting. Any decisions from these meetings must be forwarded to the President of the GHRA in writing within 24 hours of the decision, and to the involved GHRA member(s) within 24 hours. The involved GHRA member(s) will then have a further 48 hours to appeal the decision.
5. Documentation and minutes of meetings must be kept and the official's personnel files updated.
6. Rules and Department Chairperson to notify the Assignor and Treasurer of any suspension and/or fine if necessary.

APPEALS

Once a GHRA official receives written notification of disciplinary action, he/she has the option of appealing this decision. The following process is the guideline for appealing a disciplinary decision (not including dismissal):

1. The disciplined official must notify the President within 48 hours (in writing), specifically what the appeal pertains to.
2. The President may select a chairperson to organize an appeal committee and this group will include at least one executive member and shall have a minimum of three members, including the chairperson. The individuals involved in the original discipline decision must not be considered as a member of the appeal committee.
3. This committee must contact the appealing member, after the President receives the letter, and a hearing will be conducted within 5 days.
4. The committee should consider written submissions from all those involved and/or witnesses.
5. The member disciplined must be invited to the appeal hearing as well as any members involved. However, if the disciplined member or members choose not to attend, the hearing will be held as scheduled.
6. Minutes will be recorded at the meeting and afterwards submitted to the GHRA file.
7. The disciplined member will be contacted within 24 hours of the decision from the hearing and also notified in writing. Copies of the result must also be mailed to the President, the Rules and Department Chair. These three individuals are to be contacted within the 24 hours also.

NOTE – *The entire appeal process should not exceed 8 days, but the discipline remains in effect during this time. In the matter of suspensions, the official may request that the discipline be waived until the hearing is held, if 8 days have expired without result.*

***Confidentiality is of the utmost importance and is to be respected in all matters of discipline and the possible appeal! ***

Guelph Hockey Referee's Association

MENTORING PROGRAM

GOALS:

To support, promote and supervise first year officials of the Guelph Hockey Referees Association. The program will include recruitment, development and evaluation of members in their initial seasons with the GHRA. The philosophy of the program will be to develop a relationship of trust, respect and skills for new (inexperienced) members and for (transferred) officials new to the organization.

RECRUITMENT:

Each September the GHRA determines the number of new officials being considered for the upcoming season. Media releases during the off-season and our web site advertise and depict our program.

SCREENING:

<u>Mentors</u>	<u>New Official (Mentoree)</u>
1. Application process	1. Application process
2. Face to face interview	2. Interview/try-outs
3. Police/reference checks	3. Police/reference check
4. Suitability criteria	4. Probationary membership
a) Skills	
b) Gender	
c) Age	
d) Career interests	
e) Motivation	

ORIENTATION: For both Mentors and Mentorees

- o Preseason meeting
- o Overview of mentoring program
- o Overview of GHRA policies, rules, etc.
- o Level of expected commitment

TRAINING:

A basic training seminar is a mandatory session at the beginning of the season for all mentors. Topics discussed will be as follows;

1. How to build a positive relationship
2. Communication skills
3. Cultural sensitivity
4. Role description
5. Confidentiality and liability
6. How to evaluate on-ice performance of new officials

MATCHING STRATEGY:

It requires a plan for matching the mentor with the mentoree. This strategy needs to consider the recently transferred experience of other GHRA members, interests, race, language, hobbies, education, availability, etc.

MONITORING:

Important for tracking the progress of all new officials:

1. Scheduled, consistent meetings
2. Written records
3. Input from peers and organization
4. Monitor problems
5. Monthly communication

Inexperienced officials are the main focus for the scheduled meetings. This may include observing a game as a learning tool watching experienced officials. Transferred officials have higher on-ice expectations (based on their previous experience). Monthly off-ice communication remains important.

Our model for inexperienced officials will be a one-on-one assigned mentor. The mentor and mentoree will be matched individually.

The transferred official will be assigned a mentor, however the mentor may be matched with one or more transferees.

SUPPORT:

Communication, training and development throughout the season is the standard of support.

EVALUATION:

All new officials will be supervised during the season. All communication, observations and information is logged to the mentoree file from all organizational sources.

CLOSURE:

At the end of the season a meeting will be arranged for all members involved with the Mentoring Program. This meeting will include, individual interviews and feedback from both Mentors and Mentorees. The role of the mentor continues through the off-season (from the GHRA AGM until the start of the next season) for retention. A letter of membership acceptance will come from the GHRA President to each new official at the conclusion of his or her 1st season (upon input and recommendation from mentors, mentor committee and rules and department committee)

GHRA Privacy Policy

THE PRIVACY ACT: 10 PRINCIPLES

The federal Personal Information Protection & Electronics Documents Act (PIPEDA) now puts a formal, regulatory face on the issue of Privacy. The GHRA recognizes and endorses the PIPEDA legislation, which went into effect January 1, 2004. The legislation treats personal information as belonging to the individual and gives the individual control over how their personal information is handled.

There are ten principles governing the collection, use and disclosure of personal information in Canada. The ten principles are as follows:

Principle 1: Accountability

An organization is responsible for personal information under its control and shall designate an individual or individuals who are accountable for the organization's compliance.

Principle 2: Identify Purposes

The purposes for which personal information is collected shall be identified by the organization at or before the time the information is collected.

Principle 3: Consent

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where inappropriate.

Principle 4: Limiting Collection

The collection of personal information shall be limited to that which is necessary for the purposes identified by the organization. Information shall be collected by fair and lawful means.

Principle 5: Limiting Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

Principle 6: Accuracy

Personal information shall be as accurate, complete and up-to-date as is necessary for the purposes for which it is being used.

Principle 7: Safeguards

Personal information shall be protected by security safeguards appropriate to the sensitivity of the information.

Principle 8: Openness

An organization shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.

Principle 9: Individual Access

Upon request, an individual shall be informed of the existence, use and disclosure of his or her personal information and shall be given access to that information. An individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

Principle 10: Challenging Compliance

An individual shall be able to address a challenge concerning compliance with the above principles to the designated individual or individuals accountable for the organization's compliance.

Exceptions to Principles of the Act:

The Federal Act contains several exceptions. For example, consent is not required when investigating a breach of an agreement or contravention of a federal or provincial law.