

District 12 Cumberland Referee Association (CRA) *House League (HL) Assignor Guidelines 2022-23*

The following are guidelines developed to assist the Cumberland Referee Association Officials and the Cumberland Minor Hockey Association (House League) to better manage the games assigned and officiated.

1. Officials must enter their AVAILABILITY for games on the CRA web site and keep it up to date at all times
2. In order to ensure you are assigned games, your AVAILABILITY must be entered on the 15th of the month for the following month. For example, provide your availability for November on October 15th or earlier.
3. The HL Assignor will assign games based on the AVAILABILITY input by officials.
4. In emergency cases or short notice (previous or same day), the assignor will assign games and may advise by email, text, telephone.
5. Once a game is assigned via the website, it becomes the Official's responsibility to attend the game or to find a replacement should he/she be unable to attend.
6. Any time you give or take a game from another official, you must ensure that the official or you are **qualified** to officiate that level. If you miss your game and don't find a replacement or if you give your game to an official not qualified to do that level, **FINES** will be issued along with the possibility of further disciplinary actions.
7. Referees must arrive at the arena no later than **30 minutes** before the start of the game. Should an official know that he will be late he must advise one of the other game officials. This means officials must keep a printed CRA Officials contact list with them at all times. This list is also available on the CRA web site. If he can't contact one of the other officials he must advise the Assignor.
8. Referees who have completed officiating their games should be prepared to stay and officiate the following game should one of the referees for the following game be late or not show up.
9. All games assigned to you appear on the CRA web site. The CRA web site is our **MASTER SCHEDULE**. If the game is on the web site and you are assigned to it – the game is yours and your responsibility to officiate. Should there be a discrepancy regarding any of your assignments posted on the web site, the web site takes precedence. It therefore becomes very important for you to frequently check the web site to ensure it is accurate. Should you note any errors on the CRA web site it becomes your responsibility to contact the assignor and to clarify the item in question ASAP.
10. As a general guideline, Officials should not be on the ice for more than four (4) consecutive hours without having a minimum of a two (2) hour rest period. In addition, the Official should not be on the ice for more than six (6) hours during the same day. Any deviation from these guidelines require the approval of the Assignor or RIC.
11. The Officials' dress code for all regular season and tournament games must be clean, respectable and non- partisan (no insignias or logos of any Ottawa minor hockey teams). For House League games the official must wear a top and pants which are clean, neat and respectable (Jeans permitted). Shabby clothing is not permitted for House League games.
12. In cases of an **EMERGENCY ONLY** or where immediate action is required regarding **House League Game Assignments**, please email, text or call the assignor. If you have not received a call back within the time you require assistance, proceed to call any of the other members of the CRA Executive until someone returns your call.
13. Please do not provide the assignor's telephone number **(613) 915-1495** to anybody outside of the Cumberland Referee Association.
14. Given that e-mails and texts have become a major part of our everyday life and that we in the CRA use it to communicate with you, it becomes critical that you keep your profile information up to date with accurate e-mail addresses, home and cell numbers on the CRA web site. If you use more than 1 e-mail address please separate the e-mail addresses with a semi-column (;) when inputting this information in the Email field of your profile.
15. All inquiries related to **House League Game Assignments** considered **NON-URGENT** are to be directed to **Lucio Paiano** by e-mail at **D12Assignor@gmail.com**.

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