



OFFICIALS INFORMATION HANDBOOK

This has been produced as an information booklet and guideline for officials, the Referee in Chief, and the Referee Allocator and can be taken as policy or procedures of SGRA. Official policy and procedures of the SGRA can be found on the website at www.sprucegroveringette.com and are based on the rules/regulations and operational requirements of the Black Gold League (BGL) and Ringette Alberta (RAB). For a complete listing of rules and operations information visit the Black Gold League website at www.blackgoldleague.com.

The Officials Information Handbook is a live document, subject to amendments, additions and deletions as necessary. Please visit the SGRA website at www.sprucegroveringette.com for most current version.





CONTENTS

MESSAGE TO OFFICIALS 1

CODE OF CONDUCT (TOWARDS OFFICIALS) 1

 CODE OF CONDUCT CONSIDERATIONS;..... 2

 CODE OF CONDUCT – SGRA, BLACK GOLD LEAGUE & RINGETTE ALBERTA..... 2

 SGRA Code of Conduct..... 2

 Black Gold League Code of Conduct 2

 Ringette Alberta Code of Conduct 2

LINES OF COMMUNICATION 2

COMMUNICATION WITH GAME OFFICIALS (Referees) 4

BLACK GOLD LEAGUE GAME LENGTH 4

OFFICIALS (REFEREE) INTAKE 4

 Questions for online application..... 6

 Call for Officials (Referees) Communication..... 7

What is NARRA..... 8

ANNUAL ACTIVITES 8

ASK AN OFFICIAL (REFEREE) 8

Officials Payment and Fee Schedule 9

RINGETTE TIPS..... 9

OFFICIALS FEEDBACK 9

OFFICIALS RESPONSIBILITIES..... 10

DISCIPLINE POLICY FOR OFFICIALS..... 11

OFFICIALS MENTORING..... 11

OFFICIALS DEVELOPMENT 12

OFFICIALS MEETINGS 12

COACH MEETINGS..... 12

OFFICIALS SCHEDULING GUIDELINES..... 13

OFFICIALS SCHEDULING GUIDELINES FOR THE SWEETHEART TOURNAMENT 14

Supplemental Officiating School Credit/Reimbursement 15

 Recreation Leadership 15

 REC3130: OFFICIATING 15

 Work Experience (WXP15-35-35) 15

Arbiter 16

 Importing Game Schedules 16



GAME NUMBERS IN ARBITER..... 17

MESSAGE TO OFFICIALS

SGRA is committed to the growth and development of its officials. The following document outlines what SGRA expects from parents, coaches, spectators, officials, Referee in Chief and the Referee Allocator throughout the Ringette season to optimize the experience for the officials. If these expectations are not met, the individuals will be dealt with in accordance with the SGRA Code of Conduct Policy (SGRA Website under Forms).

<http://fscs.rampinteractive.com/sprucegroveringette/files/association/Forms/Policies/code%20of%20conduct%20policy%20aug2013.pdf>

CODE OF CONDUCT (TOWARDS OFFICIALS)

It is essential that coaches, parents and players understand the importance of actively displaying respectful and ethical behaviour towards officials. The SGRA supports the concept of **Zero Tolerance** where there is abusive behaviour towards game officials.

The SGRA, Black Gold League and Ringette Alberta all have policies relating to the Code of Conduct. All parents, coaches and players need to be aware of those policies. This section is specific to the interactions with game officials;

- The association will not tolerate loud, obscene, abusive or obnoxious behaviour by team personnel, players, parents, or spectators.
- Any inappropriate conduct, threats, harassment or abuse directed towards officials will not be tolerated and may result in immediate consequences.
- Under no circumstances will parents, team personnel, spectators or players approach an official after a game off-ice.
- Parents, spectators and team personnel are not permitted in the officials' room before or after a game.

Conduct that is contrary to any provision of the code of conduct will result in disciplinary action being taken by the association.

The official must take the necessary steps during a game to attempt to stop the inappropriate or abusive behaviour. Bench penalties can be assessed to the offending team and those must be documented on the back of the game sheet. All officials must report any offensive or abusive behaviour by Team Staff, Players or Spectators to the Referee in Chief as quickly as possible. If the Referee in Chief cannot be contacted, then any Executive Member can take appropriate action. Existing policies and procedures identified by the SGRA will be followed.

If the seriousness of the offense warrants immediate action, then the Referee in Chief, President, Vice-President or other Executive Representative will be authorized to immediately suspend the offending party from attending or participating in Ringette activities until the complaint can be fully investigated.

If the offending party is a Spruce Grove coach, team personnel, player, or spectator, then that person will be notified of their immediate suspension from all Ringette activities including attending practices

and games. Verbal &/or email communication will be provided, but a formal letter will also document the expectations of the association for that person in relation to the suspension. Ignoring the guidance given by the SGRA may result in permanent suspension from the association.

If the offending party is not a Spruce Grove coach, team personnel, player, or spectator, then the current processes defined by the SGRA and Black Gold League must be followed.

CODE OF CONDUCT CONSIDERATIONS;

As part of the introduction of the Code of Conduct (Towards Officials) the following handbooks have been updated to include information relating to the code of conduct:

- Parent Information Handbook
- Coach Information Handbook
- Team Manager Information Handbook

In addition, provisions have been made to the Sweetheart Tournament Application where the teams applying to our tournament must agree to and sign-off on their understanding of the SGRA Code of Conduct (towards officials). Consequences could include forfeiting games, removal of the offending party from attending the tournament activities and expulsion from the tournament.

CODE OF CONDUCT – SGRA, BLACK GOLD LEAGUE & RINGETTE ALBERTA

There are other Code of Conduct documents that all members of the ringette circle need to be aware of as it applies to parents, players, and coaches. Please become familiar with these:

SGRA CODE OF CONDUCT

www.sprucegroveringette.com

Located under **Information > Forms/Documents >Code of Conduct Policy**

BLACK GOLD LEAGUE CODE OF CONDUCT

<http://www.blackgoldleague.com/default.aspx?p=home>

Part of the BGL Operations Manual located under **Information > Bylaws – Operations Manual > Black Gold League Operations Manual**

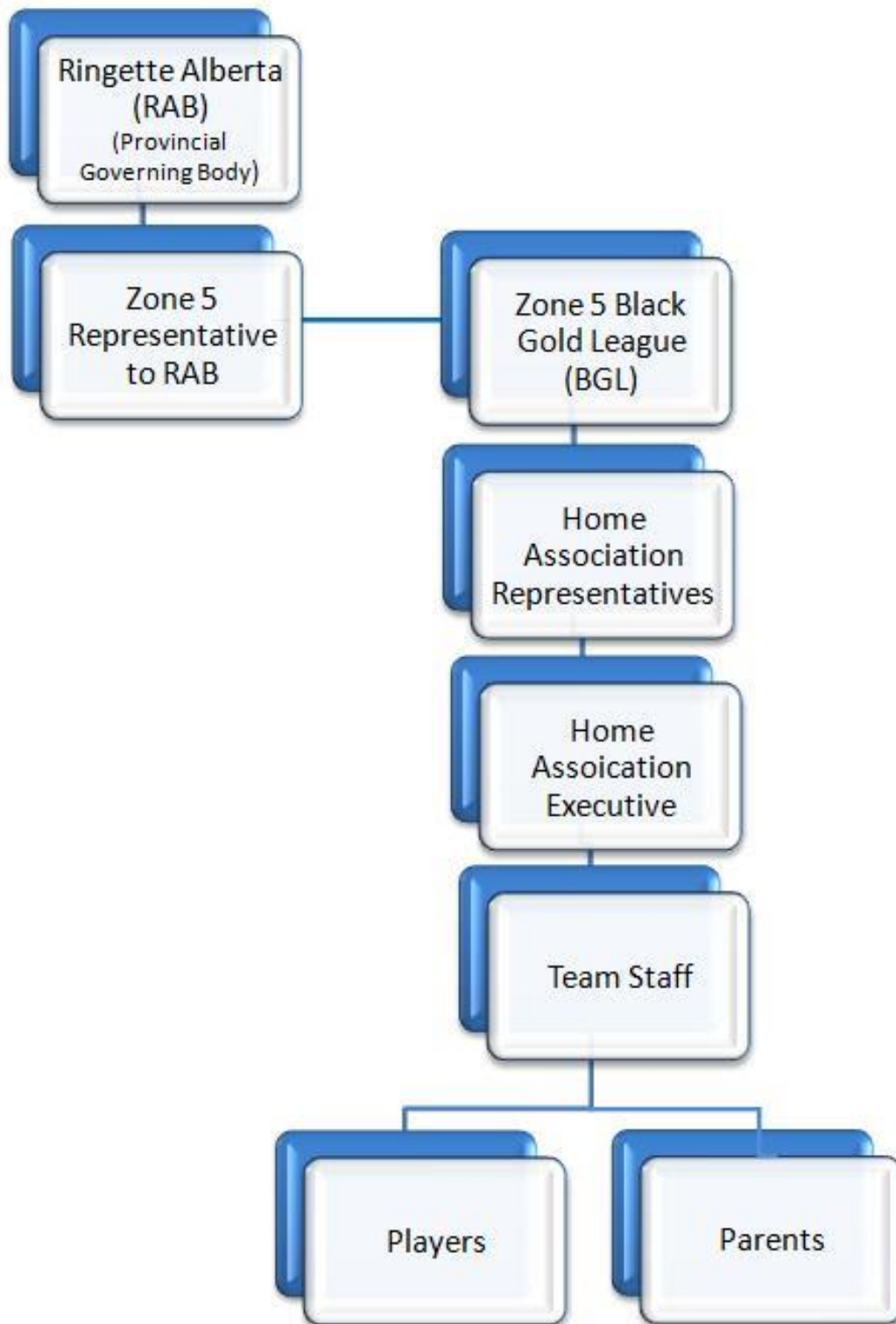
RINGETTE ALBERTA CODE OF CONDUCT

<http://www.ringettealberta.com>

Located under **Policy > Code of Conduct**

LINES OF COMMUNICATION

The following flowchart outlines the only acceptable lines of communication to reach Black Gold League as adopted by Zones 4 through 8 at the 2010 Annual General Meeting of the Black Gold League.



COMMUNICATION WITH GAME OFFICIALS (REFEREES)

At any level in ringette (U10 thru Open), it is the Captain or Assistant Captain of the team that is to communicate with the official. It is at the discretion of the official if they wish to communicate directly with the coach. As per the official rules;

“Only captains and alternate captains may question an on-ice official regarding non-judgement rule clarifications, and only during a stoppage in play. A player who is assessed a penalty immediately loses this privilege for the duration of that penalty.”

Communication directly with the coach is a judgement call made by an official and it is not disputable.

BLACK GOLD LEAGUE GAME LENGTH

All games are two periods long as described below:

Division	Game Duration	Period Duration (Two Periods)
U10 (All Stages) *	60 minutes	18 minutes, Stop Time
U12	60 minutes	18 minutes, Stop Time
U14 OR	60 minutes	18 minutes, Stop Time
U14	75 minutes	23 minutes, Stop Time
U16 & Above	75 minutes	23 minutes, Stop Time

NOTE: ** There is no overtime in regular season league play **

OFFICIALS (REFEREE) INTAKE

It is essential that the SGRA actively manage the intake and ongoing development of game officials. The purpose of this section is to describe the process involved in determining the requirements for officials and to manage the application process.

Activity	Timeframe	Step	Parties Involved
Compile statistical data	April-May	Referee Allocator to compile the following: <ul style="list-style-type: none"> • Number of games in the previous season for each level categorized by league, playdown/playoff and tournament games (that were scheduled by SGRA Referee Allocator) • Number of current Referees by Level • Increase in number of games (%) scheduled over the previous years Provide the information to the Referee in Chief.	Referee Allocator (R) Referee in Chief

Activity	Timeframe	Step	Parties Involved
		Registrar to compile the following; <ul style="list-style-type: none"> • Previous year’s registration by level • Previous year’s total registration Provide the information to the Referee in Chief.	Registrar (R) Referee in Chief
Poll current Officials to determine if they intend to continue officiating for SGRA	April – May	Collect and obtain initial results regarding current officials; <ul style="list-style-type: none"> • Current level • Name • Intent to continue • Desire to progress to next level Provide the information to the Referee in Chief	Referee Allocator (R) Referee in Chief
Review Officials Feedback	May – June	Identify any officials who will not be returning as an SGRA officials due to negative feedback. <ul style="list-style-type: none"> • Ensure that any issues with that official have been discussed with them and they have been given the opportunity to correct the issues. If it is determined that the official will not be asked to continue with SGRA, ensure they are notified. Note: the only feedback to be considered are items previously identified that has already been reviewed and discussed with the official.	Referee in Chief
Project needs for officials for the following season	May – June	Review the information provided and determine; <ul style="list-style-type: none"> • Number of officials needed at each level • Officials to actively mentor/develop for next level 	Referee in Chief
Publish call for Officials (referees)	May – June	Review and update the online referee application form	Referee in Chief Communication & Web Content Coordinator
		Send mass email to all Ringette families about the need for officials and the application/selection process	Referee in Chief Communication & Web Content Coordinator

Activity	Timeframe	Step	Parties Involved
Review Applications	June	Review applications and select potential candidates. <ul style="list-style-type: none"> Interview/discussion with potential officials may be desired prior to selection Review and gain approval from President or Vice President 	Referee in Chief (R) President/Vice-President
Advise successful candidates	July-August	Provide detailed information about next steps: <ul style="list-style-type: none"> Get appropriate training (training schedules are normally published by Ringette Alberta in August for training sessions in September and October) Submit receipt for reimbursement Advise Referee in Chief of completion of training 	Referee in Chief (R) Referee candidate
Advise unsuccessful candidates	July-August	Provide notification that the candidate was not successful	Referee in Chief (R)
Re-Poll current Officials to confirm if they intend to continue officiating for SGRA	August	Confirm initial results regarding current officials; <ul style="list-style-type: none"> Current level Name Intent to continue Desire to progress to next level Provide the information to the Referee in Chief	Referee Allocator (R) Referee in Chief
Advise Officials of required training if 'Rule Change Year'	August	Correspond with current officials of required training if it is a rule change year.	Referee in Chief
Identify Level 1 officials who meet the qualifications for the Level 2 training	August	Ensure the official is ready to move to the next level. Follow Ringette Alberta guidelines to recommend the official for the Level II training. Have official register for training.	Referee in Chief Referee

QUESTIONS FOR ONLINE APPLICATION

Name
Phone Number
Alternate Phone Number
Email
Alternate Email

Age (as of September 1, CCYY)
Are you a current player
Level to play in 20YY-YY season
Number of Years' experience as a player
Parent/Emergency Contact (Name(s) & Number(s):
Why do you want to be a referee?
Have you any other referee experience (i.e. other sports);
Do you have any previous work or volunteer experience? Explain?
Have you ever applied to be a referee for the SGRA before?
Have you ever been an off-ice official for ringette (i.e. score keeper, time keeper, shot clock operation)
If yes, what off –ice role have you done.
What is your expectation of games worked per week or per month?
What do you feel your strengths would be as a referee?
What do you feel may be the more difficult aspects you may have to deal with as a referee?
Do you have transportation available to you in order to get you to your games?

CALL FOR OFFICIALS (REFEREES) COMMUNICATION

The following communication will be sent out when SGRA is taking on additional game officials.

The Spruce Grove Ringette Association is now taking applications for new referees. If you are at least 14 years old (as of September 1, CCYY) and you are interested in becoming a referee, please complete the Online Application located at ****insert link****. Applications must be received no later than July 31, CCYY.

Before you apply to be a referee, please consider;

- Are you able to get to your referee assignments on time (transportation is available to you)?
- Are you able to treat this role as a job as the SGRA would be considered your employer? Continuation of this role would be based on job performance and attendance.
- Are you willing to review ringette rules on an ongoing basis to assist in your development and improvement as a referee?
- Are you willing to participate in regular meetings for referee development provided by the SGRA?

As the SGRA can only take in a small number of new referees each year, all applications will be reviewed. As part of this review the Referee in Chief, ***name of Referee in Chief***, may contact you to discuss your application.

If you are chosen as a successful candidate you will be required to complete the Level 1 training which is normally posted on the Ringette Canada website in August. You will be reimbursed for the cost of the referee clinic.

If you are not chosen to become an SGRA referee, you will be notified via email. Please do not be discouraged if you are not chosen due to our limitations on the number of referees that we can accommodate.

Thank you for taking the time to consider being a referee for the SGRA.

****Name of Referee in Chief****
 Referee in Chief

WHAT IS NARRA

NARRA is the Northern Alberta Ringette Referee Association. NARRA has a Referee Allocator who is responsible for finding Officials for all Black Gold League Games for U14A and up. As you develop as an official, the SGRA Referee-In-Chief will ask you if you are interested in being part of NARRA and start officiating higher level games. The SGRA RIC will then contact the NARRA representative to add you to their roster.

Once on the NARRA Roster, you could receive games anywhere in the Edmonton area. Also, you will start getting your evaluations done through NARRA. You will still remain on the SGRA Roster and will still be given SGRA games unless you ask to be removed.

ANNUAL ACTIVITIES

The following must be completed each year;

June/July/August	Determine number of new officials needed Put out call for officials Select officials
June	Solicit existing officials to determine intent to return
September	Confirm existing officials intent to return
Mid-November	The SGRA registrar must be provided with a listing of all our officials for insurance purposes; <ul style="list-style-type: none"> • Name • Address • Phone(s) • Birthdate A roster report can be extracted from Arbiter. Also provide this list to the NARRA Referee Allocator; include only those officials who also are on the NARRA Roster.

ASK AN OFFICIAL (REFEREE)

This is no longer available on the SGRA Site. When it was tested, no inquiries were received.

“Ask a Referee” will be done on a trial basis. The feasibility of this will be reviewed at the end of the season.

The SGRA will be providing an opportunity for spectators, coaches, player or officials to ask questions regarding the rules of ringette. The question can be submitted via an online form and will go directly to the Referee in Chief. The Referee in Chief will provide a response to the email address provided.

Some Questions and Answers will be added to the Frequently Asked Questions documents available via a link on the SGRA Referee Page.

An online form will be available on the Referee page of the SGRA website. The feedback will be sent directly to the Referee in Chief.

Email Address	The emails address where to send the response to.
Question	Text field for entry.

OFFICIALS PAYMENT AND FEE SCHEDULE

The SGRA will follow the NARRA fee schedule for games and mileage. This schedule is available on the Black Gold League website.

Mileage will be paid to those officials:

- who live outside of Stony Plain and Spruce Grove
- who travel from Spruce Grove/Stony Plain to an arena outside of the area (i.e. Calahoo)
- For the Sweetheart Tournament, mileage will be paid. If there is a break of longer than 3 hours between assigned games, you will be paid additional mileage for subsequent games.

Payroll will be submitted to the SGRA Treasurer on the first day of the month. The SGRA Treasurer will create the cheques and arrange for the President to sign them. Please note that it could be mid-month before the cheques are ready. Cheques will be mailed, unless arrangements have been made to pick up the cheques.

Please ensure your mailing address is current in Arbiter.

RINGETTE TIPS

Under development for future consideration.

Providing emails association wide providing information about the game of ringette (i.e. explaining a rule). Focus on educating parents, coaches and players.

OFFICIALS FEEDBACK

The committee developing the Officials Handbook recommended implementing a feedback process that allows SGRA Coaches to provide feedback to the association on SGRA Officials.

The Referee in Chief position is new to the SGRA. That person will be providing unofficial feedback to the SGRA Officials. The need for a Coach Feedback process will be re-evaluated at the end of each season. If there are any issues a Coach wants to discuss, they can contact the Referee in Chief directly.

OFFICIALS RESPONSIBILITIES

This section is still under development, but the following are the documented expectations for all officials.

Responsibilities	Comments
<p>Ensure that Arbiter is updated with your availability.</p>	<ul style="list-style-type: none"> The Referee Allocator will attempt to schedule games 2-3 weeks in advance. Ensure your availability is updated. Game replacements cannot guarantee if you are declining games because of time conflicts which were not entered in Arbiter. An Official who consistently declines games cannot be guaranteed a replacement game.
<p>If you have had a last minute conflict come up notify the referee allocator by email/phone/text a.s.a.p.</p> <p>If the conflict comes up the same day as the scheduled game, take the following steps:</p> <ol style="list-style-type: none"> Contact the Referee Allocator by phone. Do not just leave a message; you must attempt direct communication. If unable to reach the Referee Allocator contact other Officials in order to find a replacement for yourself. Advise the Referee Allocator of the replacement. Contact the other game Official to advise them of your inability to be at the game. <p>It is essential that the Referee Allocator be advised of any scheduling conflicts as soon as possible.</p>	<ul style="list-style-type: none"> The official is expected to have a contact listing of the other officials. In cases of short notice, please try to find a replacement yourself as the referee allocator is not always available on short notice. Follow-up with the referee allocator with the details by email &/or phone. In order to assist with finding a replacement, check for any games preceding the one you cannot attend. It is possible one of those officials can stay for an extra game. (The Master Schedule in Arbiter will be made available for all with Arbiter access to view). Failure to contact the Referee Allocator to notify of an absence may result in removal from future games and/or removal from the SGRA Officials Roster.
<p>Mentoring Opportunities</p>	<ul style="list-style-type: none"> If you have been scheduled for a game to mentor a new official, please ensure you are prepared to provide positive comments as well as tips for improvement. Also, a more experienced official may be put in a game with an official with less experience. Please provide tips for improvement where possible. (i.e. a Level 2 with a Level 1) The Referee in Chief will provide guidance for all mentors.

Responsibilities	Comments
Show up to your game ON TIME	<ul style="list-style-type: none"> The official is expected to be at the rink 15 minutes prior to the game and should be ready to be on the ice once the Zamboni has completed cleaning the ice. Reports of officials being consistently late may result in less games being provided.
Ensure you are dressed appropriately and have all your gear in good working order.	<ul style="list-style-type: none"> All officials are required to have appropriate pants in black (with minimal or no printing or graphics). Yoga pants and tight leggings are not allowed. If you will be officiating as a Level 2 or for Provincials, it is recommended that proper referee pants are worn. Referee pants are required for higher level competitive games. For Level 2 Officials and Provincials it is recommended that the skate laces be white. Ensure that your whistle is in good working order. (Acme Thunder whistle is recommended) Gloves can be worn at most games in rinks that are exceptionally cold. Gloves should not interfere with your ability to pick up the ring. If worn, gloves MUST be black and not bulky. Gloves cannot be worn at for provincials and higher level competitions.
Ensure that you NEVER take the rule book onto the ice or refer to it during a game.	<ul style="list-style-type: none"> If you make a call (good or bad) stick with it. If needed, use the rule book for after game follow-up if you were unsure of a call.
Attend the Officials meetings scheduled by the Referee in Chief.	<ul style="list-style-type: none"> Advise the Referee in Chief if there are reasons you cannot attend.

DISCIPLINE POLICY FOR OFFICIALS

The SGRA will take appropriate disciplinary action where:

- The official misses games without notification
- The official does not notify the Referee Allocator when there is a scheduling issue
- The official is late for games
- There is a complaint against the referee.

As each situation is unique, any disciplinary action will be at the discretion of the SGRA Referee in Chief and Referee Allocator.

OFFICIALS MENTORING

Under Development.

There are two types of mentoring that can take place;

1. New Official Mentoring

Every new Level 1 Official will be provided with a minimum of one mentoring session with a senior official. The Senior Official will actually come on the ice with you for all/part of your first game to provide you with direction and tips while they shadow you. They may also choose to provide you mentoring from within the box. There will also be another more experienced official on the ice. Additional mentoring will be provided if needed.

2. Ongoing Mentoring

Officials are expected to learn from each other. If a more Senior Official is on with a newer official, please provide helpful hints and things for them to focus on. DO NOT give them a laundry list of everything they did wrong. Remember, this is to be a positive learning experience for a new official.

OFFICIALS DEVELOPMENT

For information regarding Levels of Officials and other Officials resources, please go to:

- The Ringette Alberta website under 'Officials'
www.ringettealberta.com
- The Ringette Canada Website under 'Officials'
As an official you should have a login to this website.
www.ringette.ca

OFFICIALS MEETINGS

The Referee in Chief will hold season kick-off meetings and ongoing meetings for the Officials. This will be a forum to provide information, rule updates/clarification, tips on game situations, referee Q&A. It is expected that all Officials attend unless there are extenuating circumstances. The meeting will be scheduled far enough in advance to allow Officials to plan to attend.

The Referee-in-Chief will determine the need for meetings and the topics. It is possible that some meetings will be provided specifically for Junior Officials.

COACH MEETINGS

The Referee in Chief will be available to attend the coach's season kick-off meetings to:

- To provide information regarding any rule changes
- To provide a basic Ringette 101 for new coaches (or have this on a separate date)
- Review the appropriate ways of engaging the game officials
- Review the Code of Conduct relating to Officials

OFFICIALS SCHEDULING GUIDELINES

Currently, Ringette Alberta is developing guidelines for the scheduling of game officials. This section is to present the interim guidelines until Ringette Alberta has communicated their recommendations. The SGRA recognizes the need for games to be scheduled and assigned so that each official is treated as fairly as possible.

The SGRA Referee Allocator is responsible to provide officials for:

- All league games for U10-S1, U10-S2, U10-S3, U12C, U12B, U12A and U14B
- All U10 Playdown Games scheduled on Spruce Grove ice
- All levels for the Sweetheart Tournament (if volunteered; see section on Sweetheart Tournament scheduling)

The Referee Scheduler will:

Guideline	Comments
Provide an equal amount of games per official (where possible).	<ul style="list-style-type: none"> • This cannot be guaranteed as each official has different availability. • An Official who makes a late cancellation cannot be guaranteed a replacement game. • An Official who consistently declines games cannot be guaranteed a replacement game. • If an official has consistently been unavailable due to other commitments, there will not be attempts to 'catch them up' to other officials who are more available. • The referee allocator will track the number of games offered, rather than the number of games accepted. As it is the official's responsibility to block off times when they are unavailable, replacement games won't be provided if a game offered is rejected.
Make attempts to schedule game officials for two back-to-back games (where possible).	<ul style="list-style-type: none"> • Attempts will be made to minimize scheduling where the official has an early morning game then a late day game. • Preference would be for 2 morning or 2 afternoon games.
Provide opportunities for new officials to be scheduled with a more experienced official.	<ul style="list-style-type: none"> • The more experienced official should provide the new official with some guidance during the learning process.
Provide opportunities for new officials to have a mentor assigned on their first game(s) to provide guidance and feedback.	<ul style="list-style-type: none"> • The mentor will be a more experienced official. • The Referee Allocator will work with the Referee in Chief to organize this.
Provide opportunities for more experienced Level 1 officials to work higher level games with a Level 2 official.	<ul style="list-style-type: none"> • The Referee allocator will work with the Referee in Chief to organize this. • The Level 2 official should provide the Level 1 official with some guidance and feedback.

Guideline	Comments
Provide more experienced and/or higher-level officials the opportunity to mentor newer or developing officials.	<ul style="list-style-type: none"> The Referee Allocator will work with the Referee in Chief to organize this.
Take into account the officials experience when assigning games in order to assist in the development of that official	<p>For example;</p> <p>New Level 1 Officials;</p> <ul style="list-style-type: none"> Most games will be U10 – Step 1 or 2, moving up to Step 3 as the year progresses <p>More experienced Level 1 Officials;</p> <ul style="list-style-type: none"> Most games will be U10- Step 3, U12C, U12B, U12A, & U14B Opportunities to mentor newer/less experienced officials at the U10 steps.
If an Official also plays Ringette, the Referee Allocator will attempt to avoid any scheduling conflicts with the team that the official plays for.	<ul style="list-style-type: none"> It is expected that the official use Arbiter to block off game times including travel/warm-up time
The Master Schedule in Arbiter will be made available for all to view.	<ul style="list-style-type: none">

OFFICIALS SCHEDULING GUIDELINES FOR THE SWEETHEART TOURNAMENT

The Referee Allocator may be asked by the Sweetheart Tournament to schedule the officials for the tournament. It will be up to the Referee Allocator whether they take on that role or not. It is expected that the Referee Allocator will provide support to the Tournament Officials scheduler for:

- Providing the contact information of the SGRA officials
- Providing contact information of the officials brought in from other associations for officiating in previous years.
- Help in using Arbiter to schedule games OR load the games into Arbiter for the scheduler.

Whoever does the scheduling should gather the following information in advance of the tournament from the SGRA Roster and from any other officials who are interested in officiating in the tournament.

- Contact information; must have current name, address and cell number
- Maximum number of games per day
- Minimum number of games per day
- Maximum number of back-to-back games
- Do they play on an SGRA team? If so, which one.
- Do they have a sibling that play on an SGRA team? If so, which one(s).
- Do they coach an SGRA team? If so, which one(s).
- Do they play on a non-SGRA team that will be playing in the tournament? If so, which one?
- Do they have a family member either coaching or playing for a non-SGRA team in the tournament? If so, which one(s)?
- What is your availability for the Friday of the tournament?
- What is your availability for the Saturday of the tournament?

- What is your availability for the Sunday of the tournament?
- What is your availability for the Monday of the tournament? This can normally be covered by SGRA officials as there are very few games.

SUPPLEMENTAL OFFICIATING SCHOOL CREDIT/REIMBURSEMENT

It is possible to get additional school credit for officiating. Speak to your councillor at school or refer to the Alberta Education website for more information.

<https://education.alberta.ca/career-and-technology-studies/hrh-cluster-healthrecreationhuman-services/>

<https://education.alberta.ca/media/160529/rec.pdf>

Below is some basic information regarding the program;

RECREATION LEADERSHIP

Alberta Education currently offers 8 CTS Recreation Leadership courses, each worth 1 credit. These courses compliment athletes training programs and work well in conjunction with Physical Education programs. Many elite athletes have taken these courses in many sports across the world. The courses are designed to help athletes improve their knowledge about sport and appeal to a wide range of interests. Many of the activity requirements for the courses are already being done by athletes, so they have an opportunity to expand their knowledge base while earning credit for some of the work that are already doing. Whether as an athlete, a coach, or an official, there are many options to consider.

REC3130: OFFICIATING

Students analyze the historical development of at least one specific sport, including an in-depth analysis of the rules of play. Students analyze the roles and responsibilities of officials in sport and demonstrate officiating skills for a specific sport in simulated scenarios and actual practices and games.

There are 2 versions of the course:

1. Students who attend a certified referee clinic in their respective sport and complete a supplementary assignment will receive the CTS credit for this. This means that students who are currently Ringette Referees may be eligible for advanced standing in this course.
2. Or student is not carded and completed entire on-line course (no carding) through AB education Outreach)

WORK EXPERIENCE (WXP15-35-35)

Students may earn up to 30 grade credits for supervised practical hours officiating or coaching at the rate of one credit for each 25 hours worked. This may be paid or un-paid work. Fifteen credits (10 at each 35-level) may be applied toward the high School diploma or certificate requirements.

If you are an official and currently enrolled in Grade 10, 11, or 12 and you are interested in pursuing this pathway for officiating, please contact the Spruce Grove Ringette Association Director of Officiating for more information.


ARBITER

Arbiter is the software that is used for the scheduling of officials. There is help documentation available online, therefore, this section is just to provide you with tips.

IMPORTING GAME SCHEDULES

Arbiter has the ability to import games from an Excel Spreadsheet, which saves a lot of time and reduces the likelihood of errors. This feature is also rather picky.

The Black Gold schedules are provided in spreadsheet format. You cannot import directly from that spreadsheet without experiencing many errors. The following process seemed to work well.

1. When you get the Black Gold schedule, remove all the games that you are not responsible for scheduling (it is assumed you know how to use Excel).
2. Under 'Assigning', select the 'Import' link.
3. Under 'Game Template', click the 'Download' button.
4. I normally save the file before I get started (i.e. Session 1-1 – I often break up the upload into multiple files)
5. Open the spreadsheet with the BGL Games.
6. You now want to apply the formatting from the Arbiter template to the BGL games. Using the date column as an example;
7. Click in a cell under the 'Date' column.
8. Double click on the 'Format Painter' icon 
9. Go over to the BGL spreadsheet and select all the entries in the date column. This should change the dates to the same format that was in the Arbiter template.

10. Repeat this for all field in the BGL spreadsheet that are in the Arbiter spreadsheet.
11. Once the BGL Data has been formatted to match the Arbiter template, copy the pertinent data from the BGL spreadsheet to the Arbiter spreadsheet.
12. Once complete, save the file and it can now be imported.

GAME NUMBERS IN ARBITER

It is recommended that for the BGL games that you keep the same game numbers in Arbiter. When reschedules happen, it is normally done by game number.

By applying a number sequence, it allows for easy tracking of costs for different game classifications. The following is the recommended game number sequence;

- Exhibition Games – Start numbering at 9000 and then increment for each Exhibition Game
- Sweetheart Tournament (if Arbiter is used); Use the game number provided, but prefix with a 2000 number (i.e. the Sweetheart number is 14, add to Arbiter as 2014)
- U10 Playdowns – Use the game numbers provided by BGL, but prefix with a 3000 number.