



Cochrane Referees Association

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September 11, 2014

To Cochrane Minor Hockey,

Re: 2014/15 CRA Assigning Procedure

This letter is to update the Cochrane Minor Hockey Association (the “CMHA”) and it’s members responsible for obtaining officials for their scheduled games of the procedure they are expected to follow with the Cochrane Referees Association (the “CRA”).

The CRA is responsible for the assigning of officials to all CMHA hockey from Novice to Midget. This includes but is not limited to all exhibition, league, playoff, provincial, and tournaments hosted by CMHA house league, CAHL, SCAHL, AMMHL, AMBFHL hockey teams. The CRA will get first right of refusal for the assigning of officials to tournaments at hosted by outside associations at SLSFSC facilities.

The CRA is the sole determiner of the necessary official requirement of all games. The CRA will also be responsible for the supervision, development, and discipline of its member’s officials. As such, the CRA will ensure appropriately ranked officials are provided for all games.

Procedure

1. CMHA coaches/and or managers are not permitted to contact officials and/or attempt to assign games themselves and must go through the following procedure to have their request for officials fulfilled by the CRA. This is to ensure the proper officials are assigned and the development of these officials is provided for.
2. A weekly schedule of all games must be provided by CMHA to the CRA Assignor no later than Friday prior to the following weekend. For the purpose of this policy, the weekly schedule will consist of games scheduled Friday-Thursday. The CRA Assignor will then schedule games and contacts the CMHA if there are any issues. Any schedules received after this time frame may be subject to an additional assigning fee.
3. Any games added to the schedule after Wednesday prior to the weekend, unless playoffs, provincials or reschedule of legitimate cancellation, will be subject to an additional assigning fee. The CRA will not assign officials to exhibition games until an opponent has been confirmed and will then be assigned on a best effort basis in consideration of official availability.
4. Any changes to the schedule after Wednesday prior to the weekend, unless playoffs or provincials will be subject to an additional assigning fee.

5. Any games that are cancelled after Wednesday prior to the weekend, unless due to uncontrollable situations such as severe weather, league error, lost time slot, loss of arena availability or playoffs/provincials, but does not include cancellation by the other team, will be subject to a cancellation fee and game fees paid to officials. Games that are cancelled are not to be removed from the Goalline system. Time of notification will be determined by the CRA Assignors acknowledgment of phone, email or text regarding the cancellation.

6. The CRA Assignor will make every attempt to fill all official positions with CRA officials. Due to availability, there may be occasions when officials from neighbouring communities such as Airdrie, Cremona, Calgary, Okotoks, Banff, will be invited to officiate a game. As such, the CMHA will be billed mileage expense as per Hockey Alberta regulations.

7. Any CMHA games scheduled at facilities other than SLSFSC facilities will be assigned on a best effort basis in consideration of availability of officials and transportation. The applicable mileage rates will be charged to CMHA and paid to officials.

Rates and Fees

1. All officials will be paid as per the current year's referee rates as agreed upon by Hockey Alberta Board of Directors and Hockey Alberta Referees Association. The CRA will be responsible for invoicing CMHA monthly for this amount and distribute payment to officials.

2. **New for 2014/15** the CRA will institute a new assigning fee of \$100 per team per season, paid in full to the CRA Assignor. This is to compensate the CRA Assignor for the tremendous time commitment it takes to assign all hockey and falls in line with Hockey Alberta and Hockey Alberta Referees Committee agreement outlined in Information Bulletin no: 14/05 dated September 2, 2014. (Attached for your reference). Assigning fee for tournament games will be set at \$6 per game, as recommended by Central Zone Referees Committee (the 'CZRC').¹

3. Weekly schedule received after date required, additional assigning fee is \$50, paid in full to the CRA Assignor.

4. Additional assigning, re-assigning, cancellation fee, \$25, paid in full to the CRA Assignor.

Should you have any questions, or require clarification, please do not hesitate to call or email.

Sincerely,
Al Chapin
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cc. CRA Files

¹ Amended Tournament assigning fee September 27th as per recommendations from CZRC.