



Booking Referees

All home games require you to email the KPMHA 'Referee Assignor' to book on ice officials for your game. refs@islanderhockey.ca

- Allow the Ref Assignor as much time as possible to organize on ice officials; cut off time is 2 days before.
- When emailing the Ref Assignor supply the following: team names, division, date/time, arena and **game number**. If you are waiting for a game number from your commissioner let the Ref Assignor know that you are waiting on a game number from your commissioner and supply it to them when you are issued one.
- If your game is cancelled, a minimum of 72 hours' notice is required. If less than 72 hours' notice is given, teams are responsible to cover the on-ice officials cost.

Example of the email to send to the following people:

Ref Assignor refs@islanderhockey.ca,
Ice Scheduler webmaster@islanderhockey.ca
Sheena (KP Arena) Sheena.Boyles@cvrd.bc.ca
Or Roger (Shawnigan Arena) arena@shawnigan.ca

SAT. NOV. 17
Game Number: P309
Type of Game: League or Exhibition game
Date of Game: **Sat Nov. 17, 2018**
Place of Game: Name of home arena
Home Team: Kerry Park Peewee Division 3
Opponent: [Saanich T1](#)
Time: 11:30 – 12:50
Head Coach: Name of Head Coach
Contact: Manager's name and cell #
****There will be 2 girls on the opposing team****
Thank you
XXXXXX

