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| **Red Deer Ringette**  Working Instruction: Minor Officials Coordinator | | | |
| Location: |  | Owner | RDR Executive |
| Date of Issue | 2019.APR.18 | Revision Cycle | As Required |

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| Revision | Content | Issued/Revised By | Date |
| 0 | Initial Issue | RDR Executive | 2019.APR.18 |
| 1 | Added reference to Spectator Liaison role where teams may choose to have a rotating role. | RDR Executive | 2019.AUG.31 |
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# Section 1.0 Introduction:

* This person assigns the minor officials for league and tournament play. Minor officials are considered scorekeeper, timekeeper, penalty box operator and shot clock operator (U12 and up).
* For league play:
  + U10
    - Home team is required to provide timekeeper and a penalty box operator
    - Away team is required to provide scorekeeper and a penalty box operator
  + U12 and up
    - Home team is required to provide timekeeper, shot clock operator and penalty box operator
    - Away team is required to provide scorekeeper and penalty box operator
* In all divisions, jobs may be swapped if both team volunteers are in agreement.
* Tournament assignments may differ so volunteers are expected to confirm roles before the start of the game.
* The Team Spectator Liaison role should be assigned for the season but for teams that elect to have it as a rotating role the Minor Officials Coordinator will coordinate the rotation schedule. This role is needed for all Black Gold League games (U10 S3 and Up).

# Section 2.0 Approximate Time Commitment:

* Average of 1-2 hours a month.

# Section 3.0 Responsibilities:

* Create a rotation schedule for families to fill minor official roles.
  + Scorekeeper - fills out the gamesheet as per Ringette Alberta requirements
  + Timekeeper - operates the scoreclock, starts and stops time as required by division
  + Shot Clock Operator - for U12 and up - operates the shot clock in accordance with Ringette Canada requirements. Referees assist by indicating "resets" when it is questionable to see from the box.
  + (If Req’d) Team Spectator Liaison - for all Black Gold League games, this person provides parent behaviour concerns to the other teams Spectator Liaison and works own teams spectator behaviours raised by the other teams Spectator Liaison - See Team Spectator Liaison working instruction.
* Work with team to determine scheduling parameters (do coach families still fill duties or does the rest of team cover time in the box, etc).
* Communicate rotation to team and ensure all are aware of their commitment.
* It is recommended to have parents find their own replacement if they cannot meet their scheduled slot to minimize reworking schedule.