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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 |
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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.

# 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.
* Work with team to determine 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.