



**RINGETTE ALBERTA  
SANCTIONED TOURNAMENT**

OFFICIALS' ASSIGNING GUIDELINES

**Note to Tournament Chair:**

Please send this document to the Tournament Officials' Assignor

**PURPOSE**

This document provides guidelines for the Officials' Assignors to achieve a successful tournament with appropriate assigning and official's development. Ringette Alberta expects associations to adopt this document to align local, regional, and provincial practices so that officials' development and experience is a priority throughout your tournament. This document will help with recruitment, retention, and planning of your event for the current season and into the future.

**REPORT TO RINGETTE ALBERTA**

The following pieces should to be submitted to the Officials Development Coordinator:

- a list of officials three (3) weeks prior to the event (THIS ONE IS MANDATORY),
- a game schedule, with officials' assignments, can be submitted AS SOON AS AVAILABLE,
  - Ringette Alberta understands that sometimes the schedule is not released to you with that much time until the event, please do your best.
- a FINAL copy of the official's game schedule (i.e.: the officials that actually worked the game, and the finals) and a FINAL list of all tournament officials (if not already in the final game schedule).

This information can be submitted in the form of an email to the Officials Development Coordinator at the Ringette Alberta Office and can be sent in any format you are using to collect the information. RAB requires an email contact for the assignor in the Tournament Sanctioning application.

Following the tournament, it is recommended to present a report including; activities in preparation for the event, situations to address, and any comments or recommendations for next year's Officials' Assignor, to the Tournament Committee.

**GETTING STARTED**

It would be advisable to attend as many Tournament Committee meetings as possible, to familiarize yourself with the tournament format and obtain the following information:

- age divisions and levels of play (i.e.: AA, A, B, or C),
- number of games by age division and level of play per day,
- which arena(s) are to be used,
- which associations will be attending,
- the hours for which the tournament will run,
- the pay schedule for the referees,
- a copy of any reports from tournaments, specifically those which might contain recommendations concerning referees.

All this information will be of benefit to you as you begin to organize the referee's portion of the tournament.

## DETERMINING THE NUMBER OF OFFICIALS REQUIRED

To determine the ideal number of officials required for the tournament use the following formula;

$$\frac{\text{\# of tournament games per day}}{\text{\# of officiating assignments per day}} \times 2 = \frac{\text{\# of officiating assignments per day}}{\text{games/day}} \div 4 = \frac{\text{\# of tournament games per day}}{\text{\# of officiating assignments per day}} \div 4 = \text{MINIMUM \# of officials needed*}$$

*\* If you have officials that are players, bench staff members or people tied to a specific team that are limited to the number of games they can officiate you will also need to take this into consideration. Given these constraints, you may need more OR less officials at a time, depending on the levels of play.*

Example:

	U10	U12	U14 B	U14 A	U16 B	U16 A	U19 B	U19 A	Total	Assignment Total	Officials Assignment divided by 4
Friday	12	12	4	4	4	4	4	4	<b>48</b>	<b>96</b>	24 officials
Saturday	12	12	4	4	4	4	4	4	<b>48</b>	<b>96</b>	24 officials
Sunday	4	4	4	4	4	4	2	2	<b>28</b>	<b>56</b>	14 officials

*NOTE: On the final tournament day, there are often less games to be assigned. However, these games are often higher-stress games (finals) and require more experienced officials. It is important to utilize these games as development opportunities, but to ensure experienced officials are used throughout. Since your officiating needs will be less, not all officials will get games on this day. For the officials you bring out, try to assign no more than two (2) FINAL games per official. Keep in mind travel costs for officials and refrain from bringing out officials for one (1) game wherever possible.*

## OBTAINING OFFICIALS

It is recommended that officials be contacted **a minimum of six (6) weeks** prior to the tournament. If other tournaments are to be held at the same time, you may consider giving earlier notice and contacting the other tournament, especially within the same region.

Many associations will have officials who are willing to travel. Ask your local association, and each association attending the Tournament to submit the names and rankings of those referees interested in officiating at your tournament. The list should include any conflicts and team affiliations (i.e.: player or coaching staff).

Should you experience any difficulty obtaining referees or verifying ranks, or should you require referees for a specific level of play, please contact the Officials Development Coordinator at Ringette Alberta.

**Information that you should obtain from officials that are interested in attending your tournament:**

- Name
- Mailing Address
- Email Address
- Phone Numbers (Home and/or Cell)
- Age, if under 18
- Availability (for each day of the tournament – morning, afternoon, evening, all day)
- Current Carded Officiating Level<sup>1</sup>
- Playing for a team?
- Coaching a team?
- Family member(s) affiliated with team(s)?
- Traveling with a team?
- Traveling with another official (carpooling)?
- Are you requesting an evaluation (if there is the ability)?

NOTE: If officials are school students (minors) that are indicating they are available Friday, you may request consent from their parent(s) to officiate on the Friday.

<sup>1</sup>- Officials SHOULD know their own rank. Ringette Canada's website is also updated at the start of every season, but not throughout. RICs are also given a spreadsheet before the season starts with the most up-to-date carding information. If unsure, the Officials assignor, or the Official can contact Ringette Alberta.

**SELECTING YOUR OFFICIALS**

You should strive to maintain a good balance of experience in officials working your tournament. This will allow the newer and less experienced officials an opportunity to work with and learn from the more experienced referees while at the same time giving you the flexibility of assigning experienced officials to any "key" games.

Before committing to others, try to ensure that at least half the required number of officials holds a Level 3 or Level 2 ranking for A, B and C levels of play. This will give you a good base for establishing partnerships and "key" game assignments. For AA levels of play, half of the required number of officials should hold a Level 4 or Level 5 ranking.

Invite the officials you would like to attend as soon as possible, as these same officials may be interested in multiple tournaments. These same officials may be waiting for other tournaments to reply. Working with the Tournament Committee, you should know how many teams and games will be involved in the event, and you can prepare before the schedules comes out. Based off the officials' applications, you will know some of their time commitments and conflicts. It is important to confirm all of your officials' attendance to avoid last minute cancellations. The sooner you confirm their games, the better your chances of their attendance. Once the schedule is sent out to officials, make sure they confirm receipt and confirm they accept their games, the sooner this is done, the better your chances of full attendance.

## **FACILITIES**

Make a special effort to provide the officials with a comfortable atmosphere. They will most likely be living out of the referees dressing room during the day. Since many arenas supply a modest sized room for the officials, you may wish to provide a dressing room, not in use by teams, for larger tournaments.

Many Tournament Committees provide snacks and beverages for the officials throughout the tournament. You might want to bring this to the attention of the Tournament Committee early in the planning steps of the event so they can budget accordingly.

## **SCHEDULING OFFICIALS**

Now that you have carefully selected the officials for your tournament, it is time to begin the scheduling according to the individual skills of the official and the level of the games.

The following guidelines are intended to assist you in achieving the most successful results for your tournament:

- Officials must not be scheduled for more than two (2) games in a row and not more than four (4) games per day, other than in extenuating circumstances. Should such circumstances exist, the details must accompany the tournament information returned to the Officials Development Coordinator.
- Some officials will also be playing or coaching in the tournament. Be aware of this and do not schedule them to work games in their own division. Be mindful of where their games are being played, travel time, as well as team commitments before or after playing and/or coaching.
- Try to match officiating skill with the age division and the caliber of the game being played. For example:
  - a U16AA game usually requires better skating skill than a U16B game,
  - a 1B official is not likely to be a suitable partner in an 18+ A game,
  - a 15-year-old Level 2 official is likely too young to work U19 or Open,
  - a referee comfortable at U14 may not handle the jump to U16.
- Strive to assign **AT LEAST ONE OFFICIAL** at the given minimum category and level to each game in the following events:

<b>Event</b>	<b>Minimum</b>
AA Level Tournaments	3B
A and B Level tournaments	2A
C Level tournaments	1B

- The “up and coming” officials are our future. Try to match their skills with the level of play so as not to create an over-their-head situation. Assign these officials games with the more experienced referees on the crew.
- Avoid any existing conflicts such as daughters playing on a team, parent/spouse coaching, referee indicating difficulty with a division or with a particular team, etc.

- Make a special effort to schedule neutral (i.e.: not from either participating association) officials for all games. If this is not possible, assign officials from the same associations as the two teams playing.
- Arrange for reasonable breaks between games. Three games in four hours or four games in five hours should be avoided if possible.
- Try not to assign officials in too many games of one team. A variety for both teams and officials work best.
- If possible, try to avoid assignments that require officials to be in the arena all day (i.e.: 8am, 10am, 12pm, 2pm, and 4pm).
- When using multiple arenas, allow enough time for the official to travel between assignments. One-hour travel time would not likely be sufficient, should any arena be considerably behind schedule. Even in the same facility, be aware of scheduling games back to back games on different ice sheets, anticipate some delays.
  - Officials need to be at the arena 20 minutes before a game, and 15 minutes to get changed post-game. More time is needed if they are receiving an evaluation.
- Be careful not to schedule officials who have late games one day with early morning assignments the following day (i.e. 10:00 pm Friday and 7:00 am Saturday).
- Find out which officials are going to be available for the final day. Some officials travel with a particular team and may not be available for finals depending on the success of that team during the tournament and their subsequent departure time.
- With smaller tournaments, especially AA tournaments, it is recommended to schedule officials for semi-final and finals after teams are completed the round-robin (usually these games are done Saturday, and the officials' schedule for Sunday can be handed out then). Your choice of officials, although important in the round robin, may prove to be more critical in these games. Your efforts should be directed at providing both neutral and qualified referees for these games. You may want to have a tentative schedule completed so that changes can be made as required.
  - This may not be feasible for bigger tournaments.

DO NOT HESITATE TO CONSULT THE EVALUATORS OR YOUR OFFICIATING COORDINATOR CONCERNING THE ASSIGNMENTS FOR THESE GAMES. THEY WILL BE PLEASED TO PROVIDE ANY ASSISTANCE NECESSARY.

**INFORMATION GIVEN TO THE OFFICIAL:**

Once the official has confirmed their attendance, and the final game schedule is completed and approved, send out the schedule to the officials. Other information that will be valuable, includes::

- Rink information (addresses, food availability, skate sharpening, etc.)
- Emergency contact numbers (if there are more than one person dealing with the scheduling, provide phone numbers for BOTH individuals)
- Information regarding payment
- Tournament Rules, including game format AND overtime/shoot out procedure
- Match/Misconduct Procedures (Officials Assignor NEEDS to know ASAP, remind them of this! You can link the Procedures from the Ringette Alberta Officials Resources page directly)
- Expectations.
  - What are their deadlines for confirming the schedule
  - Officials should arrive 20 minutes before their games

At the end of the tournament, a thank you email is appreciated, you can also ask for any feedback to help with next year's tournament.

### **MILEAGE AND COSTS**

#### **GAME FEES:**

It is suggested that you follow the recommended fee schedule from Ringette Alberta as a minimum. Officials should be notified before the tournament how and how much they will be paid for the games that they officiate. If payment will be a cheque that will be mailed after the tournament provide the officials the approximate timeline.

#### **MILEAGE:**

Your association could have a policy on travel rates, please adhere to that. Some pay per-day, others pay mileage-based, consider the amount of travel happening within the tournament, as there may be a lot. You can also consider paying officials travel between rinks that are over 'x" kms apart. Listening to feedback could help determine if your practices are a deterrent for officials returning to your tournament.

Between these (game fees, mileage) and accommodations, on-ice-mentors, and evaluators, you should have a rough estimate of the officials' budget before the event to give to present to your tournament committee.

### **MINOR OFFICIALS**

A member of the Tournament Committee may be arranging for timekeepers, scorekeepers and shot clock operators. It would be beneficial for you to arrange for a short clinic to instruct these volunteers. Many of them may never have had the situation of three players in the penalty box, fully served penalties or other complicated situations.

Ringette Alberta has Information Sheets on Shot Clock and How to Fill out a Game Sheet on their website (under Officials Resources).

It is typical and beneficial to use tournament volunteers to run the time clock and the shot clock in all the semis and finals, this is to keep the game as impartial as possible. Suggest to the tournament committee that they should have someone scheduling this, or the volunteer scheduler should be doing this. It would be hard for the Officials Assignor to take this on as well.

### **ACCOMMODATIONS**

If you are bringing in out-of-town officials, ensure that you have the budget to pay for their accommodations, if you are not sure, please bring this up with the tournament committee. Officials will be pleased to share accommodations and it is also a sure way to encourage them to return the following year. Ringette Alberta's policy is double occupancy.

## **SUPERVISORS**

You can arrange for a supervisor to act on your behalf at all arenas. This could be someone who can stay all day or a designated official during his/her stay at the arena. They should be qualified to handle affairs of that arena as they pertain to officiating. This may include a change in assignments, the handling of complaints, filling in for injury or sickness, assisting with timekeepers and so on. If you are sharing this responsibility, please give the officials all contact information for yourself and the other supervisor(s). If you are unsure of who to ask, previous RICs in your community might be a good first ask, but RAB would also be able to provide suggestions.

## **EVALUATORS**

It is ALWAYS recommended that an Evaluator come out to your tournament, some officials already attending might also be an evaluator. For a list of Evaluators, please contact the Officials Development Coordinator.

Evaluations are important development opportunities for ALL officials, regardless of rank. Tournaments that have Evaluators are also likely to have officials return year after year for these valuable opportunities. **While it is not mandatory to have an Evaluator at your tournament, Ringette Alberta highly recommends this.**

To get the most from the Evaluator, it is best to schedule them into the assignments. Evaluators can do more games in a day than an official but should not be doing too many back-to-back. Some guidelines for this are:

- Max 6 evaluations per day,
- Max 2 in a row
- Allow time to give officials immediate feedback post-game

Assigning an evaluator to your tournament early is highly beneficial, as they can assist in assigning evaluations. If an assignor needs assistance with determining the officials' needs and which levels of games have potential for appropriate rank evaluation, the Evaluator for the tournament would be a valuable contact.

To help determine what games help an official level up, consider the following:

- In order to get a 'C' ranking, the official MUST be officiating a U14 game at a minimum.
- In order to get a 'B' ranking, the official MUST be officiating a U16 game at a minimum.
- In order to get an 'A' ranking, the official MUST be officiating an Open game. \*\*If the official is officiating a U19 game, then they can only receive a B rank.
- Level 1 = C level of play
- Level 2 = B level of play
- Level 3 = A level of play
- Level 4 = AA level of play

ie.: if an official is officiating a U14A game the highest rank that they can receive is 3C, they cannot receive a 3B.



Evaluators should be notified that one copy of their evaluations needs to be handed into the Officials Assignor. If you are paying the evaluators, please ensure you have communicated the pay rates in advance. Ringette Alberta pays \$15/evaluation, but most associations also pay a fee per evaluation completed, above and beyond Ringette Alberta's.

On-Ice-Mentors may still be used for New Officials, these can be scheduled in the same fashion as the Evaluator. If your tournament is in the first half of the season, it is likely that you have mentors, please schedule these with the same time frames as the officials (as they do have to get fully dressed!).

## **CONCLUSION**

Whether you are a past, present or future Tournament Referee-in-Chief, it is important for you to know that there is an entire Province of Officials who are behind you 100%. Most enjoy attending tournaments and many have held this very position.

Should at any time you feel the need for assistance with your tournament, please contact your Officials Development Coordinator; they would be happy to assist.

## **ADDITIONAL TOURNAMENT INFORMATION**

### **Suspensions from Match or Misconduct Penalties**

All Misconduct and Match Penalties that happen in tournaments are the responsibility of the tournament, until the tournament is over. A Match or a Misconduct penalty given by the officials during the game means that the player or team staff has been ejected from the game. Please note that Ringette Alberta still has to do their full process on top of what happens in the tournament, so don't worry if any mistakes are made, just do what you can and hopefully some of this information will help.

*Match and Misconduct forms are available ONLINE on the Ringette Alberta website, under Officials resources, and it also informs the official to email and inform the tournament. The Match and Misconduct report will also need a picture of the game sheet, these two pieces will allow you to see the player name, coaching names, and all the information that is needed.*

Because tournaments are much more compact, the RIC should meet with a tournament committee member, as long as there is no conflict of interest. Inform the team that the tournament is going to review the report and game sheet, and will use the Ringette Alberta Suspensions Policy (15.0) to determine the number of games - Please note that if they have no games left, you don't need to do this step. Ex. If there are 2 games left for that team, and their penalty and report suggests something longer than 2 games, you still will only supply for your tournament.

Find a quiet place, and read all the information, and then read the Suspensions Policy (found on the Ringette Alberta website under Policies), find the most comparable length of suspension (15.4.15), and communicate that to the Head coach. Think about when their next game is, and ensure that conversation happens before then.

For any more information on the nitty-gritty and what team staff or players are and aren't allowed to do/be, consult the Suspensions Policy.

Post-tournament, please submit:

- Report of Suspension, to Ringette Alberta
  - If not submitted through the online form, then submit the Match/Misconduct report and game sheet
  - Inform RAB on how many games were given, and provide any relevant game sheets
  - Submit by the 2nd business day following the tournament

Keep in mind (these are tips pulled from the policy):

- Any Match has a MANDATORY 1(ONE) game suspension from Ringette Canada, this is not appealable
- Player or Team Staff member cannot be in the playing area of the arena
- For any suspended games, have the player or team staff on the game sheet, crossed off with SUS