

	<p>Referee-In-Chief/Officiating Assignor Role IN-SEASON Date Updated: July 2023 Updated By: Lauren</p>
<p>Intention</p>	<p>This document was created by Referee-In-Chiefs and Ringette Alberta (RAB) to provide all the information that a Referee-In-Chief would POSSIBLY need to know.</p>
<p>Roles</p>	<p>Most associations only have one person in an officiating role - Ringette Alberta uses the term RIC (referee-in-chief) to describe one person in the role, as well as the group dealing with the officiating development. For clarity, some of those roles can be split/shared, here are some examples:</p> <ul style="list-style-type: none"> - Referee-In-Chief: Deals with complaints, suspensions. - Assignor: Assigns the games, ensures games are filled. - Evaluations Coordinator: Helps association officials to get their evaluations. - In-take/Recruitment Coordinator: Manage the application process, if any. - Mentoring Coordinator: Schedules mentoring for new officials, or peer-program. <p>*Any of these positions can be merged/split, or any variation of these, up to each association and their capacity. * It is beneficial to have officiating experience, but not necessary</p>
<p>TOURNAMENTS</p>	
<p>Sanctioning</p>	<p>All Tournaments hosted by Associations are required to be sanctioned by Ringette Alberta. An RIC is not usually the main contact for tournaments, but has an important role in a tournament.</p> <ul style="list-style-type: none"> - At the time of applying for Sanctioning, your association contact will be required to provide an name and email for the RIC of the tournament
<p>Submitting Officials</p>	<p>RICs are asked to submit a list of officials BEFORE the tournament.</p> <ul style="list-style-type: none"> - This is to ensure that officials are not being pushed too far out of their rank ability, and also to help recruit, if short - Match/Misconducts - it is the tournaments responsibility to deal with those in tournament, if they happen, and then report to RAB see RIC guidelines HERE - Nothing is required post-tournament
<p>Guide</p> <p>Link to Guide</p>	<p>Please consult the RIC Guidelines document that contains information on:</p> <ul style="list-style-type: none"> - Number of officials, how to obtain, selection of officials, scheduling - Mileage and costs, minor officials, accommodations - Supervisors and evaluators - In-tournament Suspension information

MENTORING	
Level 1 Mentoring	<p>New Level 1 officials NEED mentoring, especially directly following their first clinic</p> <ul style="list-style-type: none"> - Consult the mentoring guide that will be released in 2023 <ul style="list-style-type: none"> - Each NEW official should have at least 3 touchpoints post-clinic - There are a variety of ways to mentor to suit your association
OFFICIALS DEVELOPMENT	
Development Info	<p>Officials are essentially responsible for their own development, but some clinics are invite only. RAB will have some requirements when invitations are in the mix, and will try to equip you with access to information you may need.</p> <ul style="list-style-type: none"> - RAB will send out a RANKING doc with some clinics and evaluation information to RICs and Evaluators at the start of the season. - In league games, in tournaments, and with your newbies-consider helping them get evaluators out <ul style="list-style-type: none"> - Consider the game they need to reach a rank they are working on, assign them to that game, evaluators need to see officials on the game where they are working on that rank - Evaluators list will be given to RICs (or in the document section on Basecamp) <p><i>**Ringette Canada is currently updating our officiating Program, more resources and information surrounding this WILL follow**</i></p>
Ranking	<p>RAB will send out a RANKING document to RICs and Evaluators at the start of the season, information in that document will include:</p> <ul style="list-style-type: none"> - Officials Ranks - Development clinics/last clinic - Relevant evaluations for current rank - Relevant information on evaluations needed to obtain next rank level
Evaluations	<p>It is beneficial to help new officials get evaluators out to their games, via mentoring, or formal evaluations. Help schedule mentoring/evaluations in league games, or your local tournament</p> <ul style="list-style-type: none"> - Consider the game they need to officiate to reach the rank they are working on and assign them to that game. <ul style="list-style-type: none"> - Remember! Evaluators need to see officials during a game relevant to the rank they are working on. <p>Evaluators list will be given to RICs</p> <ul style="list-style-type: none"> - If unsure, contact RAB

<p>ASSIGNING</p> <p>Depending on how your association handles their officiating, you might have all games from U10S3 to Opens to assign, or a variety of divisions, each association runs this slightly differently, and that is ok!</p>	
Work with Ice Allocator	<p>Ensure that the ice allocator gets you the schedule in a decent amount of time, build a good rapport with them.</p> <p>Make a plan for last minute changes, or last minute requests</p> <ul style="list-style-type: none"> - Important to mention that last minute requests for officials is HARD, as scheduling needs lead up time. - Beginning of the season is normally shorter notice, be prepared. As the season goes along, everyone should be more comfortable and you should receive more notice
Assigning	<p>Assign Officials based on rank</p> <p>Use whatever platform that you have access to for assign officials.</p> <ul style="list-style-type: none"> - the EARLIER that you are able to set things up and assign officials, the more success you will have getting officials into games. - If you are using an 'up-for-grabs' method make sure officials are taking games that are appropriate for them. <p>Understand what your associations role in assigning is:</p> <p>As of July 2023:</p> <p>NORTH - local associations assign up to U14B and BGL assigns U14A to Open</p> <p>SOUTH - Ringette Calgary helps assign for Calgary, Airdrie, Foothills (not including U10), Indus (not their U10s or U12C/B. (Cochrane and Strathmore are not yet part of this)</p>
Paying Officials	<p>Pay officials on time!</p> <ul style="list-style-type: none"> - Consider monthly or more frequent - Liaise with your association's treasurer
<p>RECOMMENDATIONS</p> <p>In December, Ringette Alberta will start asking for RICs to submit a list of officials they recommend for specific events.</p>	
	<p>Provincials are for officials that are putting in the work and time, or are showing skills, and should be recommended for Provincials.</p> <ul style="list-style-type: none"> - These recommendations are then also looked at by Evaluators to help place officials <p>Note: Some divisions have a large chunk of officials that are appropriate, and it can be difficult to find a sweet spot for everyone.</p>

MEETINGS	
Local Meetings/Online meetings	<p>Consider hosting meetings or touchpoints for your officials. Share information that needs to be clarified, and create a more collaborative atmosphere.</p> <ul style="list-style-type: none"> - Leagues may have a mandatory meeting - Ex. Chinook hosts one.
EXHIBITION GAMES	
Scheduling Exhibition Games	<p>Exhibition games are any game scheduled OUTSIDE of the league schedule.</p> <p>ANY exhibition game that falls under the divisions that you assign locally (with your association team playing at home) SHOULD be sent to you to assign.</p> <ul style="list-style-type: none"> - Exhibition games require the same assigning principles as regular games. (See Assigning Section Above) - If this isn't happening, contact your board to remind them that all exhibition games need to be sent to you, and require a decent amount of time to schedule! - If you find a request unreasonable, tell them.