



**NB HOCKEY OFFICIALS
COUNCIL
OPERATIONS MANUAL
2017-2018**

NBHOC OPERATIONS MANUAL

AMENDED: JUNE 10, 2017

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SECTION 1 – OBJECTS

- 1.0 To provide efficient, well qualified officials for the game of hockey at all levels.
- 1.1 To promote good fellowship among its members, to aid and assist in the betterment of hockey and to maintain a high standard of relationship with association members, officials, coaches of the various teams and leagues to whom this organization shall make its services available.
- 1.2 To maintain an ongoing program of recruitment.
- 1.3 To provide for the training and development of all officials.

SECTION 2 – DISCIPLINE AND APPEAL PROCEDURES

- 2.0
 - a. Any complaint that an official might have, may be made to his Regional Zone Director in writing with a copy going to the Technical Director and the complaint will be addressed within 8 weeks (max) of the complaint.
 - b. Any league president may file a written complaint to the appropriate Regional Zone Director, with a copy to be sent to the Technical Director. Any decision of the Regional Zone Director may be appealed to the NBHOC Discipline Committee.
- 2.1 Any violations of the NBHOC Constitution, By-Laws, Rules and Regulations, HNB and Hockey Canada or decisions of the Executive Committee by any member shall render such member liable to suspension by a majority vote of a Discipline Committee or the Executive Committee.
- 2.2
 - a. Discipline Committees shall be formed in each Regional Zone. These committees shall be formed from 3-5 senior officials in good standing within the zone selected by the Regional Zone Director. The Regional Director may choose whether or not to be a part of the committee. The Provincial Discipline Committee is to be made up of 2 ad-hoc Regional Zone Directors and the Technical Director (or his/her designate). A quorum for either committee shall be 3 members. Regional Zone Directors are to refer discipline matters to the Discipline Committee in writing.
 - b. Discipline matters are to be dealt with in a tiered 3-level process. Level 1 - the Regional Director shall investigate and handle the issue. Level 2 - the Regional Discipline committee shall be assembled by the Regional Director and they shall investigate. A Regional Director may ask for the assistance of a neighbouring Regional Zone Discipline Committee if needed Level 3 – The Provincial Discipline committee will be assembled and shall investigate. All findings of the Regional

Director or any level of committees will be recorded and filed with the Regional Zone Director and copied to the Technical Director. All relevant information, findings and results shall be forwarded to the Technical Director within 4 weeks of the meeting. Should the discipline matter not be resolved within the Regional Zone, or at the request of the Executive Committee, the Provincial Discipline committee will be assembled.

- 2.3 Any member suspended or expelled from this association has the right of appeal through the appeal process of HNB and Hockey Canada.
- 2.4 Appeals may only be made on the interpretation of the NBHOC constitution. Appeals may be made on the decision of the Regional Director or either Discipline Committee to the Executive Committee within 72 hours. Appeals of the decision of the Executive Committee may be made to the HNB Appeals Committee within 72 hours. 6.11.06
- 2.5 All appeals must be sent to the NBHOC Technical Director accompanied by a cheque as per the Fiscal Policy made payable to NBHOC. All monies forwarded to NBHOC regarding the appeals process are non-refundable.
- 2.6 Appeals to the Executive Committee that warrant a hearing must have a hearing date set within 10 days and all parties shall be notified 6 days prior to the hearing date. Decisions of the Executive committee shall be rendered within 10 days of the hearing date. Decisions may be verbally transmitted and all parties will receive a written decision within 6 calendar days of the verbal decision with a copy to be sent to the HNB Executive Director.
- 2.7 The appeal process must be conducted with complete impartiality and under strict decorum. Resource people may be used but shall not be present when/while the decision is rendered.
- 2.8 Once the appeal process has been completed at the NBHOC level, further appeals may be made to HNB's Appeals Committee.

SECTION 3 – FINANCIAL

- 3.0 The membership dues are as per the Fiscal Policy. Provincial Clinic fees are per Schedule 1 of the Operations Manual
- 3.1 a. All dues covering membership are payable to the NBHOC by November 15 of each year. The registration must be sent to the Technical Director through your Regional Zone Director. Any official who has not paid their registration to the NBHOC office by this date will be considered not in good standing and will be ineligible to officiate after November 15.

- b. NBHOC membership must be updated annually in the Hockey Canada Registry with all updates completed by January 15.
- 3.2
- a. The fiscal year of the association shall be March 31.
 - b. All NBHOC fees for clinics, assessments, literature, videos, brochures, manuals and other resource materials used by and for the NBHOC shall be established by the NBHOC membership at each NBHOC annual general meeting by a majority vote of the membership. The Executive Committee shall establish fees for any items not identified at the annual general meeting. All fees established shall be consistent throughout the Province of New Brunswick.
- 3.3
- All games in HNB shall be officiated by a team of NBHOC registered officials and the fees per game shall be in accordance with the HNB Fiscal Policy or local minor hockey associations set fees. League constitutions may request the 2, 3 or 4 referee system to be used.
- 3.4
- The Technical Director shall maintain an accurate accounting of all monies received and disbursed. He/She shall submit an audited (by a registered N.B. firm) financial statement at each NBHOC annual general meeting. A copy shall be submitted to the Executive Director by June 1. The Technical Director shall submit an annual budget for the NBHOC on June 1 of each year to the Executive Director.

SECTION 4 – REGION REQUIREMENTS

- 4.0
- The Technical Director, under the direction of the Chair, will oversee all business relating to clinics, assessments and any recruitment programs set up in the NBHOC. Each region is to have a person responsible to run clinics under the direction of the Technical Director. The Regional Director shall also appoint a person to coordinate assessments in their respective areas and a person to review game incident reports (GIR Reviewer). The Regional Zone Directors are to work with the Technical Director in setting up a program to help recruit younger officials from the minor hockey district associations and community clubs.
- 4.1
- All supervisions must be submitted to the Chair and copied to the Regional Director. Supervisions may be completed using GoalLine or by a paper copy with one going to the official and a copy mailed or faxed to the Chair.

SECTION 5 – DELEGATES EXPENSES

- 5.0
- The expenses for NBHOC members while travelling on NBHOC business will be paid as per the HNB Fiscal Policy.
- 5.1
- An itemized account of such expenses shall be submitted to the Technical

Director.

SECTION 6 - CONDUCT

- 6.0 It shall be the duty of every registered official of this association to conduct himself at all times (on or off the ice), during the length of his membership, in such a manner, as to further the best interest of the association, to assist his fellow members whenever possible, to improve our standard of officiating and to assure the respect of all participants and fans alike. It shall be considered an offence against the association to do otherwise. Any negligence by an official in his duties shall be thoroughly investigated by a Discipline Committee and necessary action taken.
- 6.1 Violation of any of the following shall be subject to disciplinary action:
- a. Reporting for an assignment under the influence of drugs or alcohol.
 - b. Failure to report for any assignment when properly notified and without sufficient excuse.
 - c. Tardiness (minimum of ½ hour before game time).
 - d. Failure to maintain the standard of cleanliness and dress prescribed by the NBHOC.
 - e. Engaging in controversial discussions with coaches, officials and players or with the media/press, comments or posts using social media (i.e. Facebook or twitter) without the approval of the Chair. Should a coach, official or player act in any manner towards a member of this association as to provoke such controversial discussion, the official(s) involved shall report such incident immediately to the Chair through the Regional Zone Directors. Please see HNB Social Media Policy [http://www.hnb.ca/images/Hockey New Brunswick Social Media and Networking_Policy.pdf](http://www.hnb.ca/images/Hockey%20New%20Brunswick%20Social%20Media%20and%20Networking_Policy.pdf)
 - g. Social media should not be used in between periods or after a game to review calls on the ice.
 - h. The use of video equipment should follow the policy outlined by NBHOA Policy on Video Camera Usage and Storage of Data Revision 1: September 28, 2016

Any conduct detrimental to the NBHOA, HNB or any of its members.

SECTION 7 – DRESS AND EQUIPMENT

- 7.0 Official sweater, black and white, as approved by the association with the NBHOA crest attached front facing left chest. A Hockey Canada crest shall be worn on the left arm at shoulder level. Red arm bands either sewn on or snapped to the official's sweater should be worn.
- 7.1 a. An NBHOC official is to be properly dressed at all times during their officiating duties. They shall be clean and neat in appearance, have his skates shining, clean white laces. Officials are to wear their hair pinned up or in a ponytail. They should carry proper material to repair nets in an emergency.
- b. All NBHOC registered officials will be required to wear an appropriate CSA approved facial protector attached to the official's black helmet. This facial protection will be of the ½ visor type and be worn in the proper position, covering the eyes and nose portion of the face.
- c. The NBHOA will follow the HNB policy on change rooms.
<http://www.hnb.ca/en/minor-hockey/publications/co-ed-dressing-room-policy>

SECTION 8 – REPORTS

- 8.0 a. Any report covering the explanation of a Game Misconduct, Match or Gross Misconduct penalty or other serious offences, shall be written using GoalLine, the GIR (Game Incident Report Form) or on the NBHOA official GIR and emailed to the Game Incident Report Reviewer in their zone as determined by the Regional Director within 18hrs of the game.
After reviewed, all Game Incident Reports must be forwarded to the coordinator of suspensions within 24 hours at the following email: suspensions@hnb.ca or by fax at 506 453-0868. It is the responsibility of the official who made the call to write an accurate and descriptive game incident report.
- Officials are NOT to include their phone numbers on the GIR. All communication must go through the Game Incident Reviewer as determined by the Regional Director for each zone.
- b. If an official(s) is requested to attend a hearing by a league president or an NBMHC District Director in reference to a written or verbal report by said official, the official must be contacted through his Regional Zone Chair/community club chair and be given a reasonable amount of time to make arrangements to attend such a hearing or meeting. If a proper reason is not brought forward, the situation regarding that official will be handled by the Regional Director, Regional or NBHOC Discipline Committee.
- c. All Match penalties for Physical Harassment of Officials (9.6) shall be reported in

full detail to the Technical Director.

SECTION 9 - Provincial, Atlantic and Regional Championships

- 9.1 Not less than 25% of the games for provincial championships for Bantam AAA down to Peewee AA will be officiated from members that are in good standing with the Program of Excellence (POE) program. To be scheduled by the POE coordinator
- 9.2 Not less than 25% of the games for Atlantic Minor Hockey Championships, when hosted by HNB, shall be officiated by POE officials. These officials shall be determined by the POE coordinator.
- 9.3 It shall be the responsibility of the host Regional Director to coordinate with the host committee, a budget for officials. (Travel, per diems, etc.)

SECTION 10 - CERTIFICATION AND ANNUAL TESTING

- 10.1 All officials registered with the NBHOA who are 18 or older on or before December 31st of that year, must complete a criminal record check every 3 years. For this check, officials are directed to use the HNB approved web based company mybackcheck.com using only the link directly from the HNB website. The criminal record check must be completed online prior to November 1st. Proof of the check must be provided to the Regional Zone Director, or their designate, at time of zone registration. Failure to have a completed criminal record check at the time of registration could result in suspensions. The Technical Director will verify the criminal record checks in the HCR during the registration process.
- 10.2 All officials working AUS and MHL leagues will participate in an annual provincial summer meeting and fitness testing prior to the season, or before they are assigned to that league.
- 10.3 All officials wishing to participate in the Program of Excellence (POE) must be nominated by your Regional Director. Officials are selected by the POE committee and must attend a fitness testing and participate on the POE meeting and testing in September. POE officials must participate in programs within their zone to help develop younger officials as well as complete required supervision/mentorship on developing officials.

- 10.4 Level 1 – First year official, must be min 12 years old
- Level 2 – Must be 16yrs old by Dec 31 of the clinic year, be a level 1 official for a min of one year or over the age of 18 as a first-year official.
- Level 3 – Must be a level 2 official for a minimum of 2 years and be 18 years of age. They must attend a Level 3 provincial clinic hosted by NBHOA, location to be determined at the annual meeting.
- Level 4 / 5 – Must be a level 3 / 4 official for a minimum of one year and be 19 years of age and attend a level 4 / 5 clinic hosted by one of the Atlantic Provinces. Location to be determined as required. Names of candidates are submitted by the Regional Directors to the Chair for selection. Number of participants is determined by the number of seats available.
- Level 6 – Must be selected to attend a National Clinic by the Chair. Names of candidates are submitted by the Regional Directors to the Chair for selection. Number of participants is determined by the number of seats available.

SCHEDULE 1 – PROVINCIAL CLINIC FEES

New Official Online Module, paid online to Hockey Canada	\$23
New Official Clinic (Includes workbook, casebook and crests combo)	\$10
Minor Official Clinic, Level 1-3	\$15
Senior Official Clinic, Level 3-6 or any official working adult hockey	\$25
Level 1 to 2 Upgrade, must be 16yrs old by Dec 31 of the clinic year	\$15
Provincial Level 3 Seminar	\$75
Provincial Program of Excellence (POE)	\$75
Casebook (issued on rule change years, or NEW officials)	\$15
Hockey Canada and NBHOA crests combo (issued to NEW officials)	\$5
Affiliation Fee for Official registered in another Province*	\$100

*Must provide proof of registration from their home provincial association or confirmation of good standing from Provincial Referee in Chief.