

# Policy 15. On-Ice Officials and Timekeepers

Reviewed by: Devon Brown

League representatives will notify the referee association's scheduler and the timekeeper coordinator in order to have referees and timekeepers scheduled for home games during the regular season and the league playoffs. Neutral referees are required for OMHA playdown games per OMHA regulations. The OMHA representative will be responsible for notifying the OMHA for referees in these cases.

After the league scheduling meeting(s), the league representatives must arrange for scheduled games to be posted to the DMHA website. The referee scheduler shall subscribe to the calendar on the website in order to be notified of all scheduled games and changes. The league representatives are responsible for notifying the referee scheduler and timekeeper coordinator of any home games that are changed, cancelled and/or rescheduled.

Payment to on-ice officials will be according to the current OMHA referee fee guide. The association will pay the mileage charges of out of municipality referees when required. Mileage charges will be according to the current OMHA referee fee guide.

Complaints regarding on-ice officials should be sent in writing to the applicable league representative, who will forward the matter on to the referees' association and/or OMHA.

The following rules shall apply to all DMHA timekeepers, whether paid or volunteer:

League representatives, through central scheduling, will notify (via website notifications) the referee association's scheduler and the timekeeper coordinator in order to have referees and timekeepers scheduled for home games during the regular season and the league playoffs. Neutral referees are required for OMHA playdown games per OMHA regulations. The OMHA area representative will be responsible for notifying the OMHA for referees in these cases.

After the league scheduling meeting(s), the league scheduler, with assistance from the league representatives and ice allocator, must arrange for scheduled games to be posted to the DMHA website. The referee scheduler shall subscribe to the calendar on the website in order to be notified of all scheduled games and changes. The league representatives are responsible for notifying the referee scheduler and timekeeper coordinator of any home games that are changed, cancelled and/or rescheduled.

Payment to on-ice officials will be according to the current OMHA referee fee guide. The association will pay the mileage charges of out of municipality referees when required. Mileage charges will be according to the current OMHA referee fee guide.

Complaints regarding on-ice officials should be sent in writing to the applicable league representative, who will forward the matter on to the referees' association and/or OMHA.

1. No walking on or across the ice surface.
2. Arrive 15 minutes prior to the assigned game time.
3. Be prepared! Bring a pen (no pencils or markers) and an extra piece of paper if needed to take notes and make calculations.
4. No graffiti will be tolerated in the timekeeping booth. Anyone caught doing so will be removed from the assignment list permanently.
5. Absolutely no cell phone **or other personal electronic** use is permitted inside the timekeeping booth for any purpose.
6. Do not interact with the players on the ice and in the penalty box.
7. Absolutely NO friends/visitors shall be near the timekeeping booth during a game. Focus on the game being played is para-mount.
8. If you are sick and/or unable to make an assigned game, or if you find a replacement to take your assigned game(s) contact the timekeeper coordinator and notify him/her of the change(s) within 72hrs in advance of the assignment if possible.
9. The timekeeper coordinator will keep track of the assigned games. Honorarium payments will be made in recognition of the timekeepers' time and responsibilities.
10. Accurately run the time clock. If the time clock is not functioning properly, notify the referee, contact the timekeeper coordinator, and properly document the malfunction in the log book in the timekeeping booth.
11. Record all penalties/goals and assists accurately on the electronic game sheet as directed by the referee. Ensure that the referee is aware of the length of each game and whether or not a curfew is in effect, as indicated on the electronic game sheet.

The following rules shall apply to all DMHA timekeepers, whether paid or volunteer:

1. No walking on or across the ice surface, **when it can be avoided.**
2. Arrive 15 minutes prior to the assigned game time.
3. Be prepared! Bring a pen (no pencils or markers) and an extra piece of paper if needed to take notes and make calculations.
4. No graffiti will be tolerated in the timekeeping booth. Anyone caught doing so will be removed from the assignment list permanently.
5. Absolutely no cell phone **or other personal electronic** use is permitted inside the timekeeping booth for any purpose.
6. Do not interact with the players on the ice and in the penalty box, **unless required for timekeeping purposes.**
7. Absolutely NO friends/visitors shall be near the timekeeping booth during a game. Focus on the game being played is para-mount.
8. If you are sick and/or unable to make an assigned game, or if you find a replacement to take your assigned game(s) contact the timekeeper coordinator and notify him/her of the change(s) within 72hrs in advance of the assignment if possible.
9. The timekeeper coordinator will keep track of the assigned games. Honorarium payments will be made in recognition of the timekeepers' time and responsibilities. **Honorariums will be approved by the DMHA Executive at the start of each season.**
10. Accurately run the time clock. If the time clock is not functioning properly, notify the referee **and arena staff**, contact the timekeeper coordinator.

12. Ensure that the electronic game sheets are completed and that no errors are indicated. Any errors should be directed to the appropriate head coach or official. At the end of the game, ensure that the referees sign the electronic game sheet. Once completed and signed, the electronic game sheet shall be uploaded.
13. Assist younger players on both teams with opening the penalty box door if required.
14. No food and/or drinks are permitted in the timekeeping booth.
15. If a timekeeper fails to perform his/her responsibilities or follow the rules listed above in a professional manner they may be dismissed from their remaining assigned games by the timekeeper coordinator.

11. Record all penalties/goals and assists accurately on the electronic game sheet as directed by the referee. Ensure that the referee is aware of the length of each game and whether or not a curfew is in effect, as indicated on the electronic game sheet.
12. Ensure that the electronic game sheets are completed and that no errors are indicated. Any errors should be directed to the appropriate head coach or official. At the end of the game, ensure that the referees sign the electronic game sheet. Once completed and signed, the electronic game sheet shall be uploaded.
13. Assist younger players on both teams with opening the penalty box door if required.
14. Use the provided garbage can to ensure the timekeepers booth is left clean of all garbage and debris.
15. If a timekeeper fails to perform his/her responsibilities or follow the rules listed above in a professional manner they may be dismissed from their remaining assigned games by the timekeeper coordinator.

Board and Membership Feedback: