

Central Zone Referee's Committee

Policy and Procedure Manual

Section 1 - Assigning Policies

1. Assignments are made by the Assignor(s), in accordance with the rating of officials, as set out by the Executive and the Senior Hockey Committee. As much as possible, the Assignor(s) will allocate games equally to all officials within a given rating level.
2. The Executive will make assignments into high profile games and tournaments. As a matter of procedure, the Assignor(s) and the Chairman will prepare a list of names to be presented to the Executive for approval.
3. **Officials who are unhappy with their assignments are to raise their concerns the Assigning Director(s). Under NO circumstances are officials to direct complaints to the Assignor(s).**

General Rules for Assignment

1. All officials officiating in leagues requiring a ranking of 1 – 11 must have attended a clinic and registered by October 15 to receive assignments after that date. Jan 28, 01
2. All officials must be at the arena one half ($\frac{1}{2}$) of an hour before game time except in the case of CIS, ACAC, AJHL where one (1) hour is required and AMMHL where three quarters ($\frac{3}{4}$) of an hour is required.
3. All cancellations/trades must be reported to the appropriate Assignor and must receive a LOG NUMBER to ensure that it has been recorded
4. For out of town games, the linesmen are to phone the referee 48 hours in advance to make travel arrangements.
5. When trading games, officials must find their own replacement of an equal or higher rating. For CIS, ACAC, AJHL, and AMMHL, they must be given back to the Assignor. This applies to both referee and linesmen.
6. Midget AA referees only must return games to the assignor.
7. Officials are given four (4) days from the time of assignment sheet distribution to cancel assignments that they cannot accept for which they will be charged \$5.00 for reassigning. After that period, all turnbacks will be charged \$10.00 for reassigning. Should the turnback be within 48 hours of game time, a \$15.00 fee will be charged. Officials turning back games within 48 hours of game time will also be forwarded to the Discipline Committee.
8. Dark Days (days where an official is unable to officiate) are to be provided to the assignors no later than the fifth (5th) of the month previous i.e. January 5 for February assignments.
9. Pee Wee hockey, levels 3 and below, shall be assigned by CZRC assignors as two-man hockey.
10. All officials are expected to work all assigned hockey.
11. All officials will accept a minimum of two assignments (nights) during Minor Hockey Week. Exceptions will not be made for those rural officials who regularly come into Calgary to officiate hockey. One night of three games will be considered two assignments. Those assigning Minor Hockey Week will have their supervision requirements cut in half. Oct. 22, 00
12. To adopt a policy linking Commercial and Women's hockey and the highest level of hockey, assignors will include a link between Commercial and Women's hockey to the next game at the official's highest level of hockey on the assignment sheet. Officials turning back Commercial or Women's hockey with no valid reason will lose their next game of their highest level of hockey.
13. **Officials who are available to work more games than detailed on their monthly assignment sheet are expected to contact their assignor for additional games according to their rating.**
14. No turnbacks are allowed where tournament games are assigned.

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Section 2 – Classification

1. The Classification of officials is done in accordance with the CHOP (Canadian Hockey Officials Program).
2. Please refer to the CHOP manual for details on the National Level structure.
3. In the Central Zone, in order to obtain a Level III, the official must referee Minor Bantam 'AA' or equivalent successfully for a minimum of one (1) year.
4. Requirements for Level (IV) is to have successfully refereed Midget 'AAA' and/or Junior 'B' in the Zone for a minimum of one (1) year. Attendance at a Level IV/V clinic every two (2) years is mandatory.
5. Reclassification of officials can be done in two ways;
 - Through the official requesting upgrading in writing to the Chairman of the Reclassification Committee by December 31 each year. (A resume of experience and levels of hockey as well as current supervisions are required)
 - The Reclassification Committee reviewing the name list each year and selecting potential candidates for upgrading.
6. The Reclassification Committee will make its recommendations to the Zone Executive at the end of each season. At this point, the Executive will classify officials from Level I to IV and make recommendations to the Provincial Executive for Levels V and VI.
7. The requirements for attaining the requisite passing mark for that level and officiating a certain period of time at each level (normally a minimum of two (2) years) are prerequisites that must be met. The reclassification will depend on on-ice performance as measured by the supervision program.

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Section 3 – Discipline

It is the responsibility of each member in the Zone to carry out their assignments and duties in a manner that will gain respect for officiating and officials. Disciplinary action will be taken against any member when the Discipline Committee deems there has been a breach in the conduct expected of an official.

A copy of the Discipline Policy is a separate document.

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Section 4 – Elections

1. The Zone Executive shall consist of the following elected officials:

- Chairman
- Vice Chairman
- Secretary
- Treasurer
- Minimum of 4 Directors
- Past Chairman (**Non-Elected**)

At the time of a General Election, the number of Directors to sit for the following year shall be determined by a motion and vote from the floor through the General Membership.

2. Elections will be held annually at the April General Meeting.
3. The Chairman and Secretary shall be elected for a two (2) year terms in the even numbered years, and the Vice Chairman and Treasurer elected for (2) year terms in the odd numbered years. **Directors are elected to two (2) year terms. Half of the director positions (plus the extra if an odd number of director positions exist) will be elected in the even numbered years, and the other half will be elected in the odd numbered years.**
4. A sitting Executive member need not resign in order to run for another office. If elected, then the member must resign the previously held position and the Executive will be responsible for filling any vacancy unless at an election.
5. Nominations: The Executive will strike a nominating committee from the General Membership. At the March General Meeting, the committee will present a slate of officials, in good standing, to fill the positions required. Additional nominations will be accepted from the floor at the April meeting.
6. Election procedure:
 - For election as Chairman, Vice Chairman, Secretary, or Treasurer, an individual must receive the greatest number of votes cast, and in any event, greater than fifty (50) percent of the votes cast by secret ballot. If, on the first and subsequent ballots no individual receives the required percentage, then the individual receiving the lowest number of votes will be dropped and a further vote taken by secret ballot.
 - For election as Director, an individual must receive the greatest number of votes cast, and in any event, greater than fifty (50) percent of the votes cast by secret ballot. Each ballot may contain up to the number of names required to fill the available Directors' positions available as dictated by the General Membership. All persons receiving in excess of fifty (50) percent of the vote on any ballot will be considered elected unless the number elected exceeds the positions open. In this case, those with the greatest number of votes will be declared as elected. Accordingly, more than one Director may be elected on any one ballot. If on the first and subsequent ballots, the required number of Directors is not elected, a minimum of three (3) nominees, or such greater or lessor number as set by the Nominating Committee Chair, shall be dropped from the slate for the next ballot.

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Section 5 – Grievance

The Grievance Committee will deal with any matter of grievance that falls outside of the responsibility of the Discipline Committee.

The Executive will strike this Committee and a Chairman appointed. Its members will be proposed by the Chairman of the Grievance Committee and ratified by the Executive. There is no set number of members that may serve on this Committee.

Any official who feels that he has a matter for grievance shall submit his/her grievance in writing, addressed to the Chairman of the Grievance Committee. Such grievance shall contain full and pertinent detail as to the nature of the grievance and any supporting data will be appended thereto.

Should the applicant deem the decision of the Grievance Committee unsatisfactory, then the matter will be appealed to the Zone Executive. The next appeal would be to the General Membership and then to the Provincial Executive.

The guidelines for complaints and grievances are within the Discipline Policy.

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Section 6 – Honoraria

An Honoraria Committee will be struck by the Executive annually and will consist of the Past Chairman as Chairman of the Committee and at least two (2) other members who will be drawn from the General Membership as proposed by the Chairman of the Honoraria Committee.

As passed at the general meeting, the guidelines for determining the honoraria are as follows:

1. The executive honoraria should be determined by the honoraria committee at the end of each season based on the results of a peer review process amongst the executive. All executive members would be asked to evaluate themselves and the other executive members on a form. The evaluation would focus on workload and how well they performed their duties and met their objectives. The honoraria committee would be responsible for collecting the evaluations and would use that information to determine the honoraria. Comments on each executive member's performance should be collected and returned to the member without disclosing the source of the comments (as well as possible).
2. The total amount of money paid out for Executive Honoraria in any year shall not exceed \$4500.
3. An amount of \$500 in addition to any unused portion of the fixed amount of \$4500 may be distributed to selected members of the Zone (not executive members) for work done on subcommittees of the executive. This should be based on a recommendation from the executive to the Honoraria Committee.
4. The honorarium is not intended as pay for service. It is intended to reimburse out of pocket expenses associated with serving on the executive and as a token of appreciation for the time spent. In making its recommendation, the Honoraria Committee should consider the value of any perquisites that go with executive positions. As an example, the total honoraria for the executive as a whole might be reduced by the total amount spent over a year on items such as regular meals served at executive meetings (excluding meals at an all day planning meeting) or mileage expenses paid for travel to meetings within the city of Calgary. Normal expenses paid for travel outside of Calgary and reimbursement of specific expenses (such as telephone calls, photocopying, postage etc.) approved by the executive or the general membership should not have any effect on the honoraria level. Where total reimbursed expenses in a year for the executive for any one item (such as telephones for example) exceed \$1000, approval shall be by the general membership in the form of a motion or as a clearly identified item in a budget approved by the members. Such approved items shall not affect the amount of honoraria paid out. The amount of expenses reimbursed to executive members in a year should be available to the Honoraria committee.
5. The executive will appoint an honoraria committee each year to bring forward a motion for payment of honoraria under this policy at the Annual General Meeting of the Zone. The approved honoraria should be paid upon completion of the season's business under the direction of the Zone Chairman and Honoraria Committee.
6. Every third year the Honoraria Committee should review the total honoraria level. They should recommend changes to the membership at the start of the season for ratification.

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Section 7 – Meetings

General meetings of the Central Zone will be held monthly on the fourth (4th) Sunday of the month except in December. There are no meetings in the months of May, June, July, August and September. The dates of the meetings will be announced at the clinics and published in the newsletter, as well as on each assignment sheet.

Executive meetings will generally be held 10 days prior to the General Meeting and on other dates as deemed necessary. The location and specific dates will be set prior to the season.

Any Director, who misses two (2) consecutive Executive Meetings without a valid excuse, shall be removed from the office pending ratification by the General Membership at the next General Meeting.

All Executive Meetings are open to the General Membership, providing prior notification has been given to the Executive through the Chairman, and that the issues under discussion are not such to merit an in camera session.

When an appeal from a committee decision is brought to the Executive, any Executive members sitting on the committee shall remove him/herself from the room during any and all discussion regarding the matter. Nov. 25 99

All Executive members are to provide typewritten reports on their area(s) of responsibility at each Executive Meeting and these along with the minutes of the previous meeting are to be made available to all members of the Executive at the next General or Executive Meeting. Should any Executive member be unable to attend an Executive and/or General Meeting, notification should be given to the Chairman in advance and copies of his report provided for distribution in his/her absence.

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Section 8 – Ranking System

The Central Zone has adopted a rating system independent of, but complimentary to the CHOP level program, as a means of maintaining competency and consistency in all levels of hockey officiated.

This system rates each official as a referee, as a linesman, and as a two-man official for commercial hockey.

For hockey in the development program (A hockey including Bantam 1 and Midget 1), the rating is made by the Senior Hockey Committee. See the attached document describing the senior hockey committee in detail. **<Attach Senior Hockey committee document here>**

For all other hockey, a Committee of the Executive, normally consisting of the Chairman, Director of Rankings, Director of Assigning, and the Director of Supervisions sets each official's rank. The list is prepared at the beginning of the season and is ratified by the whole Executive, and then is reviewed throughout the season.

The rankings are used by the Assignors to assign officials into categories of hockey. They are also to be used when officials are trading games to one another. Trading to an official whose ranking is below yours is an item for the Discipline Committee.

Rankings are a benchmark for everyone. They have no bearing on one's level. Officials who wish their rankings to be reviewed or are displeased with that ranking are urged to put that in writing, addressed to the Director of Rankings or the Senior Hockey Advisory Committee, as appropriate. If that still proves to be unsatisfactory, the Grievance process would begin.

Any reduction in ranking must be notified to the member in writing, and any increase must be notified by a phone call. In both instances it must occur within one week of a decision.

The 'Rankings' for our categories are as follows:

Ranking	Category of Hockey
1	CIS – University
2	ACAC – College
3	AJHL – Alberta Junior Hockey League
4	Ranchlands
5	Junior B
7	Midget AAA
8	Junior C
9	Midget AA
10	Bantam AAA
11	Bantam AA CIS Women's – University ACAC Women's - College
13	Midget B1
14	Midget B
15	Bantam B1
16	Pee Wee B1 and 2
17	Bantam B2 and B3 Female Bantam / Midget
18	Bantam B4 and Below
19	Atom B1 and B2
20	Pee Wee B Senior Official (approved for 2-man system and as the Referee in the 3-man system in which the CZRC sends one Referee and the communities send two

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	Linesman)
21	Pee Wee B Junior Official (approved for 2-man system only)

For Commercial hockey (Men's non-contact and Senior Women), the phone list will rank each official as A or B, or it will be blank. If the ranking is blank, the official may not officiate Commercial hockey. If this ranking is A, this official is the senior official on the crew and any Commercial game may only be traded with another A official. If this ranking is B, then any Commercial game may be traded with any other official with either an A or B ranking.

Effective January 1 of each season, the number of officials in any given league must be at the required level, where that league has a designated number of referees and linesmen associated with it. This allows for additional officials to work the league where it is felt that more than the designated number of officials deserve to work the league. The extra officials shall compete against each other, rather than against officials who were previously in the league to maintain their spots.

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Section 9 – Match Penalties

Please find on the following pages the procedure for:

Match Penalties of Officials

As well as a Match Penalty form suggested for your report.

Match penalty involving player on player does not require the same procedure. The official is to write up the incident on the back of the original (white) copy of the game sheet, include all relevant FACTS and rule number(s). Please make sure that each official has signed the game sheet (printed name) so that the league director knows who officiated in the game.

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Section 10 – George Look Memorial Award

The Central Zone Referee's Committee presents the George Look Memorial Award annually to an individual in, or who has been in, the Zone who best exemplifies the high standards of continued dedication and leadership to the community and a willingness to work with his peers. It is given in the memory of Mr. George R. Look who was a member of the Referee's Committee and our Zone at the time of his death. Mr. Look was killed performing his duty as a City of Calgary Firefighter on New Years Eve 1980, while working a shift for a fellow firefighter so that the friend could be with his family on that holiday evening. George Look also exhibited this kind of service and dedication to our Zone and to the Referee's Committee.

A Committee will be struck annually by the Executive, to be chaired by the most recent recipient, and its members will include as many of the past recipients as are available along with representation from the General Membership as deemed necessary.

Section 11 – Brian Paulichuck Memorial Award

The Central Zone Referee's Committee and the Paulichuck family present the Brian Paulichuck Memorial Award annually to a member of the Zone who shows great potential and judgement in his/her skills as a Referee and Linesman. Brian Paulichuck was a member of our Zone who himself showed these qualities and had a strong desire to work hard game in and game out, until his death in 1988.

The recipient will be chosen by the Executive annually based on all information received through the supervision program and all other means of identifying this official.

Section 12 – The Marian Lester Memorial Award

The Central Zone Referee's Committee presents the Marian Lester Memorial Award annually to an individual in the Zone who has shown outstanding dedication to officiating minor hockey in the Central Zone. The recipient must have gone beyond the normal call of duty in assisting the assignors whenever possible (i.e. repeatedly accepting games on short notice), must be a member in good standing, with no disciplinary issues during the season in question, and have assisted with the supervision program, where possible. The award is presented in memory of Marian Lester, a long-time assignor of Minor Hockey for the Central Zone Referees Committee, who passed away in 1999.

The recipient will be chosen by a committee, which will be struck annually by the Executive.

Central Zone Referee's Committee - Development Committee

Vision –To provide the highest caliber of officiating for Community hockey and to provide an environment for our officials to improve and progress through the officiating program ultimately reaching their peak capabilities and goals.

Job Description and Guidelines

The Development Committee is charged with administering the CZRC Development Policy and Supervision programs and other tasks as directed by the Executive for all levels of hockey within the 'B' program. To be successful, the DC will be responsible for identifying, developing and tracking officials in all 'B' program levels and by advancing them into the 'A' program development track, consisting of the following leagues:

- Junior C
- Midget 1
- Bantam 1
- Peewee 1
- WWHL/CIS & ACAC Women's
- Midget AAA Female

The DC will act as a Sub-Committee of the CZRC Executive. The Chair of the Committee should be an elected member of the zone and will report to the Executive. The Chair will call and organize the meetings, track expenses, take minutes, and keep an up to date list of all the officials working 'B' program leagues. The chair will also maintain a playoff list each year for the leagues mentioned above only.

The Committee's duties extend beyond those leagues listed above. It is understood that the DC will be responsible for the identification and development of officials in the following leagues with the ultimate goal of advancement into the 'A' program:

- Midget 2 and below
- Bantam 2 and below
- Peewee 2 and below
- Bantam AAA Female
- AJFHL
- Midget B Female, Bantam B Female and Peewee Female

The Committee duties are as follows:

- Ensure the Zone's policies and guidelines are implemented and followed.
- Recommend improvements to the Executive of any policy or guideline.
- Coordinate the supervision reports from the league supervision coordinators and provide recommendations to the Director of Rankings 'B' at the end of the season.

- Apply the recommendations of the league supervision coordinators for movement of the officials in these leagues as the Committee deems serves the best interests of the zone and the official.
- Communicate with any official both verbally and in writing regarding any movement downward in the leagues.
- Be active supervisors in the leagues.
- Provide recommendations at the start and end of the season to the Senior Hockey Committee for movement of officials into the 'A' program.
- Provide a summary list of officials and their movement within the 'B' program to the Executive at least once annually.
- Organize a "supervision blitz" during the season in conjunction with the Supervision 'B' Director at a 'B' level tournament whereby all games would be supervised and with the committee members and/or executive in attendance
- Provide a list of ranked officials to the appropriate assignors for each category
- Update and maintain the rankings on Goalline

The Development Committee shall be comprised of the following:

- A minimum of three (3) and maximum of five (5) members of the CZRC who are in good standing.
- The Chair should be an elected member of the zone and the Committee should not be comprised of more than 2 elected members.
- The remaining members should be senior members with at least 5 years of experience and who are active in the program as supervisors, mentors, or instructors.
- The Chair of the Committee will select the members of the Committee annually, as approved by the Zone Chairman.

Protocol for an Official's Upward Movement

In order for an official to be moved upwards within the 'B' program, **at least one** of the following three things shall occur:

- Written support from the majority of the Development Committee – i.e. minutes from a meeting
- One (1) written supervision by a member of the DC and majority support from the other members of the DC
- Explicit written instructions from the Director of 'B' rankings

Protocol for an Official's Downward Movement

In order for an official to be moved downwards with the 'B' program, **at least two** of the following three things shall occur:

- Written support from the majority of the Development Committee

- At least one supervision must have been completed on the official in question by a senior member of the CZRC
- A written concern from the Director of 'B' Rankings to the Executive

In order for an official to be considered officially removed from a league and their ranking stripped, the two criteria used from those listed above in order to support the official's removal should be presented to the Executive for review. Part of the DC's annual report to the Executive should include a summary of all ranking changes as well as downgrades.

A phone call, followed by a letter/email outlining the DC's concerns and decision must be sent to the official in question within 15 days of the decision.

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**Central Zone Referees' Committee
Discipline Policy
(Effective 2015/2016 Season)**

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1.0 Definitions

1.1 The following abbreviations will be used in this Policy:

- a. **CZRC:** Central Zone Referees' Committee.
- b. **CZRC Executive:** Central Zone Referees' Committee Executive elected by the CZRC Members.
- c. **CZRC Member:** any hockey Official that is registered with the Central Zone Referees' Committee for the current term. The term anniversary is December 15 of each year.
- d. **Fine Schedule:** A CZRC-approved list of possible actions that CZRC Members can be disciplined for contravening. See Appendix D.
- e. **Director of Complaints:** a member of the CZRC Executive assigned to administer the Complaints Portfolio.
- f. **Director of Discipline:** a member of the CZRC Executive assigned to administer the Discipline Portfolio.
- g. **Discipline Committee:** a committee formed each year to help the Director of Discipline to administer the responsibilities of the Discipline Portfolio. The members of the Discipline Committee will be identified at the October General Meeting. The Director of Discipline will serve as the Chairman of the Discipline Committee. The Discipline Committee shall be made up of 5-8 members of the CZRC and shall include:
 - i. The Director of Discipline.
 - ii. The Director of Complaints (if assigned by the CZRC Chairman).

- iii. One CZRC Level II Official.
- iv. One CZRC Level III Official.
- v. One CZRC Level IV, V, or VI Official.
- vi. Up to four additional CZRC Officials (any level) so as to have a suitable cross-section of the Zone and as deemed appropriate by the CZRC Executive.

The Discipline Committee will work in conjunction with the Director of Discipline to administer the Discipline Portfolio. The Director of Discipline shall have ultimate responsibility for all decisions within the Discipline Portfolio, and the intent of the Discipline Committee is to maintain fairness in the execution of due process, maintain continuity, and to provide perspective and/or opinions on matters of the Discipline Portfolio.

The Discipline Committee will work with the Director of Complaints to administer and address any issues arising from Complaints.

The CZRC Executive will vote to ratify the members of the Discipline Committee. The CZRC Executive may appoint additional members to the Discipline Committee by vote at any time.

- h. **Discipline Portfolio** is all matters pertaining to Discipline Items, and Grievances.
- i. **Discipline Item** is any discipline matter (internal to the CZRC). A Discipline Item arises when any CZRC Member commits an infraction of this Policy (see Appendix D) or violates the CZRC Official's Code of Ethics (see Appendix B).
- j. **Complaint** is any written third party commentary (made by an individual outside of CZRC) regarding the conduct of a CZRC Member on or off the ice.
- k. **Grievance** is the written complaint of a CZRC Member regarding any CZRC matter for which they are requesting formal investigation or dialogue.
- l. **Appeal** is the written review by an affected CZRC Member regarding a decision made under this Policy. **Hockey Canada Rule Book** is the rules and playing regulations issued by Hockey Canada for the current playing season.
- m. **Improper Ranked Official** is any Official who does not have a CZRC ranking that enables them to referee at level they officiated.

Example: An individual is ranked to referee up to Midget 2 and accepts an assignment to referee a Midget 1 without proper authorization from the Director of Assigning.

2.0 **Responsibilities of the Director of Discipline and Director of Complaints**

- 2.1 Administer all matters related to the Discipline Portfolio and Complaints on behalf of the CZRC Executive, with particular attention to maintaining continuity between the Discipline Committee and the Assignors, Treasurer, and the CZRC Executive.
- 2.2 Appoint the members of the Discipline Committee to be ratified by the CZRC Executive, and identify the Discipline Committee members at the October General meeting.

- 2.3 Keep up-to-date written records of all matters pertaining to the Discipline Portfolio and Complaints.
- 2.4 Follow-up on all issues in a timely manner until closure is reached and provide copies of correspondence to all parties involved in matters of Discipline, Complaints, and Grievances as appropriate.
- 2.5 Ensure that all disciplinary action and investigations leading up to any disciplinary action remains confidential in accordance with CZRC Privacy Guidelines. The information may be shared with the CZRC Executive for the purposes of administering, ratifying or counseling the implementation of this Policy.
- 2.6 Prepare a written report for each CZRC Executive Meeting.
- 2.7 Prepare an oral report for each CZRC monthly General Meeting.
- 2.8 Submit a written year-end report to the CZRC Executive, and present an oral report at the CZRC Annual General Meeting in April.
- 2.9 Annually review the Discipline Policy and propose any changes deemed necessary. A copy of the updated policy must be made available to the CZRC Members prior to being adopted by a vote of the Members.
- 2.10 Annually prepare a clinic handout regarding the Fine Schedule and the procedures for Discipline, Complaint, and Grievance matters.
- 2.11 Prepare a budget for the Discipline Portfolio to be submitted at the start of the officiating season to the CZRC Executive, and prepare financial statements for the portfolio as required, including a year-end financial statement.

3.0 Responsibilities of CZRC Members

- 3.1 Registration with the CZRC in the Hockey Canada Officiating Program carries the obligation that every CZRC Member will understand and comply with the Hockey Canada Official's Code of Ethics. CZRC Members not complying with the Code of Ethics will be subject to disciplinary action that will be administered by the Director of Discipline for the CZRC on behalf of Hockey Alberta. The Official's Code of Ethics can be found in Appendix B of this Policy and also on the Internet at:

http://www.czrc.ab.ca/discipline/discipline_code_of_ethics.shtml.

- 3.2 In addition to adhering to the Official's Code of Ethics, every member of the CZRC shall follow the policies and procedures of the CZRC, including but not limited to those documented in Section 4.0 and on the Fine Schedule in Appendix D. Violation of the policies and procedures may result in disciplinary action that will be administered by the Director of Discipline on behalf of the CZRC.
- 3.3 It will be the responsibility of ALL CZRC members to report any Discipline items to the Director of Discipline via email. All officials involved in an incident must report. Failure to report Discipline items is covered in section 4.0.

The Director of Discipline can be reached at: discipline@czrc.ab.ca

Complaints will be provided to the Director of Complaints through a process established with each Local Minor Hockey Association. The Director of Complaints may work with the Rural Coordinator to administer rural Complaints.

4.0 Discipline Items

- 4.1 Any CZRC Member that contravenes any of the following CZRC policies shall be subject to disciplinary action according to this Section. A summary of these policies can be found on the Fine Schedule in Appendix D of this Policy. CZRC Members are advised that the disciplinary actions found in this Section are minimums and supplementary discipline may be assessed depending on circumstances. Note that officials under the age of 18 will not be assessed a monetary fine as a result of any of the following discipline items. They will however be subject to all other forms of discipline and may have assignments taken away as a result of the infraction.

4.1.1 No-Shows:

A “No-show” is where an official has accepted to complete a refereeing assignment but does not attend the scheduled ice time.

i. 1st offence:

B Program: Game Fee or \$50, whichever is lower;

A Program: Game Fee or \$50, whichever is higher and/or loss of top level of hockey for 1 month.

ii. 2nd offence:

B Program: Possible suspension pending a review by the discipline committee, plus a fine of Double the game fee or \$100, whichever is lower;

A Program: Loss of top level of A Hockey for 1 month plus a Game Fee or \$50,, whichever is higher based on the assignment as either a referee or linesman.

iii. 3rd offence: A or B program

Immediate suspension from all levels of hockey. The official may apply for reinstatement to the Executive after 1-month of their suspension has elapsed. The Executive may choose to reinstate after that time..

4.1.2 Failure To Report A No-Show:

CZRC Members are required to report incidents where another official has not attended a scheduled game

i. 1st offence: \$10.00;

ii. 2nd offence: \$25.00;

iii. 3rd offence: \$25.00 and mandatory Hearing held by the Discipline Committee.

4.1.3 Lates:

CZRC Members are required to attend the scheduled game with an additional period of preparation time. CZRC Members are required to be at the arena no less than one ½ hour before the scheduled start of the game (1-hour for CIS, CIS-F, CWHL, ACAC, AJHL and

45 minutes for ACAC-F, AJFHL, AMHL, AMFHL, Heritage Junior B and Rural Midget AA). Failure to abide by this rule will result in the following:

- i. 1st offence:
B Program: ½ of game fee or \$25, whichever is lower;
A Program: ½ of game fee or \$25, whichever is higher
- ii. 2nd offence:
B program: Game fee or \$50, whichever is lower;
A Program: Game fee or \$50, whichever is higher and suspension from top level of hockey for 1 month.
- iii. 3rd offence:
Mandatory Hearing held by the Discipline Committee.

4.1.4 Failing to report a Late

CZRC Members are required to report incidents where another official has attended a scheduled game later than expected. Where a CZRC Member does not report a late, the following shall be assessed:

- i. \$10.00 fine for each occurrence.

4.1.5 Late Cancellation

A late cancellation is a game that is turned back by a CZRC Member within 48 hours of game time. In accordance with the Assigning Policy, CZRC Members who do not provide a valid reason for a late cancellation are subject to the following:

All B Program Officials

- i. 1st Offense - A fine equal to the game fee plus a re-assigning fee of \$15.00
- ii. Subsequent infractions will result in a probationary period and may result in loss of CZRC assigned hockey.

A Program Officials

- i. 1st Offense – A fine equal to the game fee plus a re-assigning fee of \$15.00;
- ii. 2nd Offense – A fine equal to the game fee plus a re-assigning fee of \$15.00 and/or loss of top level of hockey for 1 month at the discretion of the Discipline Committee;
- iii. 3rd Offense – A fine equal to the game fee plus a re-assigning fee of \$15.00, minimum loss of top level of hockey for 1 month, and a hearing if deemed necessary by the discipline committee.
- iv. Subsequent infractions will result in a probationary period and may result in loss of CZRC assigned hockey.

4.1.6 Reverse Abuse

Hockey Canada, through the Rulebooks, has provided Officials with several tools to deal with abuse on officials. As a result, CZRC Members are called upon to conduct themselves with a higher standard when confronted by situations of abuse by players, coaches or spectators. Accordingly, situations where CZRC Members abuse players, coaches or spectators will not be tolerated. The discipline for such behavior is as follows:

- i. 1st offence: Written notice and/or any fine/discipline deemed appropriate by the Director of Complaints up to and including suspension. A Hearing may be scheduled by the Director of Discipline if he/she deems necessary.
- ii. 2nd offence: Minimum \$50 fine and/or a 21-day suspension, at the discretion of the Discipline Committee, plus a mandatory Hearing.
- iii. 3rd offence: Minimum \$50 fine and Suspension for the balance of the season.

If circumstances warrant, the Director of Complaints is not required to assess any lesser Discipline prior to suspending an official for Reverse Abuse.

4.1.7 Improper Trade of a Game

CZRC works to ensure that officials have the proper knowledge, training and experience in the level of hockey they are officiating. It is critical for CZRC to maintain the confidence of the hockey we officiate to send properly ranked officials to a game. An individual who trades a game to another official or to an Improper Ranked Official without notifying and receiving permission from an assignor will be assessed the following discipline:

- i. A fine equal to the game fee will be assessed to the CZRC Member that traded the game; and
- ii. A fine equal to the game fee will be assessed to the Official that officiated the game.
- iii. Subsequent infractions by either CZRC Member will result in a Hearing.

4.1.8 Improper Appearance:

As role models within the hockey community, it is expected that CZRC Members maintain a level of certain level of appearance depending on the hockey being officiated. These minimum standards are set forth below:

Male Officials

- i. CIS, ACAC: Dress shirt, tie and jacket;
- ii. AJHL, AMHL, Heritage Junior B, and Rural Midget AA: Dress shirt and tie;
- iii. All other "AAA" and "AA" programs: Dress slacks, dress shirt, and dress shoes (no runners);
- iv. Calgary Junior B and Ranchlands: Business casual attire including clean cowboy boots and blue jeans for rural officials;
- v. Commercial hockey and B Program: Clean and tidy with the request of no team/club jackets or baseball caps.

NOTE: Baseball caps are not permitted in any level of "A" program hockey.

Female Officials

- i. CIS, ACAC, AJHL, CWHL, AJFHL, CWHL, Mid AAA(Male and Female): Dress Pants or skirt (knee length or longer) with shirt, dress coat, and dress shoes.
- ii. Mid A (Male): Dress Pants or skirt (knee length or longer), dress shirt with sleeves or dress shirt with dress coat, and dress shoes.
- iii. Mid AA (Female) Bantam A-AAA (Male): Business casual attire

Business casual attire includes suits, pants, jackets, shirts, skirts and dresses that, while not formal, are appropriate for a business environment. Examples of appropriate business attire include a polo shirt with pressed khaki pants, a sweater and shirt with corduroy pants, and a jacket, sweater and skirt. Jeans, t-shirts, shirts without collars, and footwear such as flip flops, sneakers, and sandals are not appropriate for business casual attire.

NOTE: Baseball caps are not permitted in any level of "A" program hockey.

Any official who violates the dress code requirements shall be subject to a \$25.00 fine for each occurrence.

4.1.9 Failure to wear a CSA Approved Helmet, Visor, or Ear Protection:

- i. \$50 fine and/or 21-day suspension at the discretion of the Discipline Committee.

4.1.10 Allowing A Player To Play With An Illegal Mask or Helmet:

- i. \$50 fine and/or 21-day suspension at the discretion of the Discipline Committee.

4.1.11 Non Payment of Monies Owed to Central Zone

CZRC Members are responsible for any monies that are owed to CZRC. This may include monies owed from the following:

- i. Attendance at Social Events/Golf
- ii. Re-Assigning Fees
- iii. Fines
- iv. Payment for Supplies/Clinics

Generally, CZRC will collect outstanding monies by deducting fees from pay cheques issued on a monthly basis. However, in situations where the CZRC Member has not worked hockey and money cannot be deducted, the CZRC Member is responsible for paying these outstanding fees.

Failure to pay these fees on or before October 1 of the subsequent season may result in an indefinite suspension until such fees are paid.

The Director of Discipline shall notify CZRC Members who have outstanding fees owed by August 31 of the current officiating year and provide CZRC Members with details of the amounts owing as well as the consequence of failure to pay outstanding fees.

4.1.12 Failure to Write Legibly on Game Sheet

CZRC Members are required to include their name and referee number on each game sheet. This will allow CZRC to contact our officials in the event that there are questions

regarding the game that was refereed. Failure to provide this information will result in the following discipline:

- i. \$5.00 fine for each occurrence.

4.1.13 Failure to Follow Official's Code of Ethics

CZRC Member are required to follow the Official's Code of Ethics found in Appendix B. Failure to do so may result in the assessment of supplemental discipline and may require a Hearing as determined by the Director of Discipline.

4.1.14 Incorrect Rule Write-Ups

CZRC Members are required to apply the rules provided in the Hockey Canada Rulebook and any league specific rules. Failure to do so results in confusion with the hockey associations we serve and can result in unfair sanctions being assessed to participants.

CZRC Members are expected to know the rules and apply the correct rule numbers as part of any game reports. Failure to do so will result in the following:

- i. 1st offence: Deduction of \$15.00 to the official who completed the game report.
- ii. 2nd offence: Deduction of ½ game fee to the official who completed the game report.
- iii. 3rd offence and subsequent: Deduction of the entire game fee.

The Director of Complaints may, at his/her discretion, waive any Discipline required to be assessed for an incorrect rule write-up where the rule write-up was incorrect as a result of an unusual situation that could be reasonably expected not to be understood by the CZRC Member based on their experience or level of hockey being officiated.

4.1.15 Social Media

Social Media is an evolving area. Hockey Alberta has developed a Social Media Policy to guide the online actions of all participants in Hockey Alberta, including CZRC Members.

CZRC Members are expected to maintain positive online communications, particularly in respect to other CZRC Members and participants in Hockey Alberta sponsored events. Failure to follow these requirements will result in the following:

- i. 1st offence: Written notice and/or any fine/discipline deemed appropriate by the Director of Complaints up to and including suspension. A Hearing may be scheduled by the Director of Discipline if he/she deems necessary.
- ii. 2nd offence: Minimum \$50 fine and Suspension for 1-month. Official may apply for reinstatement after the 1-months suspension has been completed.

If circumstances warrant, the Director of Complaints is not required to assess any lesser Discipline prior to suspending an official for a violation of the Hockey Alberta Social Media Policy.

- 4.2 For any violations of Sections 4.1.1, 4.1.2, 4.1.3, 4.1.4, or 4.1.5 (“**No-Shows**” and “**Lates**”), the process shall be as follows:
- 4.2.1 A member of the Discipline Committee will attempt to contact the official by phone or email.
 - 4.2.2 The CZRC Member will be notified of any discipline that is assessed within 21 days of the date the incident is reported.
 - 4.2.3 The CZRC Member will have 14 days to appeal any discipline that is assessed. Should a CZRC Member request an appeal, the CZRC Member must notify the Director of Discipline via email within the 14 day appeal period, clearly stating the reason(s) for the appeal. An Appeal Hearing will be scheduled in accordance with Section 8 to deal with the appeal.
- 4.3 For any violations of Section 4.1.6 (“**Reverse Abuse**”), the process shall be as follows:
- 4.3.1 The Director of Complaints or a member of the Discipline Committee will attempt to contact the official by phone or email.
 - 4.3.2 Based on the information provided by the CZRC Member and third party information regarding the incident, the Director of Complaints may conduct a Hearing in accordance with Section 8.0;
 - 4.3.3 The CZRC Member will be notified of any discipline that is assessed within 21 days of the date the incident is reported.
 - 4.3.4 The CZRC Member will have 14 days to appeal any discipline that is assessed. Should a CZRC Member request an appeal, the CZRC Member must notify the Director of via email within the 14 day appeal period, clearly stating the reason(s) for the appeal. An Appeal Hearing will be scheduled in accordance with Section 8 to deal with the appeal.
- 4.4 For all other violations, the process shall be as follows:
- 4.4.1 A member of the Discipline Committee will notify the CZRC Member of any discipline that is assessed within 21 days of the date the incident is reported.
 - 4.4.2 The CZRC Member will have 14 days to appeal any discipline that is assessed. Should a CZRC Member request an appeal, the CZRC Member must notify the Director of Discipline via email within the 14 day appeal period, clearly stating the reason(s) for the appeal. An Appeal Hearing will be scheduled in accordance with Section 8 to deal with the appeal.
- 4.5 If, at the determination of the Discipline Committee, a CZRC Member conducts themselves in any manner that requires additional disciplinary consideration that is not covered in Section 4.1 or in the Fine Schedule (i.e. contravening The Official’s Code of Ethics), the Discipline Committee may take further appropriate disciplinary action in consultation with the CZRC Executive. Such disciplinary action may include:
- i. Written reprimand;
 - ii. Warning;

- iii. Probationary period;
 - iv. Additional fine(s);
 - v. Additional suspension;
 - vi. Supervision; or
 - vii. Hearing.
- 4.6 The Director of Discipline shall follow-up on all Discipline Items in a timely manner until closure is reached, collecting relevant details on all matters.
- 4.7 Appeal of Decisions Regarding Discipline Items
 - 4.7.1 First Appeal – a CZRC Member's first level of appeal regarding any decision regarding Discipline Items is set out in Sections 4.2, 4.3 and 4.4 for those particular instances.
 - 4.7.2 Second Appeal – if a CZRC Member wishes to appeal any decision of the Discipline Committee regarding a Discipline Item following the completion of a Hearing, the CZRC Member must appeal via email to the Chairman of the CZRC Executive within 14 days of the decision, and the written appeal shall contain the reason(s) for the appeal.
 - 4.7.3 Third Appeal – higher levels of appeal within the Branch are possible. The Director of Discipline will provide counsel to the CZRC Member as appropriate in these instances on a case-by-case basis, in consultation with the CZRC Executive.
- 4.8 A generalized summary of the Procedure that the CZRC will follow regarding the administration of Discipline Items is summarized in Appendix C of this Policy.
- 4.9 Past Discipline:

The Director of Discipline will consider the previous two-year history of any CZRC member who is subject to a Discipline Item. Where, in the opinion of the Director of Discipline, the CZRC Member has a history of violations, the Director of Discipline may assess whatever supplemental discipline they may deem appropriate above the minimums set forth above.
- 5.0 Complaints**
 - 5.1 Any Complaint received by CZRC must first be screened and supported by the league or association from which it originates, and submitted to the Director of Complaints by the Local Minor Hockey Association before it will receive consideration by the CZRC Executive.
 - 5.2 The process for reviewing a Complaint is as follows:
 - 5.2.1 The Director of Complaints will collect relevant details of the Complaint and begin the investigation within 14 days of receiving the Complaint. This may include discussions with other CZRC Members, association representatives, coaches, players or spectators or supervisions as required.
 - 5.2.2 In reviewing a Complaint, the Director of Complaints will consider the following:
 - i) Statements of the Official
 - ii) Statements of other officials at the game
 - iii) Statements from the player, coach, person at the game
 - iv) Statements from other witnesses at the game

Having taken into consideration all the information provided, the Director of Complaints will make a determination based on whether it is more likely than not that a Complaint has merit.

5.2.3 The Director of Complaints shall make a recommendation for Discipline if required, which may include the following:

- i. Written reprimand
- ii. Warning
- iii. Fine
- iv. Suspension
- v. Supervision
- vi. Referral of the matter to the Discipline Committee; or
- vii. Hearing.

5.3 If required, the Director of Complaints will schedule a Hearing to deal with the Complaint. The complainant, the CZRC Member, and any required CZRC Members of the league, association, or CZRC must attend the Hearing at the request of the Director of Complaints.

5.4 Any decisions regarding Complaints shall be communicated via email to the CZRC Member(s) within 21 days of the decision, including copies of all relevant correspondence. Correspondence may be redacted to protect personal information as determined by the Director of Discipline.

5.5 Appeal of Decisions Regarding Complaints

5.5.1 First Appeal – a CZRC Member's first level of appeal on any decision regarding a Complaint or following a Hearing is to appeal via email to the Discipline Committee within 14 days of the decision, and the written appeal shall contain the reason(s) for the appeal.

5.5.2 Second Appeal – a CZRC Member's second level of appeal on any decision regarding a Complaint or following a Hearing is to appeal via email to the Chairman of CZRC within 14 days of the decision, and the written appeal shall contain the reason(s) for the appeal

5.5.3 Third Appeal - higher levels of appeal within the Branch are possible. The Director of Discipline will provide counsel to the CZRC Member as appropriate in these instances on a case-by-case basis, in consultation with the CZRC Executive.

5.6 A generalized summary of the Procedure that the CZRC will follow regarding the administration of Complaints is summarized in Appendix C of this Policy.

5.7 Past Complaints:

The Director of Complaints will consider the previous two-year history of any CZRC member who is subject to a Complaint. Where, in the opinion of the Director of Complaints, the CZRC Member has a history of complaints, the Director of Complaints may assess whatever supplemental discipline they may deem appropriate above the minimums set forth above.

6.0 **Grievances**

6.1 A Grievance may be submitted by any CZRC Member via email to the Director of Discipline.

6.2 The process for reviewing a Grievance will be as follows:

- 6.2.1 The Director of Discipline will collect relevant details from the CZRC Member of the Grievance and begin investigation within 14 days of receiving it. This may include supervisions if required.
- 6.2.2 The Director of Discipline will review the Grievance with the appropriate CZRC Executive member(s) as required to generate the proper dialogue and action with the objective of moving the Grievance towards resolution. This may include the following:
 - i. Written reprimand
 - ii. Warning
 - iii. Fine
 - iv. Suspension
 - v. Supervision
 - vi. Referral of the matter to the Discipline Committee; or
 - vii. Hearing.
- 6.2.3 If required, the Director of Discipline may refer the matter to a Hearing or to a CZRC Executive Meeting. The CZRC Member(s) and persons involved may be required to attend the Hearing or Executive Meeting to discuss the Grievance.
- 6.2.4 The Director of Discipline will provide a written summation of the steps taken to resolve the Grievance as well as any supplementary actions, including discipline, that may be taken to resolve the Grievance. This summation will be provided within 21 days of the decision.
- 6.2.5 Any decisions regarding Grievances that result from a Hearing or Executive Meeting shall be communicated via email to affected CZRC Member(s) within 21 days of the decision, including copies of all relevant correspondence. Correspondence may be redacted to protect personal information as determined by the Director of Discipline.
- 6.2.6 The CZRC Member(s) who are impacted by the resolution of the Grievance, will have 14 days to appeal the resolution that is assessed. Should a CZRC Member request an appeal, the CZRC Member must notify the CZRC Chairman via email within the 14 day appeal period, clearly stating the reason(s) for the appeal. An Appeal Hearing will be scheduled in accordance with Section 8 to deal with the appeal

6.3 Appeal of Decisions Regarding Grievances

- 6.3.1 First Appeal – a CZRC Member's first level of appeal on any decision regarding Grievances following a Hearing is to appeal in via email to the Chairman of the CZRC Executive within 14 days of the decision, and the written appeal shall contain the reason(s) for the appeal.
- 6.3.2 Second Appeal – higher levels of appeal within the Branch are possible. The Director of Discipline will provide counsel to the CZRC Member as appropriate in these instances on a case-by-case basis, in consultation with the CZRC Executive.

- 6.4 A generalized summary of the Procedure that the CZRC will follow regarding the administration of Grievances is summarized in Appendix C of this Policy.
- 6.5 **Past Grievances:**
The Director of Discipline will consider the previous two-year history of any CZRC member who is subject to a Grievance. Where, in the opinion of the Director of Discipline, the CZRC Member has a history of issues with other officials, the Director of Discipline may assess whatever supplemental discipline they may deem appropriate above the minimums set forth above.

7.0 Meetings of the Discipline Committee

- 7.1 The Discipline Committee will meet as required to administer the Discipline Portfolio, including the review of automatic fines (Sections 4.1.1 to 4.1.5 inclusive), any scheduled Hearings (Section 8.0), and any other matters as assigned by the CZRC Executive. The meetings shall be conducted at a location chosen by the Director of Discipline.
- 7.2 The Meeting Agenda shall be set by the Director of Discipline 3 days before the Meeting date. The CZRC Executive, any CZRC Member, or a representative of any league or association is permitted to request agenda items for review by the Discipline Committee by emailing with the Director of Discipline at least 3 days before the Meeting date. The Director of Discipline reserves the right to modify the agenda at any time without notice.
- 7.3 The Director of Discipline or their appointed designate will chair the Meetings of the Discipline Committee. One of the attending members of the Discipline Committee shall prepare a written record of Meeting Minutes.
- 7.4 Meeting quorum shall be at least 3 members of the Discipline Committee. Proxies will be accepted to stand for a Discipline Committee member provided they are of equal or higher Hockey Canada Level than the CZRC Member with whom they are substituting.
- 7.5 The Discipline Committee shall vote on matters regarding Discipline Items, Complaints, and Grievances to ratify decisions. Each member of the Discipline Committee present at the meeting, including the accepted Proxies, shall have one vote, including the Director of Discipline. In the event a of a tie, the Director of Discipline shall cast the deciding vote. Other person(s) present at the Meeting will not have a vote under any circumstances. The Discipline Committee reserves the right to conduct votes in private.
- 7.6 As appropriate, the Discipline Committee may invite any representatives of leagues / associations with which the CZRC associates. The Discipline Committee also reserves the right to exclude non-CZRC Members from any particular discussion as appropriate.

8.0 Hearings/Appeals of the Discipline Committee

- 8.1 As set out in this Policy, a Hearing may be required to deal with any Discipline Item, Complaint, Grievance, Appeal or other matter as assigned by the CZRC Executive.
- 8.2 A Hearing may take place during a regular meeting of the Discipline Committee, or also be held at a regular CZRC monthly General Meeting or such convenient time as determined by the Director of Discipline.
- 8.3 Once the Hearing date and time is set, attendance by the required CZRC Member(s) and any other required person(s) is mandatory. Any Hearing will take precedence over

- assigned hockey. The CZRC Member(s) involved will be required to turn back any hockey previously assigned which may conflict with the date and time of the meeting.
- 8.4 The Director of Discipline reserves the right to set the Hearing agenda, and reserves the right to modify the Hearing Agenda as necessary.
- 8.5 The Director of Discipline or his appointed designate shall chair the Hearing (the “Hearing Chairman”).
- 8.6 Meeting quorum shall be 3 members of the Discipline Committee (the “Hearing Committee”). For Hearings concerning an Appeal, quorum shall require the CZRC Chairman or their designate, the Director of Discipline or their designate and at least one other member of the CZRC Executive.
- 8.7 No electronic taping / recording of any kind will be permitted at the Hearings other than written hearing minutes.
- 8.8 The objective of the Hearing and/or Appeal will be to review all relevant facts of the Discipline Item, Grievance and/or Complaint and determine the appropriate discipline required. All persons in attendance wishing to speak on a matter will be given the opportunity to do so. The general procedure of the Hearing will be as follows:
- 8.8.1 the matter will be read by the Hearing Chairman, including all relevant facts known to date, the ruling being appealed and the outcome sought by the appellant;
 - 8.8.2 the CZRC Member/appellant will be provided an opportunity to provide perspective and dispute any facts provided;
 - 8.8.3 the complainant(s) will be given an opportunity to provide perspective and dispute any facts provided;
 - 8.8.4 members of the Hearing Committee will be provided the opportunity to ask questions or request clarifications.
 - 8.8.5 The Hearing Chairman may call a vote if required.
 - 8.8.6 The Hearing Chairman may limit any discussion as they deem appropriate.
- 8.9 The Hearing Committee reserves the right to invite any representatives of leagues or associations that may be involved in a Discipline Item, Complaint, Grievance or Appeal. Such representatives may include the Zone Director, a member of the “AA” Council, and/or a League Coordinator. The Discipline Committee also reserves the right to exclude non-CZRC Members from any particular discussion as appropriate.
- 8.10 The Hearing/Appeal Committee shall vote on matters regarding a Discipline Item, Complaint, Grievance or Appeal to ratify decisions. Each member of the Hearing Committee present at the meeting, including the accepted Proxies, shall have one vote, including the Director of Discipline. In the event of a tie, the Meeting Chairman shall cast the deciding vote. Other person(s) present at the Meeting will not have a vote under any circumstances. The Hearing/Appeal Committee reserves the right to conduct votes in private.

- 8.11 The Hearing Committee and any CZRC Member, league, or association representatives shall avoid Conflicts of Interest in the discussion of Hearing matters. A Conflict of Interest is any interest that an individual has that could be perceived as preventing an individual from acting in an impartial manner. If a Conflict of Interest exists, that person is obligated to state the conflict of interest and remove themselves from the Hearing. Such Conflicts of Interest will be recorded in the meeting minutes.
- 8.12 The Director of Discipline will confirm Hearing decisions via email to the CZRC Member(s) involved within 14 days of the decision, including all relevant documentation. The Hearing Committee reserves the right for to defer a decision longer than the required 14 days provided that they shall notify the CZRC Member(s) and include a reasonable explanation and expected timeline for any decision.
- 8.13 Appeal of Hearing Decisions
- 8.13.1 Appeal – Where an Appeal has been considered involving the CZRC Chairman, and the CZRC Member wishes to conduct a further Appeal, the Director of Discipline will provide counsel to the CZRC Member as appropriate in these instances on a case-by-case basis, in consultation with the CZRC Executive.

APPENDIX A
Hockey Canada's Shared Respect Initiative - Officials

(Hockey Canada Website: <http://www.hockeycanada.ca/en-ca/Hockey-Programs/Officiating/Essentials/Shared-Respect.aspx>)

Hockey Canada's "Shared Respect Initiative" asks you to consider your role in showing "Respect" for the game, and for the people who make this the great game it is. How much do you RESPECT the game of hockey and all its participants? Take this simple test to see how you rate. Check off the statements that apply to you.

- The safety of the participants in the game is more important than the final score.
- I value the contribution of the coach in developing the players talents, even though I may not always agree with their methods.
- I understand that officials do not make the hockey rules, they only apply them.
- I understand that children learn from adults, and my behaviour reflects what I want children to learn.
- I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
- I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
- I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
- I understand that the biggest reason for players and officials quitting the game is abuse.

(How did you rate? If you checked off 0-2 Step back and check your motives for being involved in the game; 3-4 on your way; 5-6 almost there; 7-8 outstanding)

When players, coaches, parents and officials recognize the value of each person's contribution to the game, the game is better for everyone.

When respect is shared, we all win!

APPENDIX B

The CZRC Official's Code of Ethics

(adapted from The Canadian Hockey Association's Website: http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Officiating/Downloads/hcop_officiating_manual_2014_e.pdf)

The Canadian Hockey Officiating Program "Official's Code of Ethics" provides guidance to registered Officials across Canada. The Canadian Hockey Association Branches and their members should expect from Canadian Hockey Officiating Program Officials the highest possible standards of personal integrity, competence, sound judgment and discretion. Developed by the former Canadian Hockey Referees' Committee, the Official's Code of Ethics is its public declaration of an Official's obligation to himself / herself, his/her peers, and the game.

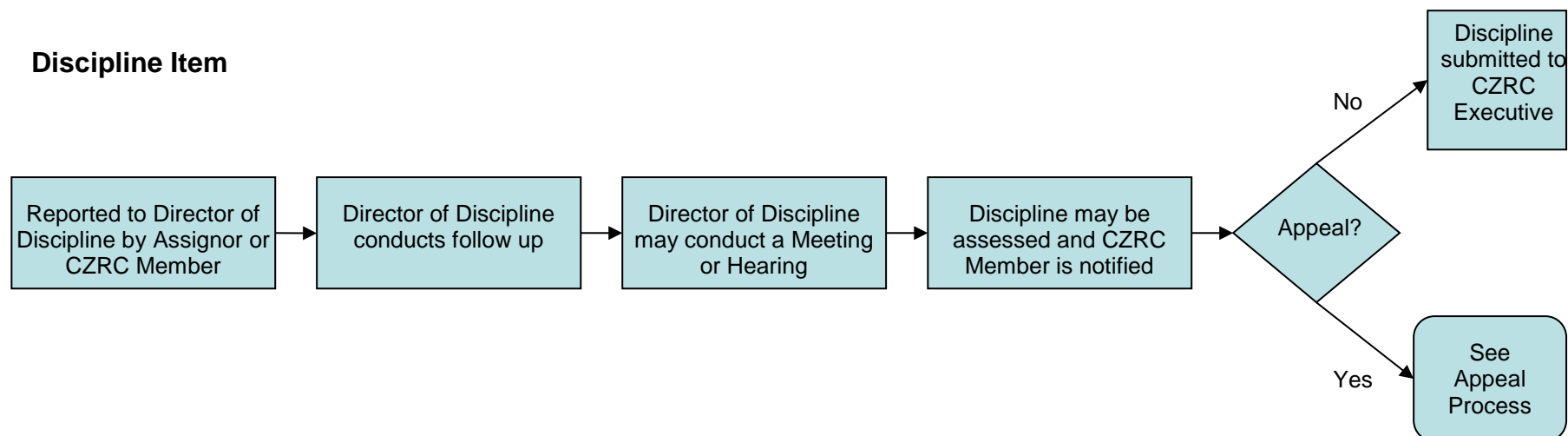
I will:

- Do the best job I can in each game, no matter what the category of hockey.
- Always show respect for my fellow Officials, the players, coaches, and fans.
- Treat all other participants and spectators of the game with respect at all times. Use of abusive language or gestures (reverse abuse) is completely unacceptable under any circumstances.
- Study and continue to improve my knowledge of the Canadian Hockey playing rules, and the Canadian Hockey Officiating Program policies and procedures.
- Represent myself and the rules of the game as fairly and as accurately as possible at all times.
- When required, I will promptly report all penalties involving potential disciplinary action to the appropriate authorities.
- Always be unquestionably impartial, keeping a professional and appropriate distance from the teams.
- Understand that the use of alcohol is not encouraged and is totally unacceptable on game days. The use of illicit drugs is against the law.
- Uphold the philosophy and right of all hockey participants to "Fair Play" and penalize accordingly all violent acts.
- Raise the standard of play in each game that I officiate.
- Be supportive of my fellow on-ice and off-ice Officials at all times, even when I am a spectator.
- Accept the fact that I will make mistakes, but I will not get frustrated or let this learning process affect my performance or my professionalism.
- Contribute to the continuing growth of the Canadian Hockey Officiating Program and its Officials within my Branch through support, encouragement, and positive attitude.
- Respect and accept constructive feedback from supervisors and the assignments I receive from my administrators.

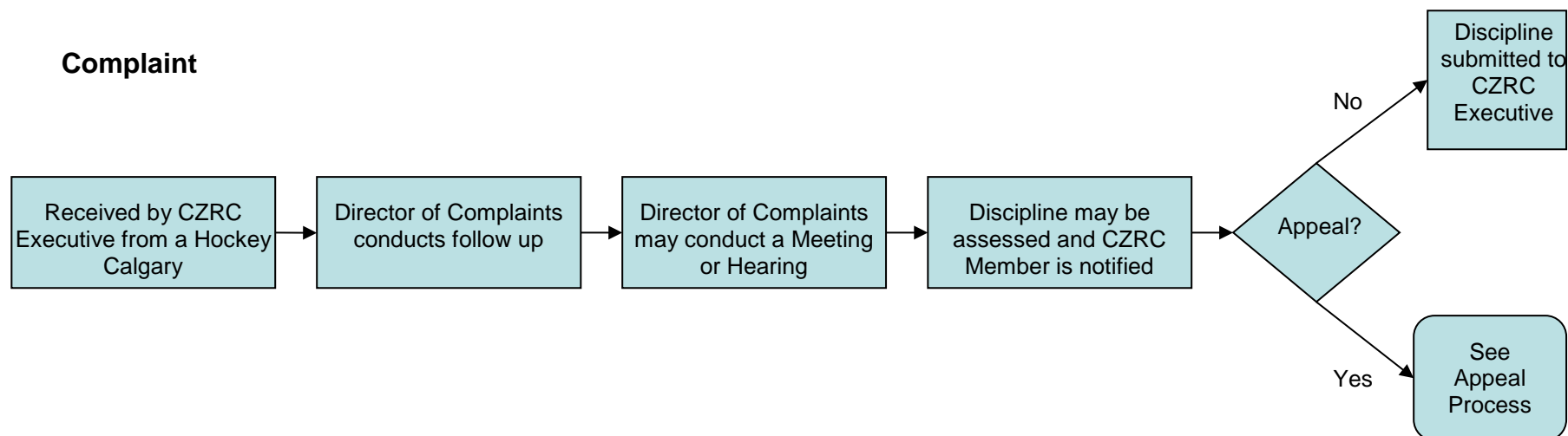
Registration with the CZRC in the Canadian Hockey Officiating Program carries the obligation that every CZRC Member will understand and will comply with the Official's Code of Ethics of the Canadian Hockey Association. Officials not complying with the Code of Ethics will be subject to disciplinary action that will be administered by the Director of Discipline for the CZRC on behalf of Hockey Alberta.

Appendix C
CZRC Procedure Summary for Discipline Items, Complaints, and Grievances

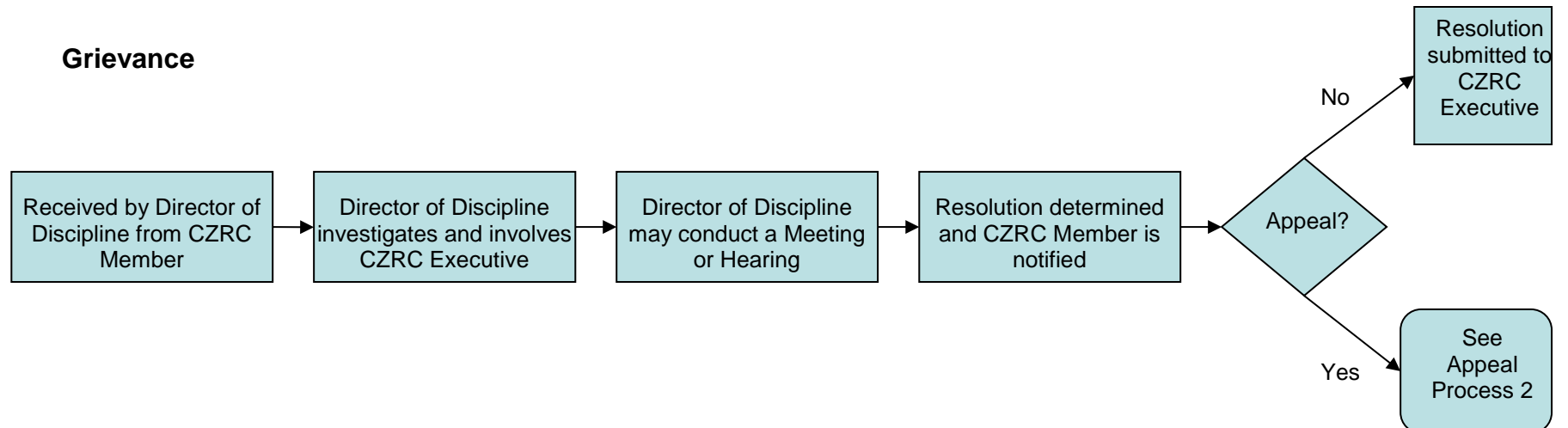
Discipline Item



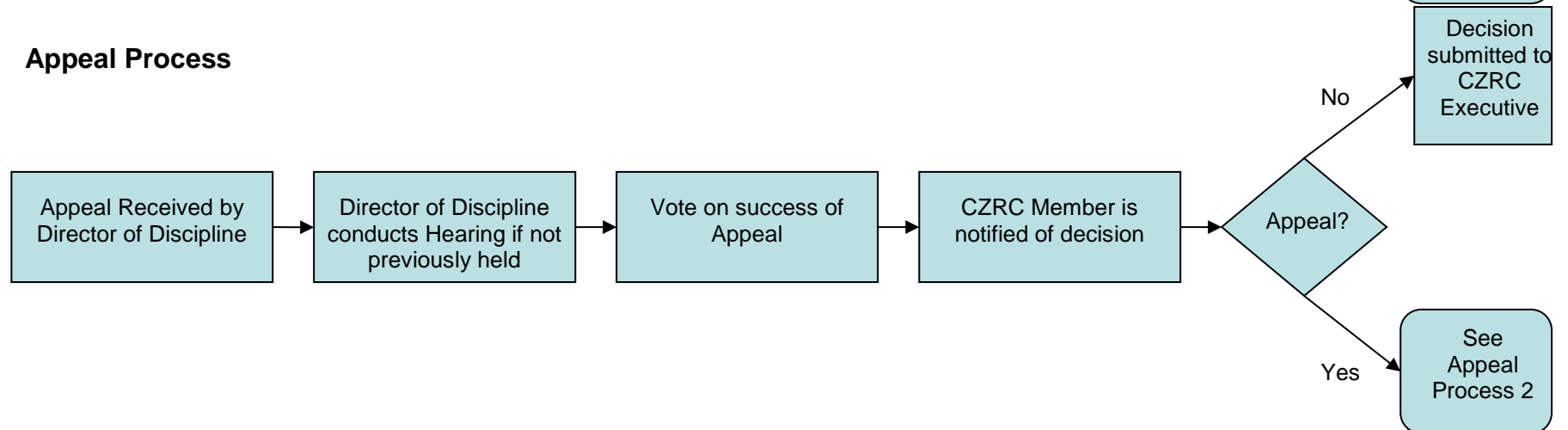
Complaint



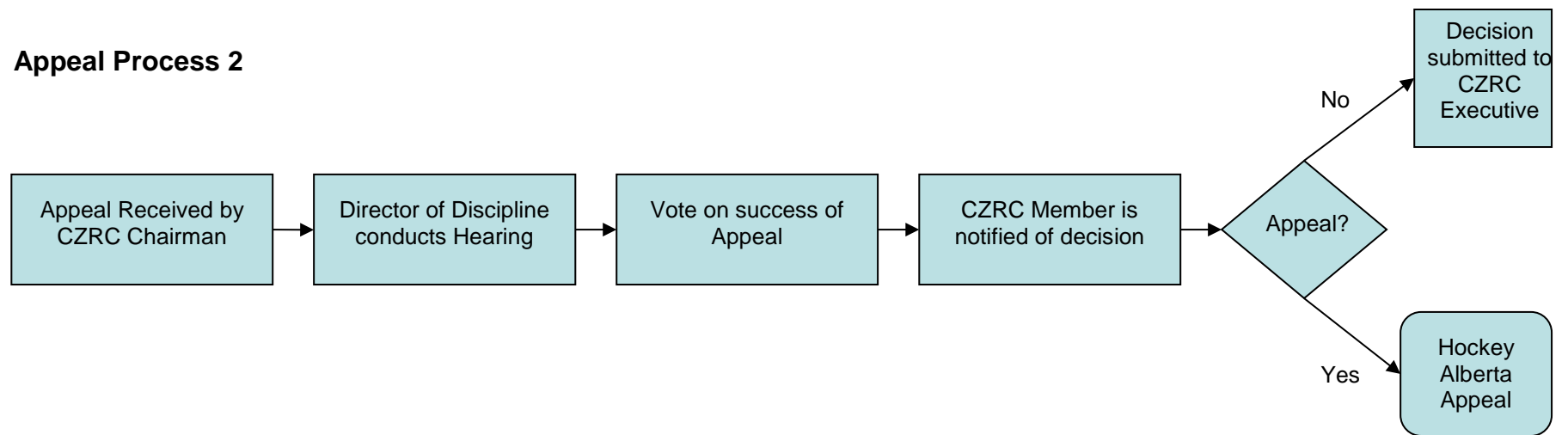
Grievance



Appeal Process



Appeal Process 2



**Appendix D
CZRC Fine Schedule**

Offense	Section Number	1st Offense		2nd Offense		3rd Offense
		B Program	A Program	B Program	A Program	A+B Program
No Show	4.1.1	Fine of lower of game fee or \$50.00	Higher of game fee or \$50.00 +/- or loss of top level hockey for 1 month	Possible suspension + fine of lower of \$100.00 or 2X game fee	Higher of game fee or \$50.00 + loss of top level hockey for 1 month	Immediate suspension for Minimum 1 month. Official may apply for reinstatement to Executive
Failure to Report No Show	4.1.2	Fine of \$10.00	Fine of \$10.00	Fine of \$25.00	Fine of \$25.00	Fine of \$25.00 plus Hearing
Late	4.1.3	Fine of lower of ½ game fee or \$25.00	Fine of higher of ½ game fee or \$25.00	Fine of Lower of game fee or \$50.00	Suspension from Top Level of Hockey for 1 month + Fine of higher of game fee or \$50.00	Hearing
Failure to Report Late	4.1.4	Fine of \$10.00	Fine of \$10.00	Fine of \$10.00	Fine of \$10.00	Fine of \$25.00 plus Hearing
Late Cancellation	4.1.5	Fine of Game Fee + re-assigning fee of \$15.00	Fine of Game Fee + re-assigning fee of \$15.00	Fine of Game Fee + re-assigning fee of \$15.00	Fine of Game Fee + re-assigning fee of \$15.00 + possible loss of top level of hockey for 1 month	Fine of Game Fee + re-assigning fee of \$15.00 + possible loss of CZRC assigned hockey + Hearing or Probationary Period
Reverse Abuse	4.1.6	Written notice or fine + possibility of suspension	Written notice or fine + possibility of suspension	Minimum \$50.00 fine and/or 21-day suspension + Hearing	Minimum \$50.00 fine and/or 21-day suspension + Hearing	Minimum \$50.00 fine + suspension for balance of season.
Improper Trade	4.1.7	Fine of Game fee for both officials	Fine of Game fee for both officials	Game fee for official + Hearing	Game fee for Official + Hearing	
Improper Appearance	4.1.8	Fine of \$25.00 per occurrence	Fine of \$25.00 per occurrence			

Offense	Section Number	1st Offense		2nd Offense		3rd Offense
		B Program	A Program	B Program	A Program	A+B Program
Failure to Wear CSA Approved Equipment	4.1.9	Fine of \$50.00 and/or 21-day suspension	Fine of \$50.00 and/or 21-day suspension			
Allowing Player to Play without CSA approved Equipment	4.1.10	Fine of \$50.00 and/or 21-day suspension	Fine of \$50.00 and/or 21-day suspension			
Non-Payment of Monies to CZRC	4.1.11	Suspension effective October 1 of following season until paid	Suspension effective October 1 of following season until paid			
Failure to Write Legibly on Game sheet	4.1.12	Fine of \$5.00 per occurrence	Fine of \$5.00 per occurrence			
Failure to Follow Official's Code of Ethics	4.1.13	Possible supplemental discipline and/or Hearing	Possible supplemental discipline and/or Hearing			
Incorrect Rule Write Ups	4.1.14	Fine of \$15.00	Fine of \$15.00	Fine of ½ Game Fee	Fine of ½ Game Fee	Fine of Full Game Fee
Social Media	4.1.15	Possible discipline and/or Hearing	Possible discipline and/or Hearing	Fine of \$50 and 1-month suspension. Official may apply for reinstatement	Fine of \$50 and 1-month suspension. Official may apply for reinstatement	
Past Discipline Issues	4.9	Supplemental Discipline	Supplemental Discipline			

Central Zone Referees Committee

Donations Policy

April 2015

Purpose: To clearly define under what circumstances the CZRC will make donations.

General Parameters: The preference is to make gift baskets or charitable donations rather than floral arrangements and donations should not exceed \$60.

Who are recipients:

1. An official, immediate family member, parents, siblings in the event of death. In addition, in the event of death officials who retired and had at least 10 years' service to CZRC should be considered.
2. An official or spouse/significant other in the event of a birth.
3. An official only in the event of injury (defined as being off work or in hospital).

Requirements:

1. Notwithstanding 1 above:
 - a. The official must be registered with CZRC.
 - b. For out-of-zone officials the request must be made by the Hockey Alberta Referees Committee Executive and must be a significant event. Upon receipt of the request from the Provincial Executive the CZRC Executive will consider and may make a recommendation to the General Membership. The maximum amount of the donation is \$100.
 - c. For out-of-zone officials where the request is made by the official's Zone Referee Executive, it must be a significant event. Upon receipt of the request from the other Zone Executive the CZRC Executive will consider and may make a recommendation to the General Membership. The maximum amount of the donation is \$50.

Other Donations/Awards (all subject to approval of the Zone Executive)

1. The Zone recognizes officials' contributions in the form of awards certificates and pins for 5, 10 and 20 year achievement.
2. Upon retirement of officials from actively refereeing for at least two years and who have demonstrated significant contributions to the zone Executive and who have a minimum of 20 years contribution to the Zone, those officials after their retirement will be presented a shadow box including a shadow box, jersey, bands, name bar, and whistle.
3. For retiring Hockey Alberta Referee Association Executive (RIC and Secretary-Treasurer) CZRC will match the donations of other zones.

4. Each year the Zone will make a donation not exceeding \$250 towards the Annual Provincial Referee Golf Tournament.
5. Every sixth year, the Zone will make a donation towards the Annual Provincial Referee Golf Tournament of \$1,000 (in addition to the annual payment of \$250).
6. In regard to the CZRC Annual Awards Banquet, the zone will contribute 100% the proceeds of the 50/50 monies collected at the General Meetings to the budget for the Banquet as well as 50% of the previous year's fine revenues. In addition, the zone will contribute \$1,000 annually to subsidize the Awards Banquet to be used at the discretion of the Social Committee by keeping costs low, prizes, etc.

CZRC Honoraria Compensation Guidelines

Outline

To assist the Honoraria committee in recognizing officials throughout the Central Zone, these guidelines have been put in place to enable the process to be effective, transparent, fair, and objective as possible. It is difficult to provide hard and fast rules for such a process as it is in its' nature highly subjective. Where situations present themselves that don't fall within the guidelines, the process relies on the collective intelligence and experience of the Honoraria committee to make the final decision and/or recommendation.

Definition and Award

Honoraria is defined as follows: To formally recognize an individuals, time, effort and expenses while volunteering and conducting business/activities as a part of or on the behalf of the Central Zone Referees' Committee (CZRC). This criteria applies to all Central Zone members elected or non-elected. The recognition comes in monetary form either through cheque or gift card that is publicly acknowledged at the April Annual General Meeting (AGM). Full details of all honoraria are captured within the honoraria report presented by the Honoraria committee at the AGM. The total funding available for honoraria is set by recommendation of the honoraria committee as passed by motion at the AGM. The report is presented in summary form only with details available upon request to the CZRC Chairman.

Scope

The Honoraria committee is to consider the following categories or jobs when recognizing individuals for their contributions to the Zone.

- Executive Committee
- Discipline Committee
- Honoraria Committee
- Development Committee
- Senior Committee
- Social Committee
- Reclassification Committee
- Elections Committee
- Zone Camp Committee
- Rural Development Coordinator
- Assigning Coordinator
- Clinic Coordinator
- Clinic Material Coordinator
- Shadow Program Coordinator

- Community Shadow Mentor - Lead
- League Liaison – Heritage Jr.B, SCAHL, Ranchlands, Chinook
- LMHA Liaison – Zone 9 (Hockey Calgary), Zone 6, Elite Council, HC Community
- Awards Coordinator
- Service Pins Coordinator
- Supervision A Coordinator
- Supervision B Coordinator
- Rankings Coordinator
- Match Penalty Coordinator
- Newsletter Editor
- Clothing Coordinator
- Goalline/Website Coordinator
- League Supervision Coordinator
- League Supervisor
- Rural RICs
- Provincial Tournament RICs (including Mac's Male/Female)
- Female Development Coordinator
- Registrar (if non-executive filled)
- Cheque Processing (non-exec assistant to Treasurer)
- Any other individuals as recommended for consideration by the Chairman

Benchmarks for Recognition

The table on the next page sets out the ranges for recognition based on a percentage basis of the budget in any given year. As job descriptions change this table should change the percentage allocation accordingly as recommended by the Honoraria Committee. The total budget does not have to be spent but it cannot be exceeded. The Low and High can be exceeded where the committee deems it appropriate. They are presented to act as a guide and establish some benchmarks.

Honoraria Table

Position	%Low	%High	# of positions available
Chairman	3.8	7.6	1*
Vice-Chairman	2.4	4.9	1*
Treasurer	3.2	6.5	1*
Secretary	1.6	3.2	1*
Director	7.6	15.1	7*
Past Chair	1.1	2.2	1*
SUBTOTAL - Executive positions	19.7	39.5	
Committee Chair (Senior, Discipline)	2.2	3.2	2**
Committee Chair (Zone Camp, Development)	1.4	2.4	2**
Committee Chair (Elections, Honoraria, Reclassification, Social)	0.8	3.2	4**
Committee Member	3.8	15.1	Max 24 (8x3)***
Assigning Coordinator	1.1	2.0	**
Clinic Coordinator	1.4	2.2	**
Clinic Material Coordinator	0.3	0.5	**
Shadow Coordinator	0.5	1.1	**
HC Community Shadow Mentor - Lead	2.2	4.3	16
League Liaison	0.5	1.6	4**
LMHA Liaison	1.6	3.2	4**
Awards Coordinator	0.15	0.4	**
Service Pins Coordinator	0.15	0.3	**
Supervision A Coordinator	0.7	1.4	**
Supervision B Coordinator	0.5	1.1	**
Match Penalty Coordinator	0.4	0.8	**
Rankings Coordinator	0.7	1.4	**
Newsletter Editor	0.15	0.4	**
Clothing Coordinator	0.3	0.5	**
Goalline / Website Coordinator	0.4	0.95	**
League Supervision Coordinator ****	4.3	10.8	16
League Supervisor	4.3	13.0	Max 32 (16x2)***
Rural Development Coordinator	1.1	1.9	1**
Rural RIC	2.2	8.7	16**
Provincial Tournament RIC	2.7	5.4	Max 7***
Female Development Coordinator	0.7	1.4	1**
Tournament & Zone Camp Supervisors	0.95	2.8	Max 14
Registrar	0	2.7	*****
Cheque Processing (mailout)	0	2.7	*****
Other at Chairman recommendation	—	—	
Subtotal Non-Executive positions	35.50%	95.45%	
Total Available as a % of the budgeted Honoraria	55.20%	134.95%	^doesn't include Registrar or Cheque process

* - Executive members – eligible for honoraria in all other positions.

** - Typically Executive Jobs as assigned by the Chairman

*** - any more than the maximum must be split amongst the total numbers (don't exceed High)

**** - these dollar amounts are to fall within the guidelines on the Supervision Spreadsheet calculation – Appendix A.

***** - assume 6 Provincials a year with 2 supervisors each plus zone camp – 2 supervisors.

***** - The job requirements are well defined, it is either done or it isn't to the set amount. Currently outside the Honoraria Budget.

Note 1: % high and low is a % of the total available per position divided by the budgeted honoraria. See Treasurer for details.

Note 2: Committee member amount is variable on the committee requirements. Feedback from Committee Chair is key to evaluating performance.

Executive Confidentiality Policy

Intent

The Central Zone Referees Committee ("CZRC") administers the business of officiating on behalf of officials in the Central Zone.

As part of administering the business of officiating, members of the CZRC Executive have access to certain information relating to ongoing business of CZRC. CZRC has determined that it is in the best interest of Central Zone to require members of the CZRC Executive to maintain confidentiality with respect to the affairs of Central Zone.

1.0 Policy

1.1 Election to the CZRC Executive

Beginning with the 2016/2017 hockey season, all elected members of the CZRC Executive will be required to sign a confidentiality agreement attached as Schedule "A". Signing of the confidentiality agreement will be considered a mandatory requirement of being elected to the CZRC Executive.

1.2 Failure to Sign Confidentiality Agreement

Prior to attending the first meeting of the CZRC Executive, each elected member must provide a signed copy of the confidentiality agreement. Where an elected member of CZRC Executive has not signed the confidentiality agreement by the October General Meeting, the Chairman of CZRC Executive shall notify the CZRC Membership and the elected member of the CZRC Executive will not be permitted to participate in further CZRC Executive meetings until the confidentiality agreement is signed.

1.3 Ongoing Requirements

Each newly elected member of the CZRC Executive is required to submit a signed confidentiality agreement to the Secretary who will keep a record of the agreement. An elected member of the CZRC Executive will only be required to resubmit a new confidentiality agreement if there is a break between elected terms.

SCHEDULE "A"

This Agreement is of the ____ day of _____ 20____

BETWEEN:

Central Zone Referees Committee,
a sub-committee of Hockey Alberta which is as society formed under the Laws of Alberta
(**"CZRC"**)

- and -

_____,
an individual having a residence at Calgary, Alberta
(the **"Director"**)

CONFIDENTIALITY AGREEMENT

WHEREAS CZRC is responsible for administrating the business of hockey officiating within the areas designated by Hockey Alberta;

AND WHEREAS the Director has been duly elected by the membership of the CZRC to assist in the administration of the business of officiating as part of the CZRC executive committee (the Chairman, Vice-Chairman, Secretary, Treasurer and all duly elected Directors collectively referred to as the "CZRC Executive").

AND WHEREAS the CZRC Executive in the course of executing their respective duties as directors will be provided, or will otherwise have access to, Confidential Information as herein defined;

AND WHEREAS CZRC is obligated to maintain the security and confidentiality of the Confidential Information under the *Personal Information Protection Act* S.A 2003, Chapter P-6.5, the *Personal Information and Electronic Documents Act*, SC 200 Chapter 5, and otherwise;

AND WHEREAS as a condition of the Director being permitted access to the Confidential Information, CZRC requires each Director to enter into this Confidentiality Agreement in order to regulate and control the access, use and dissemination of Confidential Information;

NOW THEREFORE, in consideration of the Director being provided access to the Confidential Information, and being able to fully participate as a member of the CZRC executive committee, the Director agrees with CZRC as follows.

1. RELATIONSHIP OF THE PARTIES

1.1 The Director acknowledges and that as a member of the CZRC Executive, that the Director is an agent of CZRC with the responsibilities, authorities, and obligations ascribed to the Director under the applicable By-Laws, or given to the Director in respect to any portfolio or project assigned to the Director by the CZRC Executive. The Director acknowledges and agrees that the Director shall have no power or authority to disclose or disseminate Confidential Information other than to the extent, and in the manner, authorized by this Confidentiality Agreement or otherwise authorized or approved by the CZRC Executive.

2. CONFIDENTIAL INFORMATION

2.1 “**Confidential Information**” means all information and data respecting CZRC and the members of CZRC, including without limitation:

- (a) all referee personal information; referee complaints, discipline issues or grievances; information regarding criminal records of members that may arise from appeals undertaken under the Hockey Alberta Criminal Record Check Policy; third party assessments or appraisals of members, profiles or assessments of the performance or capabilities of members; and remuneration paid or payable to members;
- (b) CZRC Executive internal communications; Hockey Calgary communications to and from CZRC; financial projections or discussions; business planning; negotiations or discussions with third parties; planning and forecasting; CZRC Executive meeting discussions; referee rankings; referee regular season, playoff and tournament assignments; CZRC administration including rural referee administration, online executive access through the Goalline tracking system, whether disclosed orally, in writing or electronically to the Director by CZRC hereunder.

"Confidential Information" shall not include information which

- (c) is known to the Director, without any obligation of confidentiality, prior to receipt from CZRC;
- (d) is already in the public domain, or is generally available to the CZRC membership, or becomes so other than by reason of the Director's fault or wrongful acts or omissions; or
- (e) is lawfully obtained by the Director from a third party without similar restrictions on the third party's right of disclosure.

2.2 The Director may disclose Confidential Information only to the extent directly required:

- (a) to execute his duties as a Director of any portfolio or project assigned to the Director by the CZRC Executive; or
- (b) by law or by order of a Court of competent jurisdiction;

In the event a Director receives a subpoena, Notice to Appear, Garnishment, Attachment, Court Order, a Notice or other legal process, that would require, or would reasonably be expected to require the Director to disclose Confidential Information, the Director will forthwith notify CZRC in order to permit CZRC an opportunity to contest such disclosure or potential disclosure.

2.3 The Director shall maintain the confidentiality of all Confidential Information disclosed or accessible to him and shall take all necessary precautions against unauthorised disclosure of the Confidential Information. The Director shall not directly or indirectly disclose, allow access to, transmit or transfer any Confidential Information to any third party without the prior written consent of CZRC. The Director shall not use or copy any Confidential Information except as may be reasonably required to execute his duties as a Director or any portfolio or project assigned to the Director by the CZRC Executive.

2.4 Upon the request of CZRC, and in any event upon the termination or expiration of the Term of the Director, the Director shall return to CZRC or destroy all CZRC records and materials in the possession and control of the Director whether in written or electronic form, including:

- (a) any correspondence or communications related to CZRC; and
- (b) all documents or records containing any Confidential Information

provided however that the Director may retain copies of documents or records personal to that Director that were received by the Director by reason of being a member of CZRC.

2.5 The Director acknowledges and agrees that any breach of the Director's obligations under this Agreement that results in, or may result in, the improper or unauthorized disclosure or dissemination of Confidential Information would cause irreparable damage to CZRC and its members, for which monetary damages would not be an adequate remedy. Accordingly, CZRC shall have the right to seek injunctive relief against any continuing or further breach of this Agreement by the Director without the necessity of proof of actual damages. The right to seek injunctive relief without necessity of proof of damage shall be in addition to any other right which CZRC may have under this Agreement or otherwise in law or equity.

2.6 The rights of the parties hereunder are cumulative and no exercise or enforcement of any right or remedy under this Agreement shall preclude the exercise or enforcement of any other right or remedy under this Agreement or which is otherwise available in law or equity.

3. TERM AND TERMINATION

3.1 The term of this Agreement shall commence on the Effective Date and, shall continue in full force and effect for so long as the Director has obligations to maintain the confidentiality of the Confidential Information under this Agreement. For the purposes of this Agreement, "**Effective Date**" means the date on which the Director commences being a Director of CZRC.

3.2 In the event the Director is in breach of any the provisions of this Agreement, the appointment/election of the Director as a member of the CZRC Executive may be terminated on written Notice to the Director. The termination of the Director must be approved by a majority of the other members of the CZRC Executive prior to a notice being given to the Director. The Director expressly agrees that the Director shall conclusively be deemed for all purposes to have resigned as a Director of CZRC effective upon receipt of a Notice terminating his appointment as a member of the CZRC Executive. The Director further acknowledges that he is not be entitled to compensation for any termination or expiry of his position as a director of CZRC, howsoever occasioned. After termination or expiry of his position as a director of CZRC, the Director shall not act, or purport to act as a director or agent of CZRC without express written consent of the CZRC Executive.

3.3 The Director expressly acknowledges and agrees that the Director's obligations under this Agreement shall continue in full force and effect while the Director remains a Director of CZRC as well as after the Director ceases to be a director of CZRC, howsoever occasioned, as follows:

- (a) With respect to Confidential Information as described in Clause 2.1(a) of this Agreement, the Director's obligations of confidentiality shall remain in full force and effect for a period of 2 years after the Director ceases to be a director of CZRC;

(b) With respect to Confidential other than as described in Clause 2.1(a) of this Agreement, the Director's obligations of confidentiality shall remain in full force and effect for a period of 2 years after the Director ceases to be a director of CZRC:

3.4 Notwithstanding Clause 3.3, the Director's obligations under this Agreement may be terminated by mutual written agreement of the parties.

4. GENERAL CONTRACTUAL TERMS

4.1 Any notice, demand, or other document (a "Notice") required or permitted to be given to a party under this Agreement shall be in writing and shall be sufficiently given if delivered personally, or if sent by prepaid registered mail or if transmitted by facsimile, electronic mail, or other form of recorded communication tested to the following addresses or such other address as either party may designate by written notice to the other party from time to time:

(a) CZRC: **c/o 281 Lakeside Greens Cres.
Chestermere, AB
T1X 1C3**

Email: treasurer@czrc.ab.ca

(b) Director: _____

Email: _____

Any Notice shall be deemed to have been given and received on the date on which it was delivered at that address and if mailed shall be deemed to have been given and received on the third Business Day next following the date on which it was mailed; provided, however, that, if at the time of mailing the Notice, normal postal service shall have been interrupted through strikes or other similar irregularities, then the Notice, waiver or other document shall be deemed to have been given and received on the third day following the resumption of normal mail service. Any notice transmitted by facsimile, electronic mail or other form of recorded communication shall be deemed given and received on the date of its transmission.

4.2 In this Agreement wherever the plural is used it all mean the singular, and vice versa, and the masculine shall mean the feminine or body corporate as the context may require.

4.3 This Agreement shall be governed by and construed in accordance with the Laws of the Province of Alberta.

4.3 This Agreement represents the full and complete understanding between the parties and supersedes all prior representations, contracts, and understandings, whether oral or written. This Agreement may not be amended or modified except by written agreement signed by both parties

4.4 The parties agree to comply strictly with the provisions of this Agreement. The parties expressly acknowledge and agree that in construing and applying this Agreement, the parties intend that it shall not be circumvented in any way, directly or indirectly, and the obligations and rights under this Agreement shall prevail over any other construction. If any term, provision, or covenant of this Agreement, or the application thereof to any person, place or circumstance, shall be held to be invalid, unenforceable or void,

the remainder of this Agreement and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.

4.5 No provision in this Agreement shall be deemed to be waived unless such waiver is in writing. Any waiver of a breach of a provision of this Agreement committed by the Director shall not extend to, nor affect in any manner, any other breach committed by the Director.

4.6 Each party agrees to execute any and all documents and other instruments, and to do all things that may be necessary or desirable to give effect to the provisions of this Agreement.

4.7 The parties acknowledge that they have each had the opportunity to obtain independent legal advice with respect to the terms and conditions of this Agreement.

4.8 This Agreement shall ensure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators and successors or assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date first shown above.

CENTRAL ZONE REFEREES COMMITTEE

PER: _____
Chairman

PER: _____
Vice-Chairman

Witness

[[DIRECTOR]]



Central Zone Referees' Committee Privacy Guidelines (Effective 2012/2013 Season)

1.0 Intent

This CZRC guideline describes our commitment in protecting the privacy of individuals' personal information of our members and community stakeholders. The objective is to promote responsible practices in the management of personal information. For the purposes of these guidelines, "personal information" is defined as information about an identifiable individual.

The CZRC Privacy Guidelines are supplemental to the Hockey Alberta Privacy Policy and to the extent there are any conflicts, the Hockey Alberta Privacy Policy will govern.

2.0 Principles

2.1 Accountability

CZRC is responsible for personal information under its control and has designated the Director of Discipline as Privacy Officer who is accountable for the Zone's compliance with the following principles.

2.2 Identifying Purposes for Collection of Personal Information:

The purposes for which personal information is collected will be identified at or before the time the information is collected.

2.3 Obtaining Consent for Collection, Use or Disclosure of Personal Information

The knowledge and consent of an individual are generally required for the collection, use or disclosure of personal information. Consent may be provided orally, in writing (including electronically) or may be expressed, implied or consented to by not opting out.

2.4 Limiting Collection of Personal Information

The collection of personal information will be limited to that which is necessary for the purposes identified by CZRC. CZRC shall collect personal information by fair and lawful means.

2.5 Limiting Use, Disclosure and Retention of Personal Information

CZRC will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information will only be retained as long as necessary for the fulfillment of those purposes and based upon operational/CZRC requirements.

2.6 Accuracy of Personal Information

CZRC will endeavor to ensure that personal information will be as accurate, complete and up-to-date as is necessary for the purposes for which it is to be used.

2.7 Security Safeguards

CZRC shall protect personal information by security safeguards appropriate to the sensitivity of the information.

2.8 Obtaining Access to Personal Information

Upon specific written request, CZRC will inform individuals of the existence, use and disclosure of personal information and shall give the individual access to view that information or will provide a copy within 30 business days, as long as the request is reasonable and exceptions do not exist that prevent access. A reasonable fee may be charged to the individual when responding to complex requests and the individual will be informed of the fee in advance. Individuals may request an amendment to personal information they believe to be inaccurate or incomplete. Such amendments may be granted depending on the appropriateness of the request.

Individuals can request information about or access their own personal information by providing a written request to the Director of Discipline.

2.9 Retention of Personal Information

CZRC will retain personal information for a period of three years from the date an official notifies CZRC that they will not be returning to officiate with CZRC.

2.10 Challenging Compliance

Compliance concerns can be directed in writing to the Director of Discipline.

3.0 Practices

3.1 Why is Personal Information Collected by CZRC?

- To manage, develop and retain information on a group of referees that supports the CZRC in its mandate to provide referee services to our zone. For example, we collect personal information about individuals to make assigning and referee development decisions, to measure and track performance, and to assess our ability to meet our zone objectives.
- We collect and record personal information to administer payment, and report information as required by Hockey Alberta.
- To develop, enhance and refine our services to our stakeholders and to manage CZRC's business operations.
- To meet legal and regulatory requirements. For example, CZRC may collect information in response to a court order or to satisfy government reporting requirements.

3.2 When is Personal Information Disclosed?

- We disclose information to our Treasurer in order to issue cheques.
- To administer the Discipline, Grievance and Match Penalty Policies, personal information may be used in order to get into contact with individuals as required.
- To administer Assigning, personal information may be disclosed in order to assign, re-assign, transfer, contact or follow up with referees.
- When required by law or as part of our obligations to Hockey Alberta, we may disclose personal information.

3.3 How is Personal Information Protected?

In order to protect personal information and an individual's right to privacy, CZRC:

- Will not collect, use or disclose personal information for any purposes other than those for which it was collected, except with the individual's consent or by order of court or regulatory body;
- Will protect personal information with appropriate security safeguards;
- Will protect the confidentiality of personal information when dealing with other individuals or other companies;
- Will strive to keep personal information as accurate and up-to-date as is necessary for the purposes identified above; and
- Will respond to any written requests individuals may make for access to personal information. In certain exceptional situations, CZRC may not be able to provide access to all the personal information that it holds about an individual. If access cannot be provided, CZRC will provide the reason for denying the access.

3.4 Consent

The registration of an individual to referee hockey in Central Zone and the payment of applicable fees for the ability to participate in refereeing in Central Zone for the subsequent year is viewed as implied consent for CZRC to collect, use and disclose personal information about the individual for the purposes identified.

Individuals have the right to withdraw or vary consent, at any time, subject to legal or contractual restrictions and reasonable notice. The right protects individuals from having their personal information collected unnecessarily or for an unreasonable purpose.

CZRC views the purposes identified in these guidelines as reasonable and necessary to manage our business and affairs effectively. Therefore, CZRC will continue to collect, use and disclose personal information to the extent that it is reasonable for meeting the purposes for which the information is collected.

4.0 Additional Information

If individuals have any questions or concerns about CZRC's privacy practices, they can follow the steps below:

- Review the CZRC Privacy Guidelines
- Referees may speak with a member of the CZRC Executive
- Contact CZRC's Privacy Officer, who will act as an ombudsman to review any formal concerns

- Individuals may choose to seek advice from the Office of Alberta's Information Privacy Commissioner. However, individuals are encouraged to initially follow the applicable steps outlined above.

Respecting an individual's privacy is important at CZRC. The CZRC Privacy Guidelines and supporting practices are designed to ensure that personal information will be protected.

CZRC 2017-2018 Ranking Schedule

Rank	Category	Program
1	CIS	A
2	ACAC	A
3	AJHL	A
4	Ranchlands	A
5	Junior B	A
6	AMHL	A
6F	CWHL & Female CIS	A
7	Midget AA, Edge MAA/AAA	A
8	AMMHL	A
9	Bantam AAA	A
9F	Female Midget AAA, ACAC, AJFHL	A
10	Bantam AA	A
11	Junior C	A/B
12	Midget 1	A/B
13	Midget 2+, SAWHA 1&3, Midget/Junior Rec	B
13F	Female Midget AA, Edge Female Midget AA	A/B
14	Bantam 1	A/B
14F	Female Bantam AA & AAA, Female Midget A & B	A
15	Bantam 2-3, Bantam Rec, SAWHA 4/Rec	B
16	PeeWee 1, SCAHL PeeWee AA	A/B
17	Bantam 4+, Female Bantam A & B	B
18	PeeWee 2-3, PeeWee Rec	B
19	PeeWee 4+, Female PeeWee A& B	B
20	Atom 1 - 4	B
21	Atom 5+, Female Atom	B
22	Novice 1 - 3	B
23	Novice 4+, Female Novice	B

Reassigning Policy

Hockey Alberta Central Zone Referee Committee
Re-Assigning Policy
(Revised September 2016; changes in bold)

All Central Zone Referees' Committee (CZRC) assigning will follow the re-assigning policy below:

1. All CZRC assigned games, without exception, will be managed on the CZRC Goalline system. There will be no trading or switching games without CZRC assignors being notified and the switch or trade being processed within the Goalline system.
2. All CZRC officials are required to set their availability and rink preferences in Goalline. By default, all officials are unavailable for games each day of a given month unless an official explicitly changes his or her availability. Available days, or days when an official is available for a game assignment, must be set by the 10th day of the previous month. For example, the deadline for Available Days for February is January 10th. Available days are declared by checking dates and times listed on the availability page in Goalline.
3. Officials are encouraged to continuously update their availability on Goalline as declined games and turn-backs will be reassigned through-out the month.
4. The CZRC will assign a referee and linesmen for Pee-Wee hockey levels 1 to 3. For Pee Wee levels 4 to 11+, the CZRC will assign only the referee while each community association will assign the linesmen. The community associations will be responsible for assigning all officials at the Novice and Atom levels.
5. Officials are notified of an assignment by an automated email generated from Goalline. In case of disputes, the date and time on the original email sent from Goalline will be considered the official timestamp.
6. Game Officials for games with the following rank, ~~9(f)~~, 11-20 (**excluding 14(f)**), have forty-eight (48) hours from the time the assignment has been emailed to either accept or decline assignment(s). No fees will be assessed for games declined within the initial 48-hour period. Game Officials for games with the following rank, 1-10 (**excluding including 9(f) and 14(f)**), will NOT be entitled to decline assignment (s). An automatic \$5.00 per game fee, up to a maximum of \$20 per month, will be assessed on a single set of declines. In cases where games have been assigned to officials who are already working games that day, or officials have extenuating circumstances, an email to the Director of Assigning is required and can result in the reversal of the fine.

~~7. A standard \$1.50 assignment fee will apply to all accepted games.~~

8. Additional fees will be assessed as follows:

- (a) A \$5 per game fee, up to a maximum of \$20 per month, will be assessed on games declined after 48 hours.
- (b) If an official fails to accept or decline an assignment within 96 hours (4 days) of the assignment, the game will be deemed declined and will be re-assigned.
- (c) A fee of \$5.00 per game, up to a maximum of \$10 per day, will be charged for all accepted assignments cancelled or turned back to the assignor up to 72 hours prior to the game unless reduced under paragraph (8.f)
- (d) A fee of \$10.00 per game, up to a maximum of \$20 per day, will be charged for all accepted assignments cancelled or turned back to the assignor within 72 hours of game time.
- (e) A fee of \$15.00 per game, up to a maximum of \$30 per day, will be charged for all accepted assignments cancelled or turned back to the assignor within 24 hours of game time.
- (f) Game Officials for games with the following rank, ~~9(f)~~, 11-20 (**excluding 14(f)**) with Re-assigning fees under paragraphs 8 c,d, and e may be reduced to **\$1.50 the standard assigning fee** per game if an official finds his or her own replacement. In all cases, the replacement referee or linesmen must hold the appropriate ranking for the level of hockey being re-assigned. The official requesting the change must contact the appropriate assignor by email and provide the name and contact information for the replacement official. The assignor will respond no later then 24 hours from the original request. The replacement official must set their availability and rink preferences in Goalline before the re-assignment can

occur. Officials must accept all games in Goalline before the re-assignment is complete. The original assignment stands until the replacement official accepts the assignment. The CZRC has the final approval on all re-assignments under this section.

- (g) The CZRC will cover all re-assigning fees for injuries occurred during the officiating of a CZRC assigned hockey game, funerals and family emergencies. All other situations may be approved by the Director of Assigning on a case by case situation. It is imperative that an official communicate with the assignor and/or director of assigning whenever situations arise that may prevent that official from completing their assignments.

RURAL OFFICIAL DEVELOPMENT POLICY

Scope

This policy has been developed to reflect the needs of rural officials and help ensure full integration into the Central Zone Development Program. The policy has been designed to complement the Senior Committee Development Policy (SCDP) that defines the requirements of officials working A Program hockey throughout the zone.

The over-arching goal of this policy is to develop all rural officials to their full capability and provide them with the opportunity to work in the highest leagues available throughout the Zone. This policy is intended to provide the rural officials and the Referee-in-Chief's (RICs) with a clear path to attaining those goals and transparency throughout the process.

Policy Governance

The Rural Official Development Policy (RODP) is complementary to and operates within the framework of the SCDP and the Central Zone development program. The SCDP identifies all leagues within the Central Zone that fall within its governance. The SCDP policy also identifies the processes to be applied to all officials working those leagues. The Director responsible for Rural Development, as nominated yearly by the CZRC Chairman, oversees the implementation of the RODP and ensures it is followed accordingly.

Leagues Governed by this Policy

The leagues governed by this policy are considered elite leagues and as such are targeted to foster the development of rural officials. The two leagues governed by this policy are the Heritage Junior B Hockey League (HJHL) and South Central Alberta League Midget AA (SCAHL-MAA). In addition to these two leagues, Alberta Minor Midget AAA Hockey League (AMMHL) and Alberta Major Bantam Hockey League (AMBHL) are recognized as feeder leagues and will be monitored to assist in the recruitment of officials for the HJHL and SCAHL. For elite female hockey, rural teams within the AMBFHL, AMMFHL, and AJFHL leagues also fall under this policy and will be monitored for the development of female officials.

Officials to Work Leagues

In order to meet the working needs of the Zone, local RICs are required to submit nominations for each league officially governed by this policy. The local RICs are responsible for the decision process that leads to the nominations. The local RIC will provide their nominations to the Central Zone Director responsible for Rural Development. As a guideline, local RICs may submit as many as three referees and six linesmen, in order of ranking, for consideration. The CZRC Director will then bring the nominations forward to the CZRC Rural RIC Meeting for discussion and ranking. This list will then be presented by the Director to the Senior Hockey Committee (SHC) for review, endorsement, and submission to the CZRC Executive. It is important to note that it is the RICs and their local associations are the key decision makers on the development of the list of officials for these leagues. The SHC performs the function of independent oversight as it is a group of officials who are not active on the ice but still very active in the zone. The RICs are often active on-ice officials in these leagues, so by having this additional review transparency and accountability within the process is maintained.

Centres that have teams participating in the leagues governed under this policy will be given the initial opportunity to fulfill the Zone's requirements for officials. If Zone requirements are not being met by these centres, officials from other rural centres will be considered to fulfill the needs of the Zone.

In support of the development process for the HJHL and SCAHL, local RIC's are required to provide a list of officials ranked to work AMMHL, AMBHL AMBFHL, AMMFHL, AJFHL by October 10 to the Director of Rural Development. This will allow for those officials to be identified and included in development/travel opportunities as they arise, or utilized as spares as necessary.

Deadlines for submitting HJHL and SCAHL-MAA nominations to the CZRC Director are as follows:

- August 10th - First Round of Promotions, Additions, or Deletions
- September 10th - Second Round
- October 10th - Third and Final Round. This also is the deadline for submitting a list of officials working AMBHL and AMMHL

The nominations should include the following:

- New officials who have moved from another zone or branch
- Retiring officials
- Upgrade or Promotion of officials who have progressed the previous season
- Downgrade or Removal of officials who have regressed in their on-ice skills or fail to meet the expectations of the RIC in terms of commitment and off-ice activity
- The Referee in Chiefs should be considering the following leagues: AMBFHL, AMMFHL, AJFHL, AMBHL, AMMHL, SCAHL-MAA, AMHL and HJHL.
- Specifically in regards to AMHL, it is important that the local RICs provide their feedback on their local officials so that they may be included in those leagues
- It should be noted that nominations must comply with all other Central Zone and Hockey Alberta policies as they relate to age and level. Exceptions will be considered on a case by case basis.

The communities that currently have teams include the following:

HJHL – Airdrie, Banff, Cochrane, High River, Okotoks

SCAHL MAA – Airdrie, Blackie, Cochrane, Okotoks, Strathmore

In order to properly staff the HJHL and SCAHL-MAA leagues, a minimum of two referees and four linesmen per team, to a maximum of three referees and five linesmen per team, is required. These requirements account for each team having an average of four home games per month, providing officials with an average of 3 games per month while accommodating for variations in the availability of officials over the course of a season. These numbers can be modified at the recommendation of the RICs, Senior Hockey Committee and approval of the Executive.

The names of all officials nominated for SCAHL-MAA and HJHL, as well as those working AMBHL and AMMHL will be shared with all local RICs at the October Rural RIC meeting. The names of all officials selected to work SCAHL-MAA and HJHL will be shared with all local RICs at the November Rural RIC meeting. It is expected that the lists will be kept confidential in the same manner that local ranking or league lists are handled.

Officials are expected to work their designated leagues as well as all levels of hockey assigned. As a part of this expectation, their availability on Goalline must be kept up to date as per the CZRC Assigning Policy.

Supervision

In order to identify the progress of officials and their development, a supervision program is critical to the success of the program. A lead supervisor will be established for each league and that individual will put together a team of supervisors so that as many games as possible are supervised. The directors responsible for Rural Development and Supervision A will work together to determine who the lead supervisors will be and will approve the members of the lead supervisors team. Local RICs should be submitting names of qualified and interested supervisors to the director by September 10th.

It should be noted that all officials within CZRC fall under the Supervision Guidelines as posted on the CZRC website and there are certain obligations to be met.

Development

Within Central Zone, hockey up to and including Junior A is considered developmental. CIS, ACAC, Senior AAA, and CWHL are not considered developmental. Please see the Senior Committee Policy and the Ranking Schedule for more details.

Development Officials, Operational Officials, and Movement of Officials

In order to provide adequate training for officials and to set in place the maximum time an official may work a league it is important to have policies and guidelines in place. Please see the Senior Committee Policy for all the details.

Opportunities for Elite Officials in the Rural Development Program

In order to attract, retain, and develop officials to the rural development program, the following opportunities are generally available every season:

- Alberta Cup Zone Camp - there are 18 spots available at this camp that takes place on the last weekend in March. All spots are open to eligible rural officials with the goal that at least 1/3 of the spots are filled by rural officials. Selection to the Alberta Cup in mid-April goes to the top 2 officials at the Zone Camp. The top 4 officials at Zone Camp are selected for Development Camp in July.
- To assist in progression from HJHL, one or more referee positions and two or more linesmen positions will be available annually in Midget AAA to rural officials. From MAAA officials will be promoted to AJHL and beyond.

- Playoff assignments will be made based on performance at the recommendation of the league supervision coordinators as per the Senior Committee Development Policy
- To progress from SCAHL-MAA to HJHL an official should have applied for and attended the Alberta Cup Zone Camp
- There are many travel opportunities throughout the Zone and Branch (Alberta) that are of equal opportunity to all rural officials. Those opportunities will be communicated in full to the RICs at the October RIC meeting. Annual opportunities include but aren't limited to the following: Mac's MAAA Male (Nov 15), Mac's MAAA Female (Nov 15), BAAA Tournament in St. Albert (Dec 15), Hockey Canada High School Challenge (MAAA) (Dec 1), Alberta Winter Games (Nov 1) - Male (Peewee) and Female (Bantam). Deadlines for application are in brackets above and criteria details will be communicated by the Director responsible for rural development but in general the official must be 18 years or older, working that level on a regular basis, be in good standing with CZRC and the local RIC.

Elite Female Officials

Female officials in general have unique development requirements and opportunities, especially as the female game continues to grow. Within the rural areas, opportunities to work elite female hockey are limited so it is important that opportunities are made available by the local RICs in the male program. Once a female official has been developed to the point where she is working BAA or BAAA male hockey, the local RIC should be submitting her name to the Director of Rural Development for inclusion in ABFHL, AMFHL, and AJFHL. The Director will then work with the Development Committee on including the nominated officials (the official and the RIC will be notified of the decision at the October and November RIC meetings). Those leagues operate primarily in Calgary and the official will be required to travel to the city twice a month in each league to work those levels. From those levels the official will be supervised and promoted to ACAC, CIS, or CWHL as the opportunities arise and their development dictates.

The timing, deadlines, expectations, and policies as outlined within the document in regards to nominations apply equally to female officials, as does the reporting back to the RICs throughout the year.

Travel

The travel guidelines are as follows:

- Games assigned outside the individual's home community will be approximately 1/3 of the total games that month
- Officials will travel as per the Hockey Alberta Referees' Council Travel Policy
- Travel to each rural centre once per year for each referee is the minimum target
- Travel will be coordinated to maximize exposure while minimizing expenses
- The smaller centres such as Chestermere, Rockyford, Claresholm, High River, Nanton, Crossfield, Beiseker, Blackie etc will generally operate as if they are a part of the nearest large centre and travel accordingly
- For playoffs, the above will not apply. Games will be assigned to the top officials based on league supervision coordinators recommendations per the SCDP.

Assigning

A CZRC assignor, as selected by the Director of Assigning, will be used for SCAHL MAA and HJHL and will be responsible to assign referees and linesmen for all games. The assignors' duties and remuneration will follow the CZRC Assigning Policy. The use of officials not on the list in emergency situations will be approved by the Chairman of the Senior Committee as per the Senior Committee Policy.

In addition, each official working on a regular basis (3+ games in a season) will pay a \$15.00 assigning fees to Central Zone that is in turn remitted in full to the assignor. Each community RIC will collect the fees in full from the officials in their community and remit the money to the CZRC treasurer by November 30th. The totals due will be tallied and invoiced by the Director responsible for Rural Development to each RIC by November 1st based on the list of names finalized on October 10th.

At the end of each season the Director responsible for Rural Development will provide all RICs a full and complete summary of the game assignments. This summary may be requested by the RICs at any point during the season as well. Full and open transparency is an overriding principle of this policy.

CENTRAL ZONE REFEREE COMMITTEE DEVELOPMENT GUIDELINES FOR SENIOR HOCKEY

Officials to Work Leagues

In order to meet the working needs of the Zone, and to ensure officials are able to work an appropriate number of hockey games per month, the required number of officials in each league has been established. The following sets out the target for the number of officials per league. These numbers can be changed at the recommendation of the Senior Hockey Committee and review of the Executive.

League	Referees	Linesmen
CIS Male (50% 4man)	6	8
Senior AAA (25% 4 man)	4	8
ACAC	3	6
Junior A (10% 4man)	9	18
Ranchlands Senior A	4	8
Junior B Heritage	12	25
Junior B CJHL	10	16
CWHL Female (100% 4man)	8	16
CIS Female	8	16
Midget AAA	9	18
Midget AA Calgary	16	24
MAA SCAHL	12	25
MA (MAAA 15)	12	24
Bantam AAA	7	14
Bantam AA	16	24

Officials are expected to work their designated leagues as well as all levels of hockey assigned. Officials will be allocated 3 to 4 leagues at these levels with the goal of working 8 to 12 games per month (3 per league). The above numbers are based on the number of teams in each league and the number of games they play in a season. As stated it has been determined that for an official to be at his or her best at any level of hockey seeing 2 to 4 games per month is ideal. Officials who don't work enough games may have their playoff assignments reduced accordingly.

Senior officials may be asked to work leagues lower than their assigned leagues on busy weekends and it is expected that they will assist when available. In addition the Senior

Committee will identify the next top 3 officials in the lower league that the assignor may call upon in the event of shortages, upon the approval of the Senior Committee Chairman.

Development

Hockey up to Junior A is considered developmental. CIS, ACAC, CWHL and Senior AAA are not considered developmental. These leagues represent the pinnacle of amateur hockey. The tracks are set out as follows (right hand is development and left hand is non-developmental):

	CIS ACAC Senior AAA CWHL	
Ranch – Senior A		Junior A
Junior B – Heritage and CJHL		Midget AAA
		Female CIS
		Midget AA
		Midget A
		Bantam AAA
		Bantam AA

Officials will progress on the development track, ultimately to a level where they can go no further, due either to achieving their maximum skill level or achieving CIS/ACAC/Senior AAA/CWHL status. Once the maximum level is achieved, the official would stay in the non-development track. As an official is progressing along the development track Junior B and Ranch will be used as development leagues. It is only when the official has deemed to "top out" will he no longer work the development leagues on a regular basis.

Specifically in regards to Ranchlands and Junior B the overall objective is to have half of the officials working the league as Developmental officials and the other half as Non-developmental or Senior officials who are very capable at that level and can provide mentorship to the developing officials. That mentorship will be provided by having the Senior officials assigned to games with Junior officials. It is important that both categories of officials have the opportunity to work these levels of hockey from a development and recognition perspective.

High potential officials that are identified during Zone Camp, Alberta Cup, or Development Camp may be moved through the categories in a way that may maximize their potential.

Development Officials and Operational Officials

In order to provide adequate training for officials and to set in place the maximum time an official may work a league, the guidelines are as follows:

Definitions:

Developmental – officials who are in their first or second year at their league.

Operational – officials who are in their highest league for their third year plus.

The framework for officials is set as:

Year 1 – Rookie season – development year, no guarantee to continue through the entire season. If ranked last the official may not work in the league the following season until it is deemed he or she is ready.

Year 2 – Sophomore season – still developmental, should rank in the top 75% of officials to remain.

Year 3+ – Operational – should place in the top 75% of officials to remain. If an official has been removed in their operational years, they will be moved to the non-developmental track. The Senior Hockey Committee has the duty to determine if an official could still be considered for future development. Where an official is in the bottom 25% of the league, the official may be removed from the league at the end of the season. Factors such as off-ice commitment, number of teams, retiring officials, will help form such decisions.

Movement of Officials

Officials will be moved up based on their league rankings from the end of the season (as provided by the league supervision coordinators). If one spot opens, then the top official from the lower league moves up. If more than one-position opens, then the appropriate number of officials based on rankings move up.

Officials will be moved out of leagues based on their rankings at the end of the season. For officials classed as operational, the lowest 25% of officials may be removed from the league and laterally moved to the non-development side of the track (unless the Senior Hockey Committee

deems the official to remain developmental). For officials solely in the non-development track who rank in the bottom 25% of officials, they may be removed from the league to allow for other senior or developmental officials to gain experience in those leagues.

As an official moves up, he or she will be removed from their lowest leagues in order to allow for development and opportunities at those lower levels, and to maintain the goal stated above of working 3 to 4 leagues and 8 to 12 games per month. No notice is required to any official who is removed from their lowest leagues.

In order to remove officials from leagues prior to the end of the season, the following applies. Where an official is supervised at minimum of two occasions, by two different supervisors, and is deemed to be not meeting the standard required, he or she will be removed from the league. The Senior Hockey Committee will determine whether the official is capable of further development or whether he is to be placed on the non-development track.

Where an official is in his second season, and is ranked in the lower 25% of the league, he or she may remain in the league, as long as he or she is ranked in the top 3 in his/her second league (lower league). In the case where two developmental officials are ranked in the lower 25% of their highest league, in order to remain in their highest level they must rank in the top 5 in their lower league. He or she also may remain in their league at the discretion of the Senior Committee, taking into account future development potential and whether there are other officials ready to move up.

Where officials are being removed from league mid-season, at a minimum a phone call must be held with the Senior Hockey Committee Chair. Where officials are removed at the end of the season or start of the following season at a minimum an email will be sent to the official but every effort will be made to notify the official with a phone call.

New Officials to the Zone

Where an official moves to Central Zone prior to the beginning of a season and has provided the appropriate transfer forms, he will be placed in the leagues he was working prior to transfer into Central Zone, if there is room available. Preference will be given to local officials where the official moving in and the local official are deemed to be of equal calibre. The official transferring into the zone will be placed in leagues no less than 1 level lower than what he or she was working on a regular basis. The new officials will be identified and supervised at the earliest possible opportunity and if required their leagues will be adjusted accordingly.

Where an official transfers into the Central Zone mid season, the Senior Hockey Committee is to determine the placement of the official for the balance of the year with a preference towards leagues where the assignors need additional help covering the hockey

CENTRAL ZONE

REFEREES' COMMITTEE

Mentorship Program Guideline

The Shadow (Mentorship) Program is a Hockey Canada program that was developed in early 2000. The program manual issued in 2002 is the foundation of the program that will be ran in the Central Zone, with some adaptations taken from the real-time experience to make this program efficient and effective. This program is one of the most effective and direct training tool available for first and second year officials and allows for instantaneous feedback for the officials during the course of the game. It also serves to provide a visible support for new officials who are nervous and inexperienced, calming the players, coaches, and fans who can see that the new officials are receiving much needed training.

The program is designed for first and second year officials that are working the 2 man system. We can still work with officials in the event that it is a 3-man system in the Novice levels; however, the mentor will work mainly with the linesman and only at their discretion. Should they see it best to be in the penalty box to offer tips during the intermissions that is the choice of the mentor. The following are the guidelines for the program:

- At the start of the game, the mentor chooses the less experienced ref to work with them on-ice first, and then moves on to the second official. The mentor can choose to work an entire period (or even game) with one official and then switch during the next period, or alternate as the game goes on.
- The third period is spent in the penalty box writing notes and watching their improvement.
- At the conclusion of the game, these notes are reviewed with the official as an informal supervision. We don't want to tear them down; rather build them up with positive reinforcement and encouragement.
- These notes are then submitted through Goalline as an official shadow supervision within 1 week after the game. The mentor also must complete the Referee Evaluation Sheet and submit to the lead mentor so they can track the improvements made by officials, and also see which officials require more support
- Shadows will wear a dark coloured track suit identifying them as a Mentor. They will also wear a helmet and half visor. No whistle is to be worn and no calls are to be made by the Mentor. They will allow the officials to make mistakes in order to coach them through those moments of indecision.
 - CZRC will supply a mentor track style jacket to all mentors, with the expectation that each individual complete 10 individual mentors to earn the jacket
- In the event of a highly controversial play or injury the mentor will actively support the on-ice officials as required.
- Every effort will be made to not slow the pace of the game, and to be "invisible" on the ice by not getting involved in the play
- At the conclusion of each game, always remind the kids about the Ask the Ref feature located on the CZRC website



CENTRAL ZONE

REFEREES' COMMITTEE

Mentor Program – What To Work On

The main goal for these officials is to build their confidence so that they *enjoy* reffing the game! The Mentor should have a constant state of presence with the official that they are working with. The idea is to be a bug in their ear, giving them a constant voice that steers them in the right direction. This is accomplished by shadowing the official on the ice and giving them verbal instructions on where to be, where to go, etc, while focusing on the following key points:

- Positioning in end zones
 - Teaching the basics of the cone: home base, ½ piston, at the net
- Puck drop procedures in each zone
 - Where to conduct the faceoff
 - Assisting players in younger categories in lining up at each faceoff location, communication of the faceoff location, etc. We are **not** looking to have the official be perfect at dropping the puck flat or to master the correct position in which they should be dropping the puck
- Back official's duties in neutral zone
 - Skating backwards and letting the play come to them
 - Reading and moving with the play
- Proper position on center-ice face-offs after goal is scored
- Good communication on the ice before, during, and after game.
 - Promoting their confidence
 - Introducing themselves at the beginning of the game to the coaches
- Whistle strengths
- Do not focus on having them do the line change procedure as a first or even second year official, rather have them focus on helping players learn where to go and how to line up therefore improving the pace of the game at younger levels
- Don't stress the penalty procedure; just help them to gain the confidence to call it!!





Central Zone Referees' Committee Supervision Policy



Central Zone Referees' Committee Supervision Policy

(as adopted at the February 2017 General Meeting)

These policies apply to officials who are working hockey throughout the Central Zone. The officials rank or level of hockey they work determines the level of participation that is expected and how their participation or lack of participation may affect their hockey. It is critical that all officials understand and recognize the importance of this program not only at the local level, but at a provincial and national level. Without active participation by all, the entire program suffers and on a personal level movement up in the program will be limited.

League Supervision Coordinators

In order to meet the needs of the Central Zone, certain leagues will have League Supervision Coordinators who will be responsible for coordinating the supervisors of a league and providing information regarding those supervisions and on-ice performance to the Senior Hockey Committee. The coordinators will be experienced officials who are familiar with the Hockey Canada Procedures Manual and Rulebook. They will also be experienced supervisors who have attended a provincial supervision seminar.

The Director of Supervisions will recruit the League Supervision Coordinators who will in turn recruit supervisors under the guidance of the Director in charge.

The following leagues will have League Supervision Coordinators:

CIS (male), CIS (female), ACAC, CWHL, AJHL, Heritage Jr.B, CJHL Jr.B, AMHL, AMFHL, SCAHL MAA, Calgary MAA, AMMHL, AMBHL, BAA, Midget 1, Bantam 1, and Pee wee 1.

League supervision coordinators are to provide written rankings to the Chairman of the Senior and Development Committees in late January, at the playoff ranking meeting. It is expected that the supervision coordinators will meet with their supervision team to determine their rankings and that they will attend the Senior Committee meeting to review and discuss their rankings with the committee.

"A" Program Supervisors

"A" program supervisors are encouraged to perform supervisions throughout the season including playoffs. The supervisors are encouraged to supervise as many different officials as possible and at the direction of the league supervision coordinators. As of the beginning of the 2015-16 season, all supervisions are required to be submitted online via goalline.

"A" program supervisors include the following officials. All officials with a referee rank of 12 (Midget B1) or higher, or a linesman rank of 10 (BAA) or higher. All of these officials working "A" program hockey must submit a minimum of 12 supervisions at any level. In addition, officials who are level 4, 4L, 5, or 6 must submit a minimum of 15 supervisions at any level.



Central Zone Referees' Committee Supervision Policy



"B" Program Supervisors

"B" Program supervisors include all officials over 18 years of age who officiate hockey in the B program. These supervisors are encouraged to supervise as many different officials as possible. As of the beginning of the 2015-16 season, all supervisions are required to be submitted online via Goalline. All of these supervisors are encouraged to complete 8 supervisions at the community level (Peewee and down).

Supervision requirements

In order to ensure that the Supervision Policies are effective and equitably applied the following requirements must be met.

- All supervisions must be submitted online by January 15th.
- Level 4, 4L, 5, and 6 supervisors must submit 15 supervisions by January 15th.
- All other A program supervisors must submit 12 supervisions by January 15th.
- All B program supervisors are recommended to submit 8 supervisions by January 15th.
- Supervisions completed after the previous season's deadline will count towards the current season's total.

If any official does not meet the above requirements they will be subject to the following repercussions.

- A program officials will lose of all playoff hockey for the current season.
- A program officials may see less success in being selected for high profile assignments and development programs in the following season.
- B program officials may see a reduction or complete loss of playoff assignments for the current season.
- B program officials may also see less success in moving up in ranking and/or selection for high profile assignments and development programs.
- Supervisions submitted after the previous season's deadline will count towards the current season's total.

In summary it is the expectation of Hockey Canada, Hockey Alberta, and your fellow officials that all officials take part in this important program. Giving back to young officials who come after is critical to improving those officials and helps ensure that the lessons learned by the experienced officials are not lost. The demands of these guidelines are not excessive and when you take part you will find the experience to be appreciated by those you are supervising and personally rewarding.

Senior Hockey Committee Terms of Reference

The Senior Hockey Committee will administer the Central Zone Referees' Committee (CZRC) Senior Development Guidelines, Supervision guidelines and any other policies of the zone as directed by the Executive for all categories of hockey ranked at the Bantam AA level and higher. A detailed list of the leagues can be referenced in the Senior Development Guidelines. The Senior Hockey Committee is a subcommittee of the CZRC and reports to the Executive through the Senior Committee Chairman.

The committee's duties are as follows:

- Ensure the zone's policies and guidelines as they apply to the committee are implemented and followed.
- Recommend improvements to the Zone Executive to any policy or guideline for review and approval by the general membership.
- Compile the league supervision reports from the League Supervision Coordinators and advise the Executive of the rankings for officials under their review as requested.
- Review the recommendations of the League Supervision Coordinators for promotion, demotion, or lateral movement of officials in accordance with the Senior Development Guidelines. This committee would then apply the recommendations, taking into consideration overall zone development and policies. For any downward movement a phone call between the Chair of the Committee and the official may be held, however, at a minimum an email will be issued. An appeal of any decision of the committee may be made by the official to the Executive by addressing an email to the Chairman, clearly stating the reasons for the appeal. The matter will be dealt with at the next scheduled Executive meeting or sooner at the call of the Chairman. In essence the appeal process will follow the procedures laid out in the Discipline Policy.
- Committee members will be active supervisors completing 20 or more supervisions every year.
- Report monthly on its' activities at the Executive meetings through the Chairman of the committee.

Membership of the Committee should include the following:

- At least five and not more than seven members of the zone who are not on the development track and are familiar with all the levels of hockey being administered by the committee. Of the members, no more than three will be from the Executive, including the Zone Chairman. At no time should the membership of the committee be made up of a majority of Executive members.
- The Zone Chairman or his designate will be the Chair of the Senior Committee.
- Executive members will be appointed by the Zone Chairman at the May Planning meetings of the Executive.
- Members from the General Membership will be appointed by the Chairman of the committee prior to the August Executive meeting where they will be presented to the Executive for review.
- As a minimum target, two of the committee members will reside in the rural area of the zone.
- The Director responsible for Rural Development will either be a member or observer on the committee, in accordance with the guidelines laid out above.

Honoraria Committee Terms of Reference

The Central Zone Referees' Committee (CZRC) has established an Honoraria committee in accordance with the Rules and Regulations of the Hockey Alberta Referees' Council and in accordance with the Hockey Alberta Bylaws and Regulation Handbook. This committee's primary function is to determine annual compensation to the CZRC Executive members and to volunteers from the General Membership for their off-ice efforts during the given hockey season. It must be noted that honoraria is a privilege and not a right. It is intended to provide a thank you to those who volunteer and to help offset expenses they incur and time spent while performing their duties.

The committee's duties are as follows:

- Ensure that all CZRC policies and guidelines as they apply to the committee are implemented and followed.
- Specifically utilize the Honoraria Compensation Guidelines document when determining compensation for eligible members.
- The committee will be provided with the following information (by March 22) to help the committee apply the compensation guidelines.
 - Up to date Job Descriptions
 - Meeting attendance and report submission timing
 - Executive Feedback Forms from all Executive Members
 - League Supervision Coordinator feedback on their supervision team
 - Supervision A and B coordinators feedback on the League Supervision Coordinators
 - Rural Development Coordinator feedback on the Rural RICs
 - CZRC Chairman feedback on the Provincial and Tournament RICs
 - Committee Chairman feedback on their Committee members
 - Shadow Program coordinator feedback on the Lead Shadow Mentors
 - CZRC Chairman feedback on any items he/she deems relevant to the committee
- The committee is to provide a summary report to the membership at the April AGM for approval by the membership. The summary report will be attached to the minutes by the Secretary. The summary report must consist of the following:
 - Recommendations for an honoraria budget for the following season
 - Recommendations for any changes to the Honoraria Compensation Guidelines
 - Total amount spent on honoraria
 - Rationale for the total spend amount without using specific names
 - Details to recognize specific individuals who have excelled in their work or made a significant contribution to the zone
 - No specific dollar amounts are to be identified regarding any individual
- The committee is to provide a detailed report to the Treasurer that outlines the amount of honoraria for each individual.
- The committee is to keep detailed annual records that include their minutes and annual reports so that they may be utilized to assist in determining future performance.

The committee structure is as follows:

- The Chairman of the committee will be the Past Chairman. If the Past Chairman is not available, the CZRC Chairman will select a committee Chair in place of the Past Chairman.
- At least 2 and not more than 4 members of CZRC will be recruited to sit on the committee. Members will be selected by the committee Chairman and must be active, registered members of CZRC and in good standing. The committee Chairman should solicit a broad range of members to sit on the committee. The committee makeup will be submitted to the Executive by October 15th for review by the Executive.
- Executive members will not be members of the committee.
- The committee is expected to meet a minimum of twice a year in the months of March and April.