

1. Purpose

The purpose of this Policy is to describe the requirements for Ringette Manitoba's officials and potential officials with information about the National Officials Certification Program.

2. Officials Certification Process

2.1 Certification Clinics

It is recommended that a person taking an NOCP clinic be a minimum of 15 years of age. The structure for clinics will be as per the Ringette Canada guidelines and policies.

2.2 Maintenance

On-Ice Officials at all levels must be evaluated every season. Officials that do not receive an evaluation each season will lose a number rank for each season they do not comply.

2.3 Minor Officials Clinics

- a) All sanctioned games are required to use certified minor officials that are qualified for the level of game being scheduled.
- b) It is recommended that a person taking a minor officials clinic be 14 years old.

2.4 Shot Clock Operator Clinic

The goal of the Shot Clock Operator Clinic is to promote consistency in shot clocking of games.

- a) Clinics will be held as Local Associations request them. Clinic must be scheduled during an existing game. If a game is scheduled specifically for the clinic, the cost of the ice and officials will be the responsibility of the Local Association.
- b) All sanctioned games are required to use certified shot clock operators that are qualified for the level of game being scheduled.
- c) It is recommended that a person taking a Shot Clock Clinic be a minimum of 16 years old.

3. Tournament Program

The tournament program will be managed by the Officiating Committee. Supervisors will be selected and assigned to tournaments willing to participate. The supervisor must be an evaluator at a qualified level for the tournament and will be responsible for:

- a) Assigning all officials for all games.
- b) Ensuring that all officials on all games receive feedback.
- c) Assigning additional evaluators as required (Must be pre-approved for financial reasons).
- d) Shadow junior evaluators to provide advice and coaching.
- e) Participate in any disciplinary hearings that may occur during the tournament.
- f) Ensure that all participants receive an evaluation.

For assigning priority should be given to the officials from the Local Association hosting the tournament and high potential officials. Additionally, the supervisor will be expected to follow Assignment guidelines and minimize mileage costs to the hosting association.

The supervisor will be paid \$25 for each evening schedule, \$50 for a partial (8 hour) schedule and \$75 for each full day schedule during the tournament. Additionally, the supervisor will be paid for any evaluations or mentorship completed during tournament(s).

4. Disciplinary Committee

The Disciplinary Committee will take disciplinary action in all games that are the direct responsibility of Ringette Manitoba and not any other league. This may include Tournaments, Provincial Championships and exhibition games.

4.1 The Disciplinary Committee shall consist of the following members:

- a) Officiating Committee Chair (or designate) – Chair
- b) One other Ringette Manitoba Board Member
- c) One other Ringette Manitoba Board Member

4.2 The Committee shall consider the following:

- a) Previous disciplinary action.
- b) Probationary period (current)
- c) Consideration of league schedules
- d) Whether the infraction is due to a reckless act or a true intention to injure.

Depending on the severity of an infraction, an offender may be suspended from further participation in Ringette, i.e. coaching, officiating or instructing.

4.3 Disciplinary Process

In the event that a coach or player is suspended the following shall occur,.

- a) The game sheet must be received in the Ringette Manitoba office within 24 hours.
- b) The chair of the disciplinary committee shall call a suspension meeting.
- c) The offender will be notified of the date of the meeting.
- d) The offender, coach, parent(s), and referee may be invited to make presentation to the committee.
- e) The offender will be advised in writing, of the penalty associated with the infraction.
- f) Should the offender participate in a league, the league shall be notified in writing, of the infraction.
- g) The penalty shall be served in league and tournament games.

4.4 Time Limits

- a) Match Penalty assessments or written comments on a game sheet by a referee during any games deemed the responsibility of Ringette Manitoba (Provincials Tournament, Exhibition), must be reported to Ringette Manitoba within 24 hours of the first working day.

- b) A Match Penalty hearing must be held within seven (7) working days. Any player or team official receiving a match penalty will receive an automatic one (1) game suspension, return and receive further disciplinary action. If said offender receives another match penalty before appearing at the Disciplinary Hearing they will automatically forfeit the right to participate until the hearing.
- c) A suspended player/team staff will be invited to attend the hearing and will be allowed to put forth whatever facts or evidence they so desire. If they are unable to attend, the hearing will be held without their presence.

4.5 Suspension

- a) The following guidelines apply to all play directly under the jurisdiction of Ringette Canada (National and Inter-Provincial tournaments). Ringette Manitoba may use the following criteria as guidelines for consideration in dealing with suspensions.
- b) Any player or team staff who has been levied a suspension at an out of Province competition, will be required to serve any remaining games when they return.
- c) Players/Team Staff receiving suspension during league play or playoffs shall have the suspension carried over to sanctioned tournament or provincial competitions.
- d) Leagues to inform Ringette Manitoba prior to Provincials, the names of any player(s) under suspension. Suspensions to be served during Provincials.
- e) If a player/team staff receives a suspension that cannot be entirely fulfilled within the playing season in which it is was assessed will have their suspension carried over to the next season.
- f) Suspensions will be served in either league and/or tournament games or a combination of both. Defaulted games do not count in the serving of suspensions. Defaulted games refer to games not played due to insufficient players, no show by official, no show by opposing team, inclement weather, etc.
- g) Exhibition games do not count as part of a suspension. However, a player/team staff under suspension may participate in an exhibition game.
- h) Ringette Manitoba must receive game sheets from tournaments that have players or team staff under suspension, verifying that the suspended player/team staff did not participate while under suspension. The coach of the suspended players is responsible to submit the game sheets to Ringette Manitoba within 24 hours of completion of tournament.
- i) Any player eligible to represent Manitoba at Manitoba Games, Westerns Canadian Ringette Championships, Canadian Ringette Championships, Canada Winter Games who was/is under suspension during the current season are not automatically eligible to compete. The player may be required to appear in front of a Ringette Manitoba review panel to determine their eligibility.

Suggested Guidelines – Player/Team Staff assessed a MATCH penalty for:		
Action	Reckless Act	Suspension
Hair Pulling	1	3
Face Masking	1	3
Head Butting	1	3
Spearing	2	4
Butt Ending	2	4
Stick Swinging	2	4
Kicking	2	4
Deliberate Attempt to Injure (action not specified above)	2	4
<u>Fighting</u>		
Instigating		4
Participating (including those in addition to original two participants)		2

<u>Abuse of an Official</u>		
Excessive Verbal		3 games minimum
Physical	Minimal (e.g. touch/brush)	4 months
	Moderate (e.g. push)	1 Calendar Year
	Excessive (Punch/Attempt to punch/push causing fall)	Lifetime Suspension

- j) Suggested suspension guidelines are in addition to minimums required by Ringette Canada's Official Rules.
- k) Delivered suspensions that fall within the guidelines set above cannot be appealed.
- l) 2019/2020 rule change 18/1/f – commits a boarding, body contact, charging, cross checking or elbowing infraction with initial contact from behind which propels their opponent directly into the boards, goal post or cross bar in such a way that the player is unable to protect or defend themselves by raising their arms or hands or adjusting body position to brace for impact. The only penalty consequence recommended by Ringette Canada should apply. (ejection from the game, or suspension from the next game if the penalty is reported after the final clock expires). No hearing and additional suspensions should be considered.

5. Guideline for Payment of On and Off Ice Officials

5.1 Mileage and Rate of Pay

- a) Mileage will be calculated as stated in Ringette Manitoba Financial Policy.
- b) Starting wage for timekeepers will be equivalent to one hour of minimum wage.

6. Evaluations and Mentorship

6.1 Evaluation of On-Ice Officials

- a) Ringette Manitoba will endeavor to ensure that all existing and new on-ice officials receive one evaluation each season to ensure that all officials maintain their certified levels.

6.2 Mentorship of On-Ice Officials

- a) All new on-ice officials will have the opportunity to participate in an officials mentorship program consisting of but not limited to two (2) off ice and one (1) on ice game. Instruction and feedback will be given before, during and after each game.
- b) Assigned mentorship will be provided to all new officials for their first two seasons. Mentors will be assigned by the Officials Committee.

6.3 Evaluation of Shot Clock Operators

- a) Ringette Manitoba will endeavor to ensure that all existing and new shot clock operators receive one evaluation each season to continue development of our shot clock operating resources and develop consistency among games.

6.4 Payment of Evaluators and Mentors

- a) Mileage will be calculated as per RMB Financial Policy.
- b) Evaluators shall be paid on the rank of the evaluated official prior to the evaluation

Officials Pre Game Rank	Pay Rate
1N-1A	\$15.00
2N-3A	\$20.00
4C-5	\$25.00
Shot Clock	\$15.00
Mentor	\$15.00

7. Selection

The following guidelines are in place for assignment and selection of officials. If, due to resource constraints, it is not possible to meet the minimum requirement the supervisor of the event in question may assign an official who does not meet the minimum requirement. Preference in such a selection should go to an official most closely ranked to the minimum requirements. Ex. In a case where a Level 3 on ice official is the minimum requirement, preference should go to a 2A before a 2B official. 2B would be acceptable if it is not possible to source a 2A.

7.1 Regular Season & Tournament Assignments

Age Group	Primary Official	Secondary Official	Shot Clock Operator	Timekeeper
Open Elite	3A	3	4	5+
U19 AA	4	3B	4	5+
U16 AA	4	3B	4	5+
U14 AA	3A	3C	3	5+.
Open 1	3	2	3	3-4
U19 A	3	2	3	3-4
U16 A	3	2	3	3-4
Open 2	2A	1B	2	1-2
U19 B	2	1B	2	1-2
U16 B	2	1B	2	1-2
Open 3	1A	1B	2	1-2
U14 A	2C	1C	2	1-2
U12 A	2C	1C	1	1-2
U14 B	1C	1N	1	1-2
U12 B	1C	1N	N/A	1-2
U14 C	1C	1N	1	1-2
U12 C	1C	1N	N/A	1-2
U10	1C	1N	N/A	1-2

7.2 Provincials Selection

The officials committee will determine the number of officials required for each provincial. Based on this number, the top ranked officials meeting the minimum requirements below will be selected to fill available spots. Ranking determined by the officiating committees

- a) On-Ice officials under consideration must have filled a minimum of 20 on-ice assignments by Dec 31 annually. Shot Clock Operators must have filled a minimum of 10 assignments by Dec 31 annually.
- b) First year officials should not be considered for selection for Provincials.
- c) Officials who have already attended provincials (at the designated level) 3 times will be bumped to the bottom of the ranking and reordered in ascending order based on the number of times they have attended. For officials selected to attend WCRC's this stipulation will not be in place for WCRC equivalent provincials.
- d) Any official selected for CRC or WCRC must be invited to applicable provincials, regardless of their standing (other selection criteria).

- e) A supervisor will be selected for each provincial. The supervisor will be responsible for feedback and evaluations as well as doing the assigning. The assignment schedule must be approved by the officiating committee once assigning is complete.
- f) Officials may be selected for more than one provincial in the case of limited resources and to help with the development of other officials as well as their own.
- g) Supervisors will be selected from the following pools
 - i. AA – Provincial Evaluator
 - ii. U16/U19 A & B – Regional Evaluator
 - iii. Everything Else – Community Evaluator
- h) Provincials Selection

Age Group	Primary Official	Secondary Official	SCO	Timekeeper
Open Elite	3A	3B w/ min 1 rec. for 3A	3 w/ min 3 rec. for 4	5+
U19 AA	4B	3 w/min 1 rec. for 4	3 w/ min 3 rec. for 4	5+
U16 AA	4B	3 w/min 1 rec. for 4	3 w/ min 3 rec. for 4	5+
U14 AA	4C	3 w/min 1 rec. for 4	2 w/min 2 rec. for 3	5+
U19 A	3B	2B w/min 1 rec. for 3B	2 w/min 2 rec. for 3	3-4
U16 A	3B	2B w/min 1 rec. for 3B	2 w/min 2 rec. for 3	3-4
U19 B	2B	1 w/min 1 rec. for 2B	1 w/min 1 rec. for 2	1-2
U16 B	2B	1 w/min 1 rec. for 2B	1 w/min 1 rec. for 2	1-2
U14 A	3C	2C w/min 1 rec. for 3C	1 w/min 1 rec. for 2	1-2
U12 A	2C	1 w/min 1 rec. for 2C	1	1-2
U14 B	2C	1 w/min 1 rec. for 2C	1	1-2
U14 C	1C	1C	1	1-2

7.3 Manitoba Winter Games Selection

Manitoba Winter Games selection will vary depending on the age group selected for the games. Selection will align with Provincials selection for the designated age group.

7.4 Western Canadian Ringette Championships Selection

- a) Officials must meet WCRC officiating requirements at the time of selection.
- b) Officials under consideration must have filled a minimum of 20 assignments by December 31st annually.
- c) The Officiating Committee will select the Manitoba Officials who will participate in WCRC based on rankings received by evaluators.
- d) All Manitoba 3B-4C officials who meet the minimum WCRC requirements will be ranked and the top-ranked officials will be selected to attend. 4B Officials will only be asked in the event there are not enough 3B-4C Officials.
- e) Officials who are eligible to be selected for CRC will not be considered for WCRC.
- f) Officials who have attended 3 or more times will be moved to the bottom of the ranking and reordered in ascending order based on number of times they attended.

- g) All officials selected for participation in WCRC must accept an invitation to participate in applicable provincials. Failure to accept the invitation will result in de-selection for WCRC.

7.5 Selection of Shot Clock Operators for Canadian Ringette Championships

- a) Ringette Manitoba will put forward any level 4's who are selected for Provincials or those who would be selected but cannot attend due to work commitments or were excluded due to past attendance.

8. Officials Code of Conduct

8.1 This code of conduct serves to provide a framework for the professional behaviour of Officials and to set expectations of conduct. Failure to meet the expectations of the code of conduct, or in cases of clear breach of code of conduct, Officials may be subject to disciplinary action.

- a) I will familiarize myself with all rules applicable to my assignments including Ringette Canada rules, Ringette Manitoba rules, League rules and Tournament rules.
- b) I will commit my full attention to the events of the game and the surrounding area. I understand that distractions such as cell phones or other technology should not be used outside of their use in official conduct of the game, or as otherwise approved.
- c) I will give 100% effort in games regardless of team, coaching staff, division or level.
- d) I will arrive at least 20 minutes before each of my assignments, unless another assignment makes that impossible.
- e) I will refrain from consuming substances such as alcohol, etc. prior to and during assignments.
- f) I will exhibit professional conduct and decorum at all times, in the arena, hotel and other public places.
- g) I will not use abusive or offensive language on the ice, public halls or within the boundary of the arena.
- h) I will act professionally when communicating with bench staff, volunteers and administrators. I will not swear at, nor name-call and I will control my tone and refrain from lashing out if a coach is behaving improperly.
- i) I will declare known conflicts to both teams on the ice and record the declaration on the game sheet. Such conflicts could include playing in the same division, having family on one of the teams, etc.
- j) I understand concerns with fraternizing with participants. I will exercise discretion and minimize fraternization to avoid any perceived conflict of interest situations.
- k) I will be supportive of all officials. I will not discuss other officials when parents, coaches or players may over hear me
- l) I will not cheer for a team or events that happen on the ice. I will maintain an image of impartiality.

8.2 Breach of Officials Code of Conduct

All officials are required to record approval of a code of conduct each season. If an official is reported for breach of the code of conduct, a disciplinary committee shall be convened. The committee shall be chaired by a member of the officiating committee and made of one (1) other member of the officiating committee and one (1) Ringette Manitoba Board member. Disciplinary action will not be carried out in relation to calls on the ice or lack thereof. Disciplinary action may include (alone or in combination with more than one disciplinary action depending on severity of the breach of the code of conduct):

- a) Formal apology.
- b) Reduction in permitted game levels.
- c) Moratorium on assessments for a period to be determined by the hearing (ie. No assessments conducted post discipline will count towards achieving levels).
- d) Rank reduction.
- e) Removal from selection process for Provincials/WCRC.
- f) Decertification

9. Fees

- 9.1 On-Ice officials registered with Ringette Manitoba will be charged a Ringette Canada registration fee and Sport Manitoba insurance fee provided said fees have not already been paid as a player.

*Date of Last Review: August 16, 2022
RMB Officiating Committee is responsible for review of this policy at least once every three years.*
