

OTTAWA DISTRICT MINOR HOCKEY ASSOCIATION



**District 4
Officiating Program**

**CODE OF CONDUCT & CODE
OF DISCIPLINE**

September 2008



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE



TABLE OF CONTENTS

TABLE of CONTENTS	p.3
PART A		
REGISTERING & QUALIFICATIONS	p.5
PART B		
GENERAL REGULATIONS AND POLICIES	p.8
PART C		
GAME ASSIGNMENTS & MEETINGS – MINOR AA/A & SENIOR	p.10
PART D		
GAME SHEETS & GAME INCIDENT REPORTING	p.12
PART E		
DISCIPLINE & SUSPENSIONS	p.13
PART F		
CODE OF DISCIPLINE - FINES & POINT SYSTEM – ODMHA MINOR	p.14
PART G		
CODE OF DISCIPLINE - POLICY & APPEALS	p.17



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

PART A - REGISTERING & QUALIFICATIONS

1. All Officials shall be registered with the ODMHA Officiating Program (OP) in accordance with the policies of the Hockey Canada Officiating Program (HCOP) as noted in the HCOP Manual.
2. New officials must be 14 years or older as of December 31, in the year they are attending their referee certification clinic.
3. All officials wishing to referee in District 4 **MUST** contact their Association Referee-In-Chief to confirm openings as well as clinic and registration requirements for the current season. The ODMHA OP website at www.odharefs.com will have up to date contact and registration information
4. Officials are not eligible to officiate in ODMHA sanctioned games until:
 - a) "...they have attended and passed a recognized HCOP clinic at the appropriate level during the season in which they are officiating", by the time the final scheduled certification clinic available in the ODMHA has passed (see Part A(5)).
 - b) They have **registered & paid** any/all fees, dues and or fines set by and owing to the District 4 officiating program, the ODMHA and/or the ODHA/ODMHA Officiating Program **PRIOR TO** the season commencing (first regular season game for LCMHL or the ODMHA B/A/AA/AAA leagues
5. Officials, who attended an HCOP clinic and were registered during the previous season, have until the last scheduled ODMHA HCOP clinic of the current season to be eligible to officiate further ODMHA sanctioned games in the current season.
6. Officials who did not certify the previous season with Hockey Canada who want to return and officiate in the ODMHA will drop one level when re-registering and attending a recertification clinic.
 - a) Exceptions may be made only under the following circumstances on a case by case basis when warranted and requested in writing:
 - i) Where there is a branch event the current season that the particular official may qualify for requiring a specific level of official.
 - ii) by former Level IV, V or VI officials (because Clinics are by invitation only for those levels).
 - iii) by an official who supports cause that retaining their level will be beneficial to the ODMHA Officiating Program
7. The ODMHA Policy for officials who fail their HC National certification exam is as follows:
 - a) The official may drop one full level and continue to officiate for the season at that level.
OR
 - b) Request a REWRITE by:
 - i) Contacting ODHA Office and confirm attendance at another ODHA/ODMHA HCOP certification clinic that season and pay the full clinic fee.
8. **OFFICIALS QUALIFICATIONS**
All games in District 4 shall be refereed by ODMHA registered officials:
 - a) Minimum of ONE (1) **Level II** referee is required for ALL games involving competitive (registered) teams.
 - i) Exceptions to this requirement may be considered only in emergency situations.
 - b) Minimum **Level II** Referees are recommended for ALL three (3) man system games.
Note: Under a three- (3) man system, linesmen may be Level I officials.
 - c) Minimum **Level III** (or higher) officials are recommended for all Midget and Juvenile.



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

9. PROBATION

All first year District 4 officials are considered to be on probation for one (1) full season.

- a) Game performances will be assessed during the season, and a decision may (will) be made to either retain or release the official from further Minor Hockey assignments within District 4 at any time.
- b) This probation period may be shortened for officials who transferred to District 4 during the season.

10. RULE KNOWLEDGE & STANDARDS

It is highly recommended AND expected that all officials in District 4 study and review the Hockey Canada (HC) Case Book and the HC Officiating Procedures Manual on a regular basis. It is the official's responsibility to keep up to date and informed of what is expected of them both on and off the ice as an official in the ODHA/ODMHA and District 4.

- a) It is the official's responsibility to obtain these resource materials (from the ODHA Office) if they do not already have them.
- b) It is expected each official has in their equipment bag a HC Case Book for reference.
- c) Inappropriate application of the playing rules will be dealt with by the local Referee-in-Chief and/or the D4 RIC. Consistent inappropriate application of the playing rules can result in suspension from officiating
- d) Any quizzes mandated by the ODMHA, District 4 Officiating Program, or local Associations must be completed by their stated completion dates and the official must achieve the stated level of success (pass). Failure to do so could result in disciplinary action by the body administering the quiz. For District 4 mandated quizzes, please reference the D4 Code of Discipline – Fine & Point System located at the back of this document.

11. HOCKEY CANADA LEVELS & CERTIFICATION

Officials who have intentions to upgrade their HC Certification must meet ALL of the prescribed requirements for that appropriate level.

- a) The Official MUST consult directly with their Association RIC to ensure they have met all the prescribed requirements to advance up to their LEVEL II or LEVEL III designation.
- b) The criteria for advancement to the following levels is as follows:
 - i) **LEVEL I**
 - 1... The official must write a Level I HC National Exam
 - ii) **LEVEL II**
 - 1... The official must obtain a minimum of 70% on the Level II HC National Exam
 - 2... The official must pass a practical on-ice evaluation/supervision (minimum of 1), completed by a qualified Branch Supervisor.
 - 3... To be fully CERTIFIED at Level II - The above Supervision(s) must be completed at:
a minimum PW Referee House League level
 - 4... The official must contribute to his Association or District a minimum 2 hours of volunteer time as determined by his/her District Referee-In-Chief/Association Referee-in-Chief
 - iii) **LEVEL III**
 - 1... The official must be fully certified at Level II and have refereed a minimum of one full year at that level.
 - 2... The official must obtain a minimum of 80% on the Level III-IV HC National Exam
 - 3... The official must pass a practical on-ice evaluation/supervision (minimum of 1), completed by a qualified Branch Supervisor.
 - 4... To be fully CERTIFIED at Level III - The above Supervision(s) must be completed at:
a minimum BANTAM HL Referee or MIDGET HL Lines level
 - 5... The official must contribute to his Association or District a minimum 4 hours of volunteer time as determined by his/her District Referee-In-Chief/Association Referee-in-Chief
 - iv) **LEVEL IV**
 - 1... Officials may attend a Level IV Seminar by Invitation ONLY. After receiving an invitation, the official must then submit an application, which must also be accompanied by a recommendation from the officials District Referee-In-Chief, or by the ODMHA Referee-In-Chief.
 - 2... The ODHA/ODMHA Level IV/V Selection Committee then must review and approve the application.
 - 3... The official must be fully certified at Level III and have refereed a minimum of one full year at that level.
 - 4... The official must obtain a minimum of 80% on the Level IV HC National Exam
 - 5... The official must pass a practical on-ice evaluation/supervision (minimum of 1), completed by a qualified Branch or HC Supervisor.
 - 6... To be fully CERTIFIED at Level IV - The above Supervision(s) must be completed at:
Minimum MIDGET AAA/AA Referee or JUNIOR Lines level.
 - 7... The official must contribute to his Association or District a minimum 8 hours of volunteer time as determined by his ODHA or ODMHA Referee-In-Chief



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

- 8... The official must also complete a Post Seminar Task by the due date as specified at the Level IV Seminar.
- v) **LEVEL V**
- 1... Officials may attend a Level V Seminar by Invitation ONLY. After receiving an invitation, the official must then submit an application, which must also be accompanied by a recommendation from the ODHA Referee-In-Chief.
- 2... The ODHA/ODMHA Level IV/V Selection Committee then must review and approve the application.
- 3... The official must be fully certified at Level IV and have refereed a minimum of one full year at that level.
- 4... The official must obtain a minimum of 80% on the Level V National Exam
- 5... The official must pass a practical on-ice evaluation/supervision (minimum of 1), completed by a qualified Branch or HC Supervisor.
- 6... To be fully CERTIFIED at Level V - The above Supervision(s) must be completed at:
A minimum JUNIOR B Referee or CIAU Lines level.
- 7... The official must contribute to his Association or District a minimum 10 hours of volunteer time as determined by his ODHA or ODMHA Referee-In-Chief.
- 8... The official must also complete a Post Seminar Task by the due date as specified at the Level V Seminar



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

PART B - GENERAL REGULATIONS AND POLICIES

1. CONTROLLED & ILLEGAL SUBSTANCES

- a) Officials are **NOT ALLOWED** to take any “illegal” substances on the day of a game. It is strongly recommended, officials do not take “illegal” substances at anytime. Any official caught taking any “illegal” substance by the District 4 RIC or any Association RIC will be dealt with as per 1(e) of this sub-section
- b) Officials are **NOT ALLOWED** to take any “illegal” substances at anytime in the referee’s dressing room.
- c) Officials are **NOT ALLOWED** to consume alcohol at least 6 hours prior to a game in which they will participate as an official.
- d) Officials are **NOT ALLOWED** to consume alcohol at anytime in the referee’s dressing room.
- e) Infractions will result in immediate AND indefinite deletion from the active assignment list. A hearing before the District 4 Director of Discipline will be required for any official deleted under this regulation.

2. CRESTING

- a) All officials will wear **ONLY** approved ODMHA cresting when officiating ODMHA assigned games.
- b) Officials must have **ALL** appropriate ODMHA CRESTING properly secured and correct placement to their official’s jersey for ODMHA sanctioned games. This is required to be completed **immediately** after having taken and passed their ODMHA HCOP Clinic for that season.
- c) If an official is asked to correct incorrect/inappropriate cresting by a supervisor or a D4 officiating program executive member, or an ODMHA executive member, the official must have the situation by the next time they officiate an ODMHA sanctioned hockey game.
- d) **Name bars are NOT ALLOWED for ODMHA level games** (except for designated ODMHA special events or authorized ODMHA exhibition games).
- e) Officials are **NOT PERMITTED** to wear any ODMHA or HC cresting while working **unsanctioned hockey** (i.e.: summer, High School, recreational hockey, etc.).
- f) Officials found guilty of Cresting offences will be subject to disciplinary action.

3. DRESSING ROOM PROTOCOL

a) UNAUTHORIZED VISITORS

- i) Unauthorized visitors are **not allowed** in the Referee Dressing Room prior to, during, and after any sanctioned ODMHA hockey game in District 4 arenas. It is the responsibility of all officials working a sanctioned game to ensure that a “professional” appearance and perception is maintained with regards to your activities in the Referee Dressing room.

b) FEMALE OFFICIALS

- i) If male and female officials must share the same dressing room, whoever arrives at the arena first has the opportunity to change first. Officials will take turns changing before and after games based on gender.
- ii) Prior to the start of a game, once all officials are changed into their officiating uniform and waiting for the game to begin the referee door must be left ajar. If male and female officials are in the same dressing room at anytime, the door must not be completely closed

c) MINOR AGED OFFICIALS (<16 yrs of age)

- i) If any officials are <16 years of age and are working with another official(s) who are 16 years or older, the female official policy must be observed, regardless of gender

- d) Officials found guilty of violating the dressing room protocol will be subject to disciplinary action

4. DRESS CODE

Failure to comply with the following dress code can result in a fine being imposed and/or loss of assignments.

a) HOUSE LEAGUE - To and From the Arena (minimum):

- i) Blue Jeans or dress slacks – Clean and not torn, they need to be in good repair
- ii) Collared shirt or turtleneck
- iii) Neutral touques or baseball caps are permissible

b) COMPETITIVE LEAGUE (Rep B, A, AA, AAA) - To and From the Arena (minimum):

- i) Dress slacks – Clean and not torn, they need to be in good repair. **No blue jeans**
- ii) Collared shirt with tie or turtleneck sweater
- iii) Neutral touques are permissible (NO BALL CAPS)

c) ALL D4 Tournaments (Competitive and House League):



Ottawa District Minor Hockey Association
District 4

OFFICIATING PROGRAM

CODE OF CONDUCT & CODE OF DISCIPLINE

- i) Competitive league dress code in effect. No EXCEPTIONS!
- d) **On-ICE:**
 - i) Black CSA approved Helmet with CSA approved Visor properly attached and ear pieces in place
 - ii) Black & White striped official's jersey with approved cresting (Clean!)
 - iii) Black Trousers or referee pants (Clean and pressed!)
 - iv) Polished skates (with clean WHITE laces).
- e) **Not To Be Worn:**
 - i) Team or club jackets (ODHA/ODMHA Officials Jackets are acceptable)
- f) **Exceptions to the above** – If an official is arriving at the arena from officiating a game at a different arena or they are leaving the arena immediately following a game to officiate another game, they can arrive or depart from the arena in their officiating uniform. Only under this circumstance is it acceptable for officials not to follow the dress code.
- g) **Officials attending ODMHA Disciplinary hearings will adhere to the Dress Code outlined in paragraph 5C & 5E.**

5. MAXIMUM GAMES PER DAY

- a) To ensure officials are mentally and physically ready for all game assignments a maximum games per day policy is enforced for all officials working in D4 as follows:
 - i) **Maximum 3 games in a row (unless otherwise authorized by the local association RIC)**
 - ii) Minimum 1 game break after 3 games in a row have been officiated.
 - iii) **Maximum 6 GAMES** can be officiated in any one (1) DAY! (unless otherwise authorized by the local association RIC)

6. OFF-ICE DUTIES & REPONSIBILITIES

- a) Officials must consider SAFETY as the first issue and consideration when dealing with any off-ice incidents.
- b) Officials should NOT get involved in breaking up any fights or altercations/gatherings that occur off the ice surface (This should be the coaches and managers responsibility). The officials are instructed to observe and take notes of all incidents and actions (by parents, coaches, players, etc.) that occur and report them via a GIR, if necessary.
- c) Officials should only get involved in extreme circumstances (i.e. where there is a risk of injury to a player without intervention by an official)
- d) In arenas where both teams exist through the same door off the ice, allow one team off the ice at a time and allow the first team to get inside their dressing room before allowing the other team off the ice.

7. LEADERSHIP

- a) Officials are expected to provide leadership at all hockey games both on and off the ice. This applies regardless of what capacity he/she is in at that game (i.e. official, player, coach, or fan).
 - i) When at a game in a non-officiating capacity, an official should ensure that his/her actions support the officials on the ice.
- b) If an official is at the game as a player or coach and must speak to one of the on-ice officials, he/she should do so calmly and politely. Setting a positive example will have a great influence on other players, coaches and fans.
- c) If an official is at a game as a parent or fan, he/she should try and set an example for the other fans by not "questioning" the on-ice official's calls.

8. OFFICIATING COMPLAINTS

- a) Officials will follow the 24 hour rule, no action will take place until 24 hours has passed from the game when the incident or issue took place
- b) House League Games - If an official attending a D4 house league game has a legitimate concern regarding the conduct of the on-ice officials, he/she should contact the local Association RIC and/or the District 4 Referee-in-Chief to discuss the issue(s) via email or a telephone call..
- c) Competitive League Games - If an official attending a D4 competitive league hockey game has a legitimate concern regarding the conduct of the on-ice officials, he/she should contact the District 4 Referee-in-Chief to discuss the issue(s) via email or a telephone call.
- d) Officials complaints towards coaches – If an official has a complaint against a coach or team representative, the official should contact the District 4 Referee-in-Chief to discuss the issue(s) via email or a telephone call.



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

PART C - GAME ASSIGNMENTS & MEETINGS

1) GAME ASSIGNMENTS

- a) Competitive Hockey (B/A/AA/AAA) - The District 4 assignor (or their designate) must approve and assign all officiating assignments involving ODMHA sanctioned and registered teams. No official under any circumstance may accept ANY game from a coach or manager. Any official caught violating this rule will be removed indefinitely from the active list pending a discipline hearing.
- b) House League Hockey - The Association assignor (or their designate) must approve and assign all officiating assignments involving ODMHA sanctioned and registered teams. No official under any circumstance may accept ANY game from a coach or manager. Any official caught violating this rule will be removed indefinitely from the active list pending a discipline hearing.
- c) Acceptance of Game Assignments (Competitive) -- Any official who has been assigned a game and has not accepted the game within seven (7) or fewer days of the assigned game can lose the assignment without notification. It is recommended that officials notify the assignor if they are going out of town, etc.
- d) After an official has completed their assignment(s) of games assigned by the D4 Assignor via LeagueGM, the official has 48 hours to complete the post game report via LeagueGM. Consistent abuse of this guideline (>2 times of being asked to complete the post game acknowledgement) will result in points and potentially a fine being levied.

2) RETURNING GAMES TO THE ASSIGNOR – With more than 48 hours notice

- a) If at any time an official realizes that he/she can not do an assignment, that official must return the assignment on the assigning system ASAP. Officials are not required, but it is recommended to follow up with an email.
- b) Officials may not return games to the assignor in order to take games in another Association, District, AAA, Sledge, or adult hockey. Officials are expected to officiate the game(s) they received first. Exceptions to this policy may be made to deal with special or extenuating circumstances.
- c) If an official receives a Junior assignment after they have received a D4 assignment, they can return this game to the assignor as long as the game is >48 hours away
- d) If an official is participating in an IIHF, Hockey Canada, or ODMHA program for Provincial, National, or International officiating possibilities, these assignments would take precedent over a D4 assignment.

3) RETURNING GAMES TO THE ASSIGNOR – With less than 48 hours notice

- a) Officials who return games to the assignor with less than 48 hours notice without valid reasoning may be subject to disciplinary action, at the assignor's discretion. The discretion will be based on the following:
 - i) The ease in which a replacement is found
 - ii) The amount of notice given (ie. 30 hours vrs. 6 hours)
 - iii) The nature and reason for returning the game(s)
 - iv) The amount of times an official has returned a game with less than 48 hours notice
- b) Officials must make every attempt to reach the assignor UNTIL he/she is reached when returning a game with less than 48 hours. Officials must use every method possible. If the assignor is not reachable, the official assigned to the game is responsible in finding their own replacement commencing 12 hours prior to game time.

4) Officials should be the first on and last off the ice for all D4 ODMHA sanctioned games.

- a) Officials who are not on the ice by the scheduled game time (or prior to both teams stepping on the ice), or who leave the ice prior to both teams exiting off the ice (without justifiable reasons) will be subject to fines and/or disciplinary action.

5) MEETINGS are to be regarded the same as an assigned game. Please refer to your local association regarding association meetings.

- a) If an official is unable to attend a scheduled District 4 Officials meeting, it is his/her responsibility to **notify their Referee-in-Chief** or their designated meeting contact person 24 hours **prior** to the meeting.

6) LATE & NO-SHOWS... officials **MUST BE** at the arena or in the vicinity of the officials dressing room within 20 MINUTES PRIOR to the scheduled start of their assigned game.

The guideline for ALL officials is minimum 30 Minutes at the arena prior to the scheduled start time of the game they are to officiate.

- a) Officials are obligated to report other officials who are LATE or who are NO-SHOWS prior to 20 minutes before game time to allow time for the assignor to attempt to make arrangements to get another official.



**Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE**

- i) Protocol for an official who is not at the arena 20 minutes prior to the start of a game:
 - (1) If you know who the late official is call them to see if they are on their way
 - (2) Even if the official is on their way, call the assignor to let them know the official is late
 - b) Any official found not reporting late or No-Shows shall be subject to the same disciplinary actions as the offender.
 - c) Once the assignor has been contacted and the assignor has identified another official to come to the arena, the game assignment now belongs to this official. If the originally scheduled official does show up for their game assignment, the official who had been contacted to officiate the game in lieu of the “late” official will officiate the game, unless agreed upon by both officials and the assignor
 - d) If an official knows they will be at the arena <20 minutes prior to the start of the game, they should notify the assignor at least 2 hours in advance. In circumstances like this, the “late” official should also contact the other officials for the scheduled game, so they understand the situation and will not need to call the assignor. No fines would be levied in this situation.
 - e) If only one official reports for a scheduled 2-man system assignment, that official may officiate the game, if both coaches agree. The official must be very clear in communicating their HC Officiating level (i.e. Level 1) and the length of time they have been officiating. Both coaches should sign the game sheet prior to the start of the game, indicating they are in agreement with the officiating situation.
 - f) If only two (2) officials report for a scheduled 3 man system assignment:
 - i) If one official is rated at that level or higher, the game will be officiated with a 1 Referee – 1 Linesman System (recommended). The most Senior Referee will be the Referee. Alternatively f(ii) below can be used.
 - ii) If neither official is rated at that level or higher, the game will be officiated in a two-man system.
 - iii) If there is any concern from the coaches, officials should ensure the situation is noted on the back of the game sheet and have BOTH coach’s sign that they agree to playing the game with a 2-man system.
- 7) **MISSED ASSIGNMENTS**
- a) Any official who is a no-show a 2nd time for an assigned game will be immediately deleted from the active assignment list for the balance of the season, pending a disciplinary hearing.
 - b) Should the 2nd “missed” assignment occur after February 1st of the current season, the deletion will include the First Month of the regular season for the following year, pending a disciplinary hearing.
 - c) The official has the right to appeal his “deletion” by submitting his reasons for his “no-shows” and request for reinstatement, which will be reviewed by the District 4 Official’s Discipline and Appeals Committee.
 - d) **TRAVEL for Minor Assignments** – Travel reimbursement is not paid in District 4, unless otherwise communicated by the District Referee-in-Chief



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

PART D - GAME SHEETS & GAME INCIDENT REPORTING

1. GAME INCIDENT REPORTS (GIR's)

- a) ALL of the following situations (as required by the *HC RULEBOOK*) must be completed via the online GAME INCIDENT REPORT website <http://www.odharefs.com/IncidentReports/login.jsp> ;
- i) Fighting,
 - ii) CTH penalties,
 - iii) Misconduct penalties
 - iv) Game Misconduct,
 - v) Gross Misconduct,
 - vi) Checking from Behind (Minor, Major or Match),
 - vii) Match Penalties
 - viii) Situations that fall outside of the "normal" situation in a game (i.e. player requires an ambulance, game suspended due to power failure, Zamboni breaks down and the game isn't played, fight in the spectators seating area, etc.)

2. GAME INCIDENT REPORT CONTENTS

- a) The following must be included in all game incident report submissions:
A detailed and complete description of the situation that occurred (note: more is better). Include all relevant information prior to the incident, during the incident, and after the incident.

The reader of the GIR should be able to picture the situation from the information contained in the GIR.

3. GAME INCIDENT REPORT (GIR) SUBMISSIONS

- a) The **referee** has a responsibility to ensure that any/all Game Incident Reports are submitted on-line (**within 24 hours**). If this timeline cannot be met, the District Referee-in-Chief must be notified, with an explanation on why this cannot be done.
- b) It is imperative that Game Incident reports are written with proper English and be comprehensive in their description and reported properly (**including proper Rule references**).
- c) Game Incident Reports will be monitored and reviewed. If the GIR is not up to standard, the official will be contacted to take corrective action.
- d) Failure to comply with these guidelines could result in disciplinary action being taken, up to and including suspension from officiating.

4. PHYSICAL ABUSE of OFFICIALS (RULE 9.6) GAME INCIDENT REPORTS

- a) Any situation covering a **Physical Abuse of Officials {rule 9.6}** Match Penalty, in addition to being submitted online, **MUST** be reported directly **BY PHONE** to the:
- i) **House League Incidents** - Association AND District Referee-In-Chief,
 - ii) **Competitive League Incidents** – District Referee-In-Chief, B/A/AA/AAA ODMHA Referee-In-Chief and the Association Referee-In-Chief
- Note:** For ALL Rule 9.6 incidents, Officials must ensure the **detailed** written Game Incident Report is forwarded as soon as possible after the game, or the following day (within 24 hours!). It is recommended that ALL officials involved complete and submit within 24 hours, a written game incident report to the appropriate Referee-in-Chief



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

PART E - DISCIPLINE & SUSPENSIONS

1. This Officials Code of Conduct and Code of Discipline shall be the governing document relating to all matters concerning suspensions/deletions from the active assignment lists or disciplinary actions for ALL officials in District 4.
2. Association Officiating Programs may utilize their own code of conduct for local association matters.
Note: They are encouraged to follow the same guidelines as this document, but are allowed to address matters local to their own association (i.e. monthly meetings, house league dress code)..
3. The **District 4 Referee-In-Chief**, after consultation with the **Association Referee-in-Chief** and **D4 Director of Discipline**, shall have the final authority with respect to disciplinary actions, suspensions, and/or deletions from active assignment lists pertaining to ODMHA District 4 hockey games.
4. **SUSPENSIONS/DELETIONS** from active assignment lists or other disciplinary actions may be assessed for:
 - a) Conduct Unbecoming
 - b) Refusing to accept or obey rulings of the district or leagues
 - c) Unfair, unsportsmanlike or ungentle man/lady like conduct by officials on or off the ice.
 - d) Persistent infringement of the Officials Code of Conduct or Code of Discipline
 - e) Any other actions as determined by the Association Referee-in-Chief, District 4 Referee-in-Chief and/or the ODMHA Officiating Program Executive.
5. Any official under ANY suspension (player, coach, or official) shall not participate in any games (including exhibition games) as a referee or off-ice official in the ODMHA until such suspension has been served. This suspension **may** be reversed by the District 4 Referee-in-Chief, in consultation with the Director of Discipline & Appeals and the officials Association RIC, in special circumstances, if the official under suspension makes a request to the District 4 Referee-in-Chief for leniency (i.e. an official, who is also a player, is serving a suspension for a CFB penalty and their next “meaningful” game which will count towards fulfilling the game suspension penalty is a considerable period of time (i.e. Christmas break)
6. The District 4 Referee-In-Chief has the full authority to administer the ODHA/ODMHA Code of Conduct and Code of Discipline for any matters involving their own District Officials, **or** other officials working in their District.
7. The Association and/or the District 4 Director of Discipline and Appeals **MUST** inform officials in writing (email) of any suspension levied.
 - a) A copy of the letter advising the official he/she has been suspended must be EMAILED to the ODMHA Director of Discipline, the Association Referee-in-Chief, and the District 4 Referee-In-Chief
8. The Association and/or the District 4 Director of Discipline and Appeals **MUST** inform officials in writing (email) of any finer or points levied, in accordance with the District 4 Code of Conduct.
 - a) A copy of the letter advising the official he/she has been assessed a fine and/or accumulated point(s) must be EMAILED to the Association Referee-in-Chief, the District 4 Referee-In-Chief, and the appropriate Assignor.



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE

PART F - D4 CODE OF DISCIPLINE - FINE & POINT SYSTEM

1. Discipline within the **District 4** will be dealt with on a combination of a **point and fine system**.
2. The District 4 Officiating Program Executive – Discipline Committee, will deal with any complaints that are not listed in this code of discipline, in consultation with the appropriate local association Referee-In-Chief.
3. All officials will begin the season with **10 points**.
4. Officials who lose points will be able to regain any lost points after **60 calendar days** from the **last infraction**.
5. Officials incurring a loss of 7 points (3 points remaining) may be required to attend a hearing convened by the District 4 OP.
6. Officials incurring a loss of 10 points will automatically be deleted from the active assignment list for the balance of the season, pending a hearing convened by the District 4 OP.
7. Any unpaid fines will be collected at registration the following year. Until unpaid fines are paid, an official will not be able to officiate in an ODMHA sanctioned game and will not be considered an official in good standing.



**Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
CODE OF CONDUCT & CODE OF DISCIPLINE**

D4 CODE OF DISCIPLINE - FINE & POINT SYSTEM

GENERAL DISCIPLINE & SUSPENSIONS	MAXIMUM DELETION & SUSPENSION	POINTS	Max \$ Fine
<ul style="list-style-type: none"> CONDUCT UNBECOMING & other Offences {ON-ICE or OFF-ICE} 	Possible immediate deletion from active assignment list + D4 Officiating Program (OP) Executive - Discipline Committee Hearing	10	\$GAME FEE
<ul style="list-style-type: none"> RULE ERRORS (On-Ice – reported via Supervisor) 	D4 Officiating Program (OP) Executive - Discipline Committee Hearing for multiple infractions (>2) . Variability in application of this rule dependent on severity of Rule Error (i.e. face-off location vrs incorrect assessment of fighting majors), number of times the official has been supervised and rule errors made)	2	\$ 0.00
<ul style="list-style-type: none"> RULE ERRORS reported on the GIR When completing a GIR, the official should consult their Hockey Canada casebook for proper assessment of penalties. For complex GIR's, it is recommended the official has a RIC or Level IV/V official review their GIR before submission. 	ODMHA OP Executive – Discipline Committee Hearing for multiple infractions		\$ 0.00
<ul style="list-style-type: none"> 1st Offence 		2	\$ 0.00
<ul style="list-style-type: none"> 2nd Offence 	ODMHA OP Executive – Discipline Committee Hearing for multiple infractions	5	\$ 0.00
GAME SHEETS & GAME INCIDENT REPORTS	MAXIMUM DELETION & SUSPENSION	POINTS	Max \$ Fine
<ul style="list-style-type: none"> GAME REPORT INFRACTIONS <ul style="list-style-type: none"> GAME REPORT Deadlines not met GAME REPORT Improperly Completed (i.e. Incorrect information entered, poorly written, incorrect player information entered). If the D4 RIC or Association RIC has to contact the official >1 times regarding the quality of their GIR's, the 2nd query will be considered their 1st Offence 			
<ul style="list-style-type: none"> 1st Offence 		2	
<ul style="list-style-type: none"> 2nd Offence 	D4 Officiating Program (OP) Executive - Discipline Committee Hearing	4	\$10.00
ON ICE/OFF ICE REGULATIONS	MAXIMUM DELETION & SUSPENSION	POINTS	Max \$ Fine
<ul style="list-style-type: none"> USE of ALCOHOL/ILLEGAL SUBSTANCES (Game day as described in the Code) 	Immediate deletion from the active assignment list & D4 Officiating Program (OP) Executive - Discipline Committee Hearing	10	\$GAME FEE
<ul style="list-style-type: none"> IMPROPER CRESTING or EQUIPMENT <ul style="list-style-type: none"> 1st Offence 		2	\$ 5.00
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2nd Offence 	Immediate deletion from the active assignment list + D4 Officiating Program (OP) Executive – Discipline Committee Hearing	10	\$GAME FEE
<ul style="list-style-type: none"> SMOKING In Officials Room <ul style="list-style-type: none"> 1st Offence 	Immediate deletion from the active assignment list + D4 Officiating Program (OP) Executive – Discipline Committee Hearing	10	\$GAME FEE
<ul style="list-style-type: none"> UNAUTHORIZED VISITORS in Dressing Room 		2	\$ 0.00
<ul style="list-style-type: none"> DRESS CODE Violation – To GAMES <ul style="list-style-type: none"> 1st Offence 		2	\$ 0.00
<ul style="list-style-type: none"> <ul style="list-style-type: none"> 2nd Offence & Subsequent Offences 		3	\$10
<ul style="list-style-type: none"> DRESS CODE Violation - To HEARINGS 		2	\$ 20.00
<ul style="list-style-type: none"> MAXIMUM GAMES/DAY Policy Violations 	D4 Officiating Program (OP) Executive – Discipline Committee Review	2	\$ 0.00
<ul style="list-style-type: none"> Male/Female DRESSING POLICY Violations 	D4 Officiating Program (OP) Executive – Discipline Committee Review	5 ea official	\$GAME FEE



**Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
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GAME ASSIGNMENTS, MEETINGS, & Quizzes	MAXIMUM DELETION & SUSPENSION	POINTS	Max \$ Fine
• ACCEPTING EXHIBITION Games (without approval)	At discretion of assignor	2	\$ 0.00
• ACCEPTING/TRADING Games (not rated to level)		5 ea official	\$GAME FEE
• RETURNING GAMES to ASSIGNOR			
♦ Less than (<) 48 hours notice	At discretion of assignor (i.e. Habitual offenders will not be given leniency)	2	\$5
• LATE ARRIVAL TO GAME (Ref room 20 min. prior)			
♦ 1 st Offence		1	\$ 0.00
♦ 2 nd Offence		2	\$ 5.00
♦ All Subsequent Offences		3	\$ 10.00
• FAILING TO REPORT – Late (20min.) or No Shows			
♦ 1 st Offence		2 ea official	\$ 0.00
♦ 2 nd Offence		3 ea official	\$5.00
♦ All Subsequent Offences		5 ea official	\$ 10.00
▪ LATE GETTING ON THE ICE (including warn-up) or leaving early		2	\$ 5.00
• MISSED GAME ASSIGNMENT			
♦ 1 st Offence		3	\$GAME FEE
♦ 2 nd Offence	Immediate deletion from the active assignment list + D4 Officiating Program (OP) Executive – Discipline Committee Hearing	10	\$GAME FEE
▪ MISSED MEETINGS (without acceptable notice/reason)		0	
♦ D4		2	\$ 0.00
♦ Local Association	See local Association for appropriate fines	tbd	tbd
♦ Failure to Complete Mandatory District 4 Quiz			
♦ 1 st Offence		2	\$ 0.00
♦ 2 nd Offence		3	\$ 5.00
♦ 3 rd Offence		5	\$ 10.00



Ottawa District Minor Hockey Association
District 4
OFFICIATING PROGRAM
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PART G - CODE OF DISCIPLINE - POLICY & APPEALS

1. Association Referee-In-Chiefs have the authority to make variations (to better suit their Associations requirements) to the D4 Code of Discipline & Code of Discipline for use in House League levels within their Associations.
2. **APPEALS**
 - b) **District Imposed Suspension** - If an official wishes to appeal any district imposed suspension, the official must send a letter/email to the District 4 Director of Discipline & Appeals, the District 4 Referee-in-Chief, and copy their local association Referee-in-Chief within 48 hours of receiving their disciplinary action.
 - a) **Association Imposed Suspension** – Follow their local association’s Code of Conduct (if it is different than the D4 Code of Conduct) or the official must send a letter/email to their Association Director of Discipline, their Association Referee-in-Chief, and copy their local association Referee-in-Chief within 48 hours of receiving their disciplinary action
 - b) Appeals shall be made in writing within 48 hours of the decision rendered, to the appropriate Committee.
 - c) Officials are strongly encouraged to contact their Association Referee-In-Chief to assist them with any appeal or matter regarding discipline issues that come before the Referee Committee.
3. **D4 OFFICIATING PROGRAM COMMITTEE**
 - a) In the event of an appeal, the D4 Referee-In-Chief shall form a committee consisting of the following:
 - i) D4 Referee-In-Chief or Delegate,
 - ii) A minimum of ONE (1) D4 Officiating Program Executive Member, and
 - iii) D4 Discipline & Appeals Director or delegate
4. **APPEAL SYSTEM/COSTS** - Code of Discipline or Code of Conduct (On-Ice Officials)
 - a) No cost to appeal at the D4 level
 - b) BRANCH ODHA/ODMHA APPEALS COMMITTEE **\$250.00**
5. **D4 REFEREE-IN-CHIEF**
 - a) The D4 Referee-In-Chief, after consultation with the D4 Officiating Program Referees Committee, shall have the final authority with respect to disciplinary measures and/or suspensions for ALL D4 on-ice officials.