

Central Zone Officials

Assigning Procedures

The following outlines the proper procedures for assigning, fees & fines and switching of games for Central Zone Officials

ASSIGNING

1. On the 18th of the month, a request for availability will be sent out to all officials via e-mail. Officials will have approximately 4 days to respond with availability.
2. Availability must be detailed (game start times that you can work and not work). If no response is received, it is assumed you are not available for the month.
3. Availability must be updated on a continuous basis. When things come up, notify the assignors of any changes in your availability throughout the month.
4. On approximately the 25th day of the month, assignments will be sent out via e-mail. You will have 48 hours to confirm assignments. If not confirmed, the games will be reassigned.

FEES & FINES

1. Fee structure is as follows:
 - a. Assigning fee: \$2 per assignment
 - b. Reassigning fee:
 - i. > 48 hrs notice: \$2
 - ii. 24-48 hrs notice: \$5
 - iii. <24 hrs notice: \$10
 - c. Late fine: \$10
 - d. Late non-notification fine: \$10
 - e. No-show fine: Game fee
2. Games can be returned to the assignor for reassignment and are subject to the reassigning fees.
3. After the regular monthly assignments are sent, there will sometimes be additional games that must be assigned for various reasons. If you are sent a game on a day you declared yourself available, it will be treated the

same as a game sent during the normal assigning time (KEEP YOUR AVAILABILITY UPDATED).

4. If you are not in the referee's room at least 30 minutes before the scheduled game time, you will be subject to the late fine. If you are running late, you may call the assignor to inform him that you will not be there 30 minutes before game time – this cannot happen routinely.
5. Officials at the rink are required to call the assignor if an official is not there 30 minutes before game time. If it is found out that someone was late and the assignor was not notified, the other officials will be fined.
6. There is no excuse for missing an assignment. This fine will be the value of the game fee for that assignment.

SWITCHING GAMES

1. You may switch/change game assignments as you like. The official receiving the game must be working that level of hockey on a regular basis. The onus is on the official receiving the game to not take any game at a level that they do not work regularly.
2. You must notify the assignor of any change in the schedule.
3. The assigning fee will be charged to the official who was originally assigned the game. The replacement official will not get charged any assigning fee.