

## **REFEREE DUTIES**

- Arrive on time! 30 minutes before your scheduled game time is sufficient.
- The dressing room key will either be in the arena office (first game of the night) or at the penalty box area. If you're doing the last game of the night and there is no other officiating team on the ice next, please return the key to the office (except at the Rhodes. Leave it in the dressing room with the door unlocked).
- Make sure your pants and shirt are neat and tidy! Look professional if you want respect!
- Keep an extra whistle in your referee bag.
- KNOW YOUR RULES! Study the rule book weekly. Test yourself constantly.

### **BEFORE THE GAME STARTS (you have 3 minutes to get this done):**

- Make sure the clock is running when you get on the ice.
- Decide which end is "yours" and put the net pegs on.
- Introduce yourself to the Timekeepers and both benches.
- Ask the Captains if they have any players missing and/or pick ups.
- Go over the game sheet with the Timekeeper. Make sure it's accurate (number of players on the ice equals number of players on the game sheet).
- Assist with the PICK UP RULE (written on the game sheet) but make the captains aware that it is THEIR responsibility to get it right.

### **DURING THE GAME**

- Use the LINE CHANGE PROCEDURE at every stoppage of play (ref not dropping the puck).
- Hustle when retrieving the puck! No one should be able to accuse a referee of slowing the game down!
- Assess penalties! Do not take any mouthing off this year. We want to crack down on that early and as often as possible. Send out the message to ALL players that this league will not tolerate "tantrums" and "mouthing off". Swearing at a referee or timekeeper is an automatic 10-minute misconduct! Assess this penalty! Do not turn a "deaf ear" to it – your fellow officials are counting on you to make this call.
- Use the players' names as often as you can. It's incredibly useful.
- Communicate with the players and coaches but don't over-communicate. Too much communication becomes "white noise" and ineffective.

### **AFTER THE GAME**

- Check the score on the game sheet. Check the penalties.
- Once everything is correct, sign the game sheet. Print/write your name clearly or you won't get paid.
- If you have handed out a major penalty of any kind (5 min + game; 10-min. misconduct, game misconduct, etc.) bring the game sheet with you to the dressing room and write your explanation on the back. Make sure you date and sign your explanation. Do not feel rushed to get the game sheet back to anyone. Take your time and put the incident in words while it's fresh in your mind. If necessary, let your partner start the next game alone while you complete your explanation. The game sheet must be handed back to the timekeeper.
- After each game, take some time to "debrief" with your partner. Leave the rink with at least one recollection of "what you did well" and one recollection of "what you need to work on". This will set you up for your next game.

If a player asks you about a suspension tell them to call Sharon Buehner or Lorie Springall. Phone number is on the website. Say nothing more! Remember:

"SILENCE CANNOT BE MISQUOTED".