



Summer/Fall 2014

Dear LAHOA Members,

Welcome to the 2014-2015 hockey season! Thank you so much for your membership and thank you for becoming an Ice Hockey Official; an exciting, challenging, and rewarding endeavor. If you are a new official, a sincere welcome to one of the finest ice hockey officials' associations in the country. If you are a returning official, welcome back and thanks for returning- our experienced members (like yourself) are the mainstay of this association.

USA Hockey and LAHOA encourage you to register on-line at [www.usahockeyregistration.com](http://www.usahockeyregistration.com) as soon as possible for the 2013-2014 season. If you are a new official, you cannot officiate until you have your card/crest from USAH and have cleared your background screening (Over 18) and attend a USAH seminar. Please register ASAP and take your online open book test. USAH will then send you a card and crest and you are then (and only then) eligible to work. You can call USAH to check your registration status by calling 719-576-8724 (24 hours a day, 7 days a week). Returning officials, your 2012-2013 registration expires November 30, 2013.

We have members working Internationally, The ECHL, Central Hockey League, Western States Hockey League, ACHA, Pac-8, USAH Regional and National Tournaments, North American Hockey League, and countless Southern California Amateur Hockey Association (SCAHA) games, In-House, and Adult games. In addition, LAHOA members were invited to and have attended several prestigious USAH officiating events including the Advanced Instructors Training Session in Colorado Springs, Michigan and the National Select Camp in Rochester, New York. As you can see we take pride in helping individuals reach their goals and work high levels of officiating.

LAHOA is also proud to boast a strong relationship with the California Referee School, the finest professional officiating school in existence featuring several National Hockey League (NHL) instructors. A longtime LAHOA board member, Michel Voyer, is the camp director. More details are available at [www.carefschool.com](http://www.carefschool.com)

Thank you to those of you that registered online this year with LAHOA. Our online registration allows a more expedient day of seminar registration. Please introduce yourself to the LAHOA officers and Board members. Once again, Welcome to LAHOA.

Have a great season and see you on the ice !

Richard Ozaki  
LAHOA President  
[lahoapresident@gmail.com](mailto:lahoapresident@gmail.com)

# USA Hockey Registration Process

## What do I need to do to be fully registered for the upcoming season?

This is a great question. All too many times, Officials, like yourselves, spend all day in this class and never fully register with USA Hockey. Most Officials think once they take this class, they're done. Not so. I hope this will clear up any questions you have about registering. In order to start Officiating USA Hockey sanctioned hockey games, an Official must complete the following steps:

**YOU MUST REGISTER WITH USA HOCKEY BEFORE ATTENDING A SEMINAR.**

**Step 1:** All Officials, New and Returning, must register with USA Hockey. All first year officials must apply as a Level 1 Official. Returning Officials will apply for the level they're eligible for. It is encouraged to apply on line at [www.usahockey.com](http://www.usahockey.com), once there move your pointer over the Membership tab and then click on "register online" this will take you to another screen. Find and click on "Register Now". Fill out all information for the person who is registering to be an Official.

**Step 2:** All Official's must complete an approved Level 1,2,3, or 4 USA Hockey Seminar. The Seminar you are attending right now meets this requirement. The Seminar will include class room topics pertaining to your local official's organization and other important items that USA Hockey feels necessary for them to know. There is also an on-ice session of the Seminar that teaches the official proper Refereeing techniques, and positions.

Once you are registered with USA Hockey, new officials will be mailed a current Rule Book (Returning Officials may not receive a Rule Book until a rule change year). You will then be emailed instructions on how to log in and take the "Open Book" test. **Please wait until you get the rule book before you take the test.** You must complete and pass the open book test.

*USA Hockey will not show current seminar information or closed book test information until you have registered for the current season.*

*A tip to take the On-Line test: Sign in, print out the test, sign out but save your spot. Take the test off line. Re-log in, put the answers on the On-Line test, and then submit it. An E-mail will be sent to you within a few hours to let you know if you pass or not.*

**Step 3:** All Officials, new and returning, (18 and over, or within 30 days of your 18<sup>th</sup> birthday), must complete a background check required by CAHA. Please visit the LAHOA website for current instructions on completing the background check.

**Step 4: (NEW FOR THE 2014-15 SEASON)** All officials must complete online modules that are level specific. Level 1 must complete 2 hours. Level 2 must complete 3 hours. Level 3 must complete 4 hours. Level 4 must complete 3 hours. These online modules must be completed before your card and crest will be mailed to you. Instructions on how to complete these modules can be obtained after you register for USA Hockey.

**What happens if I don't pass?** If you don't pass on your first try you will have to wait 7 days and then you can retake the test, if you fail a second time, you will have to wait 14 days and then you can take the test on last time. If you need help, contact any of your Instructors via email or phone. Email address and phone numbers can be found on the Los Angeles Hockey Officials Association web site at [www.lahoa.com](http://www.lahoa.com), look under "Rink Information" then click on "Supervisors". Look for a

supervisor in your area or one of your instructors. Call them!

Now you have been mailed your Crest and Membership card. You must contact the LAHOA's Registrar at [registrar@lahoa.com](mailto:registrar@lahoa.com) in order to get your user name and password for the scheduling system.

Before submitting your availability on the scheduling system, send an email to your scheduler that you are a new official and introduce yourself. Let him know your age, if you are playing hockey and at what level you are playing at. Be honest with him about your ability to officiate games, so that he can assign you properly. In the beginning you will be assigned Mites and Squirt level games. These will most likely be in the early morning and may be just single games to start with. Your scheduler will get to know your ability after a few games. Supervisors and Evaluators will be giving your scheduler feedback on your assignments.

If after some time you are not getting any assignments, contact the registrar at the above address.

Well that's it. I hope this explains how to register and how to obtain games. Remember, it's up to you to register and to follow through to get assignments. We all hope you will have a great time.

See you at the rink,

Seminar Staff

# Scheduling System

The Los Angeles Hockey Officials Association has teamed up with Time-To-Score to provide the scheduling software for this season. Time-To-Score has customized and modified the system to **OUR** needs.

LAHOA will use the Time-To-Score Scheduling System to schedule all SCAHA Pre-Season, Regular Season, and Play-Off Games. In addition, those In-House Schedulers and Tournament Schedulers who want to use the system can do so by Contacting the LAHOA President.

At this time the following Schedulers are using the system:

- All SCAHA Games
- Anaheim ICE- In House, Adult, and Tournaments
- Riverside Ice Town- Adult, and Tournaments
- Ontario Center Ice- Adult, and Tournaments
- KHS – In House, Adults and Tournaments
- Lakewood Ice – In-House, Adults and Tournaments
- Valencia - Tournaments

In order to use the System you must first have an account. User Accounts will be given out to Officials who have completed the following:

1. Registered with LAHOA, and is a member in good standing.
2. Completely registered with USA Hockey, with Card & Crest in hand. (SCAHA Games)
  - a. If only doing Non-USA Hockey Adult Games, you must be a LAHOA Member.
3. If over 18, You must comply with the CAHA's Background Check and have your name on the Compliance List (USA Hockey Games Only)
  - a. If only doing Non-USA Hockey Adult Games, you must be a LAHOA Member

All Officials who were Completely Registered with USA Hockey last year are in the System. Compliance List Checks are being done. You can contact the LAHOA's Registrar, Jill Salvo, at **registrar@lahoa.com** for your Username and Password.

**NEW OFFICIALS:** Once you have completed all the above required items, contact the LAHOA's Registrar, Jill Salvo, at **registrar@lahoa.com** for your Username and Password.

Username:\_\_\_\_\_ Password\_\_\_\_\_

## QUICK SYSTEM OVERVIEW

To log into the system, type in the following web address:

**<http://lahoa.timetoscore.com>**

Bookmark this address for future use.

When you first log on to the system, go to **“Edit Profile”** and fill out all the Profile information. Also remember to check off the Rinks you want as your Primary Rinks. Keep all the “Reminders via Email” checked for email reminders. You can fill in more than one email address, just separate them by a comma. **Change your Password at this time.** Always remember to click on the “Submit Changes” at the bottom of the screen when you’re finished with the page

**HOME-** When you log on, you will come to the Systems Home Page. News and other information will be posted here. Schedulers and Leagues who are on the System will be posted here as well. There are 7 options on the left of the screen. At the top of the screen is when you last logged on. If you have assigned games, you can “Accept” or “Decline” them here. If for some reason you accidentally accept or decline a game, you must contact the scheduler who assigned you that game. Look on the email that was sent.

**SHOW SCHEDULE-** You will see games that you are currently assigned to or have not accepted as of yet. If you click on any of the highlighted items in this table, another window will pop-up to include information about the rink or league.

**UNASSIGNED GAMES-** This page will show unassigned games, as posted by the scheduler. You will only see games from those schedulers who have games in your primary rinks you selected in your Profile.

**EDIT PROFILE-** This is where you can edit your personal information, email address, Rinks you’re willing to work at, and make changes to your password. Always remember to click on the **“Submit Changes”** at the bottom of the screen when you’re finished with the page.

**EDIT AVAILABILITY-** This is where you can fill in your availability. Check off the boxes indicating the hours on the days on which you can work. This will be seen by the schedulers for the rinks you selected to work at only. Always remember to click on the **“Submit Changes”** at the bottom of the screen when you’re finished with the page. You can fill out more than one month at a time.

**CONTACT LIST-** The “Contact List” is simply a Directory of Officials. If you don’t want your information on this List, un-check the box in your “Profile”. You should keep it in the list for other Officials to contact you. Report any abuse of this to the LAHOA President ASAP!

**LOGOUT-** Logs you out of the system

Any questions should be directed to the LAHOA’s Registrar, Jill Salvo, at **registrar@lahoa.com**.

Thank you,

LAHOA Board of Directors

# Code of Conduct, 2014-15

Officials are ambassadors of the game and must always conduct themselves with this responsibility in mind. The below are examples of such behavior and is not meant to be an exhaustive list of parameters. You are being paid to provide a professional service first and foremost.

- Act in a professional and businesslike manner at all times and take your role seriously. This includes, but is not limited to, being on time, dressing appropriately for the assignment, and working the game with a positive and appropriate attitude.
- Strive to provide a safe and sportsmanlike environment in which players can properly display their hockey skills.
- Know all playing rules, their interpretation and their proper application.
- Remember that officials are teachers. Set a good example.
- Make your calls with quiet confidence, never with arrogance.
- Control games only to the extent that is necessary to provide a positive and safe experience for all participants within the constraints of the playing rules.
- Violence should never be tolerated.
- Be fair and impartial at all times.
- Answer all reasonable questions and requests.
- Use honesty and integrity when answering questions.
- Adopt a zero tolerance attitude toward verbal or physical abuse. Be careful to discern between player verbal abuse and player frustration.
- Never use foul or vulgar language when speaking with a player, coach, or spectator. This is regardless of anyone else's treatment of you. Silence cannot easily be misquoted.
- Admit your mistakes when you make them.
- Never openly criticize a coach, player or other official.
- Keep your emotions under control.
- Never engage in any behavior that could be construed as sexual harassment pursuant to Title VII of the Civil Rights Act of 1964.
- Only accept assignments within the scope of your ability.
- Only accept assignments if you can commit to working them to the best of your ability.
- Use only USA Hockey Approved Officiating Techniques & Policies.
- Dedicate yourself to personal improvement and maintenance of your officiating skills.
- Respect your supervisor and his/her critique of your performance.

## INDEPENDENT CONTRACTORS

Each member of LAHOA is an independent contractor and is the sole person responsible for their tax liability. It is LAHOA's responsibility to ensure that all referees acknowledge their status as independent contractors. LAHOA assumes no liability for the status of their member referees.

**I understand and agree to undertake the above. I understand that failure to uphold the above may lead to disciplinary action by the LAHOA Board of Directors.**

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Name (Please print)

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Date

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Signature

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