



Manager of Officiating



Job Description

- There are currently numerous jobs that we do in our roles as Lead Instructors. Based on what we actually do in our area, It makes sense to change the job description to better fit our role.
- A Director is a person that leads a department and has Managers who report directly to the Director.



Job Description

- Going forward, our current title of “Lead Instructor” will be changed to “Manager of Officiating”.
- There will still be Instructors in the hierarchy of the officiating program.
- “Manager of Officiating” will be appointed based on regional needs and is at the sole discretion of the Chair of Referees Program (Chair).



OMHA Manager of Officiating

- It is the expectation of the “Manager of Officiating” to manage the day to day operations of the officiating program in their specific the OMHA region.
- This person will report directly to the Chair of Referees Program and their respective Regional Director (Director).
- All Instructors, Supervisors and Officials in the area will report to their “Manager of Officiating”.



OMHA Manager of Officiating

- “Managers of Officiating” will work together with area coordinators on many tasks to ensure that the area is maintained on a daily basis.



OMHA Manager of Officiating

- The job description will be broken down into 5 distinct areas.
 - A) Clinic Management
 - B) Area Management
 - C) Meetings
 - D) Discipline
 - E) Other



Clinic Management

A “Manager of Officiating” is expected to:

1. Attend the OMHA Development weekend on a yearly basis in August to collect clinic and teaching materials.
2. Instruct at clinics (Membership, new official, level 3, level 4) as designated by the Chair and based on availability.
3. Make suggestions to the committee about additions to clinic content.



Area Management

Once clinics (membership, new clinics, referee schools) are complete, each “Manager of Officiating” (with the cooperation of the area coordinator) will:

- Ensure that Referees-in-Chief (RIC) are supplied with lists of “active” officials.
- Supply the supervisors with these same lists to they can carry out their roles in the organization.



Area Management

- Keep an 'active' and 'non-active' database of officials in your region.
- Assign supervisors to a center or region.
- Supervisors are to coordinate game schedules with assignors in order to evaluate officials on the list.
- Assign area Instructors to specific area supervisors.



Area Management

- Ensure all supervisors are monitored and supervisions/upgrading of officials is maintained in a truthful and ethical manner based solely on their on ice performance.
- Supervise officials in your area in order to recommend them to go to OMHA/OHF Championships.
- Supervise problem officials on requests from area supervisors or the Director.



Area Management

- Supervise any officials trying to attain Level 4 certified status as laid out by the supervision committee.
- Mentor supervisors in their first year within the program.
- Create/forged working relationships with all Minor Hockey Associations in your region.
- Forge working relationships with all RIC's or assignors (if different) in your region.



Area Management

- Work with the Director to assign (or designate) all OMHA playdown games in your region.
- Prior to OMHA playdowns, work with your supervisors to create a list of all officials in your area grading what level of games they can work (in playdown hockey).
- Cut down the list (mentioned above) as each playdown round moves forward.



Area Management

- Attend playdown games (or designate) in the region to watch for any problems as needed. If an issue does arise, provide a full detailed report to the Director and Chair regarding the situation/incident.
- Supervise OMHA/OHF Championships based on availability as requested by the Chair.



Area Management

- Conduct interviews with potential supervisor candidates in May of each year. Copies of interview sheets may be requested by the Chair.
- Prior to hiring new supervisors, clear this with the Director for their approval.
- Upon hiring new supervisors, advise Chair of this and supply information to the Supervision Committee.



Meetings

A “Manager of Officiating” will;

- Meet with all Minor Hockey Associations / RIC's at the beginning of each season to set expectations and handle any concerns.
- Set up and run area meetings for supervisors.
- Update instructors/supervisors on any policies/changes that come from the OMHA.



Meetings

- Attend any/all meetings in your area (Minor Hockey Associations/ referee associations/league meetings) as needed or requested.
- Organize supervisor meetings prior to playdowns in your area and region to go over policies and rank officials based on their work so far in the season.



Meetings

- Organize year end supervisor meeting to close out the season. Be sure to ask supervisors for their intentions for next season.

Discipline

The “Manager of Officiating” will;

- Investigate any complaints forwarded to you by the Director or Chair.
- Investigate any complaints forwarded to you by Minor Hockey Associations (OMHA contact person only).
- Suspend officials as needed for up to 14 days for violations of policies/procedures/rules.



Discipline

- Notify Director of any suspensions to officials and copy the Chair.
- Attend discipline hearings as requested by the Director.
- Hold area meetings, if necessary, to manage discipline issues.

Other...

The Regional Manager of Officiating should;

- Join OMHA/HCOP committee's based on availability and need.
- Attend the AGM if available to assist.
- In consultation with the area supervisors and instructors, set up crews to officiate in OMHA/OHF Championships.



Other...

A Regional Manager of Officiating takes an active and proactive role in maintaining their geographical area for the OMHA/HCOP program.

The duties of a Manager of Officiating include, but are not necessarily limited to the items noted within this document.



OMHA HCOP Hierarchy

