

REQUESTING OFFICIALS FOR HOME GAMES CHECK LIST

When requesting officials the following is an example of all (no more, no less) the information I need by e-mail. Not providing all the pertinent information below will delay in my getting the request out for officials. If you need to send a request for multiple games, please do all games in one e-mail. As soon as you know of a home game requiring officials you can send me the request, even if it's not until later in the season.

E-mail Subject Line: **Peewee C3 Request for Officials**

Requesting officials for:

Game #: PL 4700

Cloverdale Peewee C3 vs North Delta Peewee C2

Sunday September 28th 10:45 to 12:15 pm

Cloverdale Arena (If more than 1 rink at location playing please provide rink # ie. SSLC #3)

Thanks

Jane Doe

604-999-9999 (By providing your phone number I can easily contact you if any last minute problems with a game arise.)

Manager Peewee C3

For any home games your team requires officials for you need to send me a request for officials. That goes for exhibition, tiering/balancing, league or playoff games. You can send me multiple home games in one e-mail that will require officials even if they are weeks away. I do not need requests for any tournament games. Even though Pacific Coast will post your schedules on teamlink it's not always up to date and accurate because some games are conflicts and get rescheduled or you are in a tournament and need to reschedule your game etc., etc., so I do not book officials based on teamlink schedules. To ensure officials are at all your home games please send me only your teams HOME games not your whole schedule showing away games as well. For games that are conflicts and not yet resolved please provide me the game information with conflict written beside it. Once the conflict is resolved then send me a request for officials with the original date the game was to be played and the new details for when the game will be played. I need both dates for the assigning system.

If you have requested officials for a game that gets cancelled or details change you must let me know ASAP. If you don't let me know and officials show up your team will be charged the cost of the officials.

Please provide at least 72 hours notice when requesting officials. If less notice is given I will do my best to provide officials, but cannot guarantee it. If you request officials or cancel officials and do not get a reply back from me within 24 hours that I got your e-mail please follow up on it in case it was missed or I just did not get it.

Ref fees are as follows:

Hockey 3 & 4 is a 2 man system at \$15 each

Atom: Ref = \$22, Line = \$15 & Line = \$15

Peewee: Ref = \$29, Line = \$17 & Line = \$17

Bantam: Ref = \$39, Line = \$27 & Line = \$27

Please give official fees to the score/time keepers so it's in the clock box at the start of your game. Have payment for each official in their own envelope marked Ref or Linesman with correct pay and in cash. Cheques or lots of coins are not an acceptable form of payment.

If you have a no show of an official and another official cannot be found at the arena you may have to do a 2 man system in which each official would receive the ref fee each for the division it pertains to. It helps to have the officials envelope money in denominations to pay for a 2 man system in case of a no show. Your team keeps the extra cash if a game becomes a 2 man system and it is then returned to the association. For H3/H4, if you have a no show and have to run the game with only 1 official they get paid \$15. If you do have a no show for an official please let me know the game #, date and time of the game and what official/s did show up. You can obtain this information off the gamesheet. I can figure out from there who didn't show up. If a certain official becomes a habitual no show we need to deal with it so would like this information.

To confirm your home games will have officials I send out an e-mail every Friday showing what games will be provided officials for a certain time frame. Once I send you this e-mail you will understand how it works.

As always, if you have any questions or concerns please ask.

Thanks

Kim Lamberton

Cloverdale MHA RIC/Assigner

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