

Bow Valley Referees Association (BVRA)

Guiding Document - Policies and Procedures

Section 1- Structure & Organization

- 1.0 The Bow Valley Referee's Association (BVRA) is open to all officials residing in Banff, Canmore, Lake Louise, Exshaw, Kananaskis and Morley, who are certified according to Hockey Alberta Central Zone regulations, and have attended an annual referee certification clinic. All members voluntarily agree to abide by the regulations contained herein along with any requisite membership fees as set by the BVRA and or Hockey Alberta.
- 1.1 The BVRA shall conform to all rules and regulations as determined by Hockey Alberta (Central Zone) and its referee ruling body, known as the Central Zone Referee's Committee (CZRC).
- 1.2 The BVRA shall conform to all certification and insurance requirements, payment schedules for officials, and zone affiliation fees or dues as directed or required by the CRZC.
- 1.3 The BVRA's jurisdiction of operation shall be the Bow Valley comprising the communities of Banff, Canmore, Lake Louise, Exshaw, Morley and Kananaskis Country and any applicable Minor Hockey Associations or tournaments operating within this jurisdiction.
- 1.4 The BVRA will maintain an Executive Board elected annually to represent the general membership, excepting the Chair and Treasurer-Assignor, which shall be elected to two-year terms. The Executive Board will consist of the following positions.

Chair - Referee In Chief (RIC)
Vice - Chair
Secretary - Recorder
Treasurer - Assignor
Member Development / Recruitment
(3) Directors at Large

Section 2 – Meetings & Elections

- 2.0 The Executive Board shall hold a minimum of three meetings during each hockey season to conduct the business of the BVRA.
- 2.1 All board meetings shall be recorded using minutes taken by the Secretary-Recorder, who shall maintain and distribute all meeting minutes to the membership by either manual or electronic means.
- 2.2 All meetings shall be chaired by the Referee In Chief or by any board member so designated in his (her) absence. All meetings shall be run according to “Roberts Rules of Order” or the equivalent.
- 2.3 The BVRA shall hold one Annual General Meeting (may coincide with the annual local certification clinic) during each season at which time elections shall be held to elect the incoming Executive Board.
- 2.4 All certified members of the BVRA may vote in the elections and are eligible to be nominated for any elected position (Sec.1, 1.4). No member may hold more than one elected position within the BVRA.

- 2.5 The BVRA Chair shall appoint a member to act as the voting officer who shall use standard election procedures (call for nominations, close of nominations and voting) to determine the incoming Executive Board.
- 2.6 Annual voting may be held either by manual or electronic ballot.

Section 3 - BVRA Assigning Procedures

- 3.0 The Assignor shall be responsible for assigning the officials for all games played within the jurisdiction of the BVRA. The Assignor for the BVRA is the only individual who may assign officials for any game (whether exhibition, league or tournament) held within its jurisdiction.
- 3.1 All Minor Hockey Associations or tournaments operating within the jurisdiction of the BVRA, must submit their game requests directly to the BVRA Assignor by written copy (email, text or fax) a minimum of 72 hours prior to any scheduled exhibition, league or tournament game.
- Telephone calls or phone messages will not be recognized as an official request for service.*
- Any assigned game that is canceled with less than 24 hours notice given to the BVRA assignor, may be billed as a valid game request at the discretion of the assignor or the BVRA Executive Board.
- 3.2 All game requests submitted to the Assignor will only be accepted from a team manager, coach, or the ice coordinator authorized by a Minor Hockey Association or tournament.
- 3.3 The BVRA Assignor shall be responsible for tracking and directly invoicing (for payment purposes) the appropriate Minor Hockey Association or

- tournament organizer for all requested games.
- 3.4 The BVRA shall bill monthly by a detailed statement - invoice, the applicable Minor Hockey Association or tournament for all officiated games held within its jurisdiction. The BVRA shall use the official provincial fee schedule currently posted by Hockey Alberta.
- 3.5 No Minor Hockey Association or tournament official or member of an association, shall be permitted to interfere with or intercede in the BVRA assigning process with regard to selection of officials. No requests for, or preference for any specific official or officials made by any individual will be considered.
- 3.6 The Assignor shall maintain and distribute a complete membership roster that includes the current contact information (names, phone numbers & email addresses) of all eligible BVRA officials.

Section 4 - Duties of BVRA Officials

- 4.0 All officials (referees and linesmen) shall only be assigned to games commensurate with their age, level and experience. All officials requesting games must confirm their availability to the Assignor no later than the Wednesday evening of each week. Available games will then be assigned and posted. Members who have not contacted the Assignor may not be assigned games in a given week.
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- 4.1 All requests by members to attain a higher classification (level), must be submitted in writing to the BVRA Referee In Chief and in turn, evaluated and duly processed in accordance with CZRC regulations.
- 4.2 All officials must submit to periodic supervisions (for the purposes of performance evaluation) as prescribed and directed by the CZRC.
- 4.3 All officials must arrive at their assignment (game) at least 30 minutes prior to the scheduled start time. A dress code (sec. 6.4) is in effect. Any official failing to arrive on time may be subject to a fine and or discipline as prescribed by the BVRA.
- 4.4 Any official who is unable to fulfill an assignment for any reason, is solely responsible to secure a suitable replacement (who shall be of the same or higher experience level) and must immediately report the substitution to the Assignor. If you are not able to find a suitable replacement, you MUST complete the game as assigned. Failure to report to an assigned game may result in a fine (including suspension) and or other discipline as prescribed by the BVRA Executive Board.
- 4.5 No referee or linesman shall be required to officiate any assigned game (whether exhibition, league, or tournament) that is not recorded on an official Hockey Alberta game sheet. No game shall be permitted to start without an official Hockey Alberta game sheet including the completed team rosters for each game.
- 4.6 The Treasurer in accordance with the prescribed BVRA payment policy, shall make payment to all officials for assigned games.
The BVRA shall pay its officials for all completed games no less than

- twice during the current hockey season. Any member may request advance payment (for completed games only) by submitting a written request to the BVRA Executive Board.
- 4.7 No official shall accept payment directly from any team, team official, or member of any Minor Hockey Association or tournament representative unless directed to do so by the BVRA Treasurer - Assignor.
- 4.8 All BVRA members are responsible for providing the prescribed Hockey Alberta uniform for officials (including jersey, armbands, cresting, whistles rule books, etc.) at their own expense. Any member who is unable to afford any required equipment, may request assistance from the BVRA.
- 4.9 Male and female officials MUST use separate dressing rooms when they are assigned to games together. Where a separate room is not available, male officials shall vacate to allow a female official to change first.

Section 5 - Disputes and Arbitration

- 5.0 The position of BVRA Complaints - Discipline Coordinator shall be a temporary position, appointed by the BVRA Chair (RIC) as required on a case-by-case basis.
- 5.1 All disputes arising within the BVRA or any dispute involving a Minor Hockey Association or tournament, shall be submitted in writing to the BVRA Complaints - Discipline Coordinator who will immediately document said dispute, and copy both the BVRA Chair and the CZRC (Hockey Alberta).

- 5.2 All internal disputes or complaints involving any BVRA official(s) shall be documented by the Complaints - Discipline Coordinator and presented to the BVRA Executive Board for resolution.
- 5.3 No Minor Hockey Association or tournament official or any other individual shall be permitted to intercede in any internal dispute, arbitration, procedure or policy regarding the organization and operation of the BVRA.
- 5.4 Any external complaint or dispute involving the BVRA or any of its officials shall be submitted in writing with documentation, to both the BVRA Referee In Chief and the CZRC (Hockey Alberta).
- 5.5 The CZRC as administered by Hockey Alberta, is recognized as the final arbiter / authority for all disputes or complaints arising from within or from outside the BVRA.

Section 6- Adherence

- 6.0 The BVRA shall operate as an autonomous organization within its jurisdiction and shall remain subservient to the authority, direction and governance of the Central Zone Referee's Committee (CRZC) as administered by Hockey Alberta.
- 6.1 The policies and procedures contained herein are meant solely for the operation of the Bow Valley Referee's Association (BVRA), and are not intended for or designed for use by any other organization or association.
- 6.2 The amount and duration of all fines and suspensions imposed on any member, shall be determined by the Executive Board upon the recommendation of the BVRA Complaints/Discipline Coordinator.
- 6.3 The BVRA shall use the annual posted fee schedule as mandated by Hockey Alberta to determine the rates charged to all Minor Hockey Associations and tournaments requesting the services of its officials.
- 6.4 The recommended dress code for all BVRA officials shall be as follows:
All officials shall dress in a neat and tidy manner. Ties are recommended (but are not mandatory) for all levels above Peewee.
The following items shall NOT be worn at any time. Ripped or torn jeans or pants, shorts, sweat pants, unlaced runners and ball caps. Officials should not be seen listening to iPod's or any other musical device when entering or leaving an arena.

6.5 The BVRA Policies and Procedures document as contained herein, shall not be altered or amended except by a majority vote held by the BVRA membership during an Annual General Meeting.