



## REFEREE RECERTIFICATION INFORMATION

**Please carefully read the following information and complete your registration today!**

**2017-2018 HCOP Online Recertification Course Registration Fees (includes HST)**

REFEREE CATEGORY/LEVEL	FEE
Level 1 Officials - under the age of 16 as of December 31, 2017	<b>\$85.00</b>
Level 2 & Above Officials	<b>\$140.00</b>

**TO REGISTER:** <https://ehockey.hockeycanada.ca/ehockey/Account/login.aspx>

### CLINIC NOTES:

- ALLIANCE Hockey and the Ontario Hockey Federation (OHF) have worked together to develop an online referee recertification program. You will be able to complete the online course at your own pace on any internet equipped device operating with Flash Player.
  - **\*NOTE\*** If you have an expired or outstanding Criminal Record Check (CRC) or Vulnerable Sector Check (VSS), you will not be eligible to register or officiate until you have submitted a current check to the OHF office or receipt to the OHF office to show you have started the process. Please see **Appendix A** for the OHF Criminal Record Check (CRC)/Vulnerable Sector Screening Check (VSS) information bulletin for further details.
  - Once your registration is complete, your payment will be processed and an electronic receipt confirming your registration will be provided. The online recertification course will be available in early August and we will keep you informed of the release date.
  - Level 1 & 2 Officials – Will be required to attend a mandatory two hour in-class session and must complete the online course and obtain the necessary passing mark on the HCOP Exam prior to attending. These officials will be eligible to officiate prior to attending your scheduled in-class session. If you fail to attend your scheduled in-class session, you will be removed from all assignments. Please refer to the chart below outlining the mandatory in-class session dates.
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#### Mandatory Level 1 and 2 In-Class Dates

Wednesday, September 6, 2017	London, ON	Nichols Recreation Centre
Thursday, September 7, 2017	Hamilton, ON	Mountain Arena (Lounge)
Tuesday, September 12, 2017	Sarnia, ON	Lambton College (Room TBA)
Wednesday, September 13, 2017	St. Catharines, ON	Seymour-Hannah Sportsplex (Meeting Room)
Thursday, September 14, 2017	Kitchener, ON	Activa Sportsplex (Murray Fried Room)
Saturday, September 16, 2017	Woodstock, ON	Southwood Arena (Goff Hall)
Monday, September 18, 2017	Burlington, ON	BLOMHA Office
Wednesday, September 20, 2017	Brantford, ON	Lions Park Arena (Hall)

**\*NOTE: You must complete the online course prior to attending in-class session.**

- **Level 1 Officials who have reached the age of 16 on or before December 31, 2017** are the only individuals eligible to upgrade their level status at the recertification clinic (i.e. Level 1's wishing to upgrade to Level 2). To upgrade from a Level 1 to a Level 2 Official, you must complete the following:
  - Register for a Level 2 recertification clinic
  - Pay the Level 2 recertification fee
  - Complete the Level 2 online recertification course
  - Successfully complete and pass the Level 2 HCOP exam
  - Attend mandatory in-class session (see chart above)
- Level 3 and above Officials – Will not be required to attend a mandatory in-class session but will be required to complete the online course and obtain the necessary passing mark on the HCOP Exam prior to accepting any game assignments. The online course will close on October 15, 2017.
- AS A RETURNING OFFICIAL, IT IS YOUR RESPONSIBILITY TO BE PREPARED FOR THE EXAMINATION. The exam must be completed once started and will only be available at the completion of the online recertification program. The exam expectations (marks) remain unchanged.
- The recertification course is only for currently certified HCOP officials. Please do not advise new officials wishing to get started in the Referee Development Program to register for any of the online recertification course. Interested individuals should contact their local referee association for information on becoming a referee in their association.
- **Requests for REFUNDS**, whether due to payment error or any other reason, will be subject to an administration fee of \$26.00. Refunds will NOT be provided once you have logged into the online recertification course

#### Member Partner Crossovers

Crossovers are only applicable if you choose to register for a recertification clinic with an OHF Member Partner *other than* ALLIANCE Hockey:

ALLIANCE Hockey recognizes HCOP certification through any OHF Member Partner (GTHL/OMHA/NOHA/OWHA/OHA) sanctioned Recertification Clinic. If you choose to register for a clinic with an OHF Member Partner other than ALLIANCE Hockey, please complete the required online "Crossover Form" and submit payment of \$52.00.

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**\*\*PLEASE NOTE:** You will not be eligible to officiate any ALLIANCE Hockey sanctioned games until you have registered with ALLIANCE Hockey.

An official who pays the “Crossover” fee to ALLIANCE Hockey will be issued an ALLIANCE Hockey Information package. If the official is new to the ALLIANCE Hockey Officiating Program, they will receive proper cresting and an ALLIANCE Hockey Officiating Program wallet card.

Please note that any ALLIANCE Hockey official who has attended a recertification clinic outside of ALLIANCE Hockey and not crossed over with ALLIANCE Hockey is not eligible to officiate any ALLIANCE Hockey sanctioned games until such time as the official has registered with the ALLIANCE and provided proof of recertification. Also, candidates for ALLIANCE Hockey Play-downs and OHF Championships will be selected from those referees who are registered prior to October 31, 2017.

**Referee Crossover Fee**

**\$52.00**

**No Crossovers will be accepted after October 31, 2017**

## **Appendix A**

### **Ontario Hockey Federation Criminal Record Check & Vulnerable Sector Screening Information**

#### **Eligibility to Officiate**

With the 2017-2018 officiating season approaching it is imperative for Officials to ensure their eligibility to access the program. There will be two ways to submit your record check:

1. If you are a first-time official attending a clinic or Officiating School, you would submit at the clinic or Officiating School in a sealed envelope, with your full name printed on front. If you do not have your CRC or VSS at the time of your clinic or Officiating School and have initiated the process please submit the **receipt** in a sealed envelope, with your name on the front at your clinic or Officiating School.
2. If recertifying, you must submit to the OHF prior to registering on line. If you do not have your CRC or VSS prior to registering for a recertification clinic and have initiated the process, please submit the **receipt** directly to the OHF office. This is a condition of being able to access the registration process.

Methods of submission are fax, scan or mail. If by fax or scan (PDF), and it is not deemed a true copy the original will be requested to be mailed. By Fax to 519-620-7476, by Scan to [recordcheck@ohf.on.ca](mailto:recordcheck@ohf.on.ca), or by Mail to address below (**no pictures will be accepted**).

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When you receive your CRC/VSS document please forward directly to the OHF office:

Ontario Hockey Federation,  
Unit 9, 400 Sheldon Drive,  
Cambridge, Ontario N1T 2H9

Attention: Criminal Record Check Inspector

Once submitted the On Ice Official is considered a member in good standing for the current officiating season, **unless deemed ineligible** through review of the CRC/VSS.

On Ice Officials under the age of 18 are required to submit a Criminal Record Check, (CRC). On Ice Officials 18 years of age and over are required to submit a Vulnerable Sector Screening Check (VSS).

The renewal period for your CRC/VSS will be every 3 years. (Example: Year one CRC/VSS, year two Criminal Offence Declaration Form, year three Criminal Offence Declaration Form and year four CRC/VSS.) All On Ice Officials must adhere to this Policy.

[Criminal Offence Declaration Form](#)

This form is to be completed by officials who have a CRC/VSS on file and has not expired, and must be completed in full, signed, and submitted to the OHF office.

Officials are encouraged to log onto their eHockey account to verify their expiration date under the CRC Tab on their profile.

Any questions can be directed to the OHF office.

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