

INTRODUCTION

Welcome and thank you for participating in Tri-town Ice Arena's Referee Training and Development Program. Here at Tri-town, we believe in working with newer and younger officials to help them "break in" to the world of officiating.

This simple, step-by-step, development program will step participants through several training modules. It is important that the modules be completed in the order of which they are presented and that students not "skip" ahead or complete modules out of turn as each lesson builds upon the one before it.

This manual serves as an on-line guide to the training and as the participant's student workbook. The workbook follows along with the training presentations and includes areas that must be reviewed and signed off by specially trained Shadow/Mentor/Evaluators who oversee the administration of this program.

So, all though the cognitive portion of this class may be completed on-line, the hands on portions and game situation evaluations must be completed at the rink under the supervision of an instructor.

COMPLETE THE ON-LINE TRAINING

Participants should begin with the first training module, then progress to the next one when directed to do so. At the conclusion of each module, there will be an on-line written exam. Students should complete the exam on the computer and then hit SUBMIT in order for it to be scored.

The score will be displayed on the screen with the correct answers to those that were answered incorrectly. Students should print that test with their score on it, and place it in this manual in the appropriate sections. This test will be reviewed over by the instructors with the participant and make sure that any questions have been answered.

All training modules must be completed and all written exams must be completed and handed in before the program can be considered complete and the participant considered for graduation from the program.

HANDS-ON TRAINING

Once students have completed the cognitive modules and taken the exam at the end of the module, they should contact the Referee-in-Chief who will set up a date and time to meet with them at the rink. Once there, either the Referee-in-Chief or one of the specially trained Shadow/Mentor/Evaluators (Instructors) will review over the material and stress key points of the training program.

These instructors will also sign off on the skills completion areas of the manual once skills have been successfully completed. Once each section of the on-line training and the student manual have been completed, it will be submitted to the Referee-in-Chief to be filed in the participants training file which is kept at the rink.

Training Modules

The following training modules are contained within this program:

1. Introduction Training

- a. Lesson 1 – Paperwork and forms
- b. Lesson 2 – Scheduling of games
- c. Lesson 3 – Customer Service Part I
- d. Lesson 4 – Customer Service Part II
- e. Lesson 5 – Shadow Program Part I
- f. Lesson 6 – Shadow Program Part II
- g. Written Exam – Print and submit
- h. Observation of game – Contact Referee-in-Chief

2. Basic Training

- a. Lesson 1 – Appearance
- b. Lesson 2 – Pre-game duties
- c. Lesson 3 – Referee skating skills
- d. Lesson 4 – Positioning for two referee system
- e. Lesson 5 – Face offs
- f. Lesson 6 – Communications
- g. Lesson 7 – Post game duties
- h. Written Exam – Print and submit

3. First Aid Training

- a. Lesson 1 – Treating unconscious persons
- b. Lesson 2 – Treating conscious persons
- c. Lesson 3 – Recovery position
- d. Lesson 4 – Care for fractures
- e. Lesson 5 – First aid for head injuries
- f. Lesson 6 – First aid for bleeding
- g. Lesson 7 – Preventing disease transmission
- h. Lesson 8 – First aid for Seizures
- i. Lesson 9 – First aid for choking
- j. Written exam – Print and submit

4. Intermediate Training


- a. Lesson 1 – Pre-game meeting with partners
- b. Lesson 2 – Inspection and safety of the rink and surface
- c. Lesson 3 – Assessing the penalty
- d. Lesson 4 – Body checking Part I

- e. Lesson 5 – Body checking Part II
- f. Lesson 6 – Body checking Part III
- g. Lesson 7 – Body checking Part IV
- h. Lesson 8 – Hooking
- i. Lesson 9 – Slashing
- j. Lesson 10 – Holding
- k. Lesson 11 – Tripping
- l. Lesson 12 – Interference
- m. Lesson 13 – Hitting from behind
- n. Lesson 14 – Responsibilities of the referee (3-official system)
- o. Lesson 15 – Responsibilities of the linesman (3-official system)
- p. Written exam – Print and submit

Introduction module

Lesson 1 Paperwork – Participants must download the W-9 tax form from the site and complete it. It must be submitted to the rink main office for filing. Referees will not be paid until such time as this is complete

Referees must also download the referee handbook which contains all of the rules and regulations as well as expectations of all officials working at Tri-town.



Skills Check Off

Downloaded W-9 and Handbook

Lesson 2 Scheduling of Games –

Referees will be taught how the rink schedules games. They will be expected to put in for the games that they are available for and then to double check their assignments before game time.



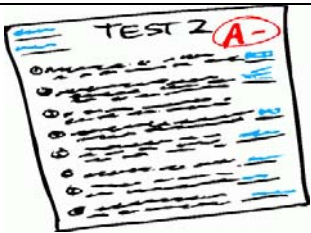
Lesson 3 Customer Service – Referees are expected to communicate professionally with coaches, players, and parents. Referees should gain an appreciation for the importance of how to properly deal with heated and difficult situations and how to resolve verbal conflict on the ice.



<p>Lesson 4 Customer Service Part II – The completion of the above lesson</p>	
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<p>Lesson 5 Shadow Program – This section discusses our in-depth on ice shadow program for newer officials. This program allows new referees to skate on the ice and be a part of the action without affecting the outcome of a game significantly. This portion of the training program may take 3 to 4 games before the referee is confident enough and ready to skate with a seasoned partner.</p>	
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<p>Lesson 6 Shadow Program Part II – This is the conclusion to the above lesson</p>	
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<p>Written Exam – Students must complete the written exam, print and submit it.</p>	
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	Skills Check Off	Completed and submitted exam
		Completed observation of game
		Completed shadow program game 1
		Completed shadow program game 2
		Completed shadow program game 3
		Completed shadow program game 4

Basic Module

Lesson 1 Appearance – Participants must understand the importance of appearance on the ice and the minimum equipment that referees must have to complete a game.



Lesson 2 Pre-game duties – Participants will learn what their duties are before the game begins and how to check the score sheet to verify that the information is correct, the right players are present, and that it has been signed by coaches before the start of the game.

Lesson 3 Skating skills – Participants will learn the skating styles of referees and how to maximize their field of vision on the ice during play. Students should practice these techniques several times before stepping on the ice to work games.



Lesson 4 Positioning for two official system – Participants will learn how to properly position themselves during a game when utilizing the two official system.

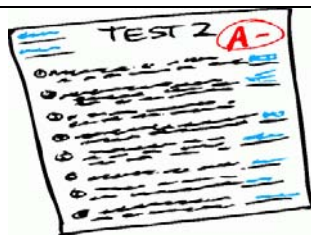
Lesson 5 Face offs – Participants will learn what the face off is, what it is used for, and how to properly conduct one.


Lesson 6 Communications – This section will show participants how referees deal with verbal confrontation on the ice during a game and show how to conduct positive interactions with coaches and players. This is a follow up training to the customer service training in the previous training module.



Lesson 7 Post game duties – Participants will learn what must be completed at the conclusion of a game and how to check over the score sheet to verify that all information is correct and factual.

Written exam – Participants must complete the written exam, print it out with the grade on it, and submit place it in this book



	Skills Check Off	Understands the equipment that is needed to officiate
		Knows how to check the score sheet before and after a game and what to look for
		Can complete a successful face off during a game situation
		Completed written exam

First Aid Module

Lesson 1 Treating the unconscious

person – Participants should know what to do when faced with a person who is unconscious and how best to keep their airway open until more qualified help arrives.



Lesson 2 Treating the conscious

person – Participants should know how best to care for a person who is injured and is conscious.

Lesson 3 Recovery position –

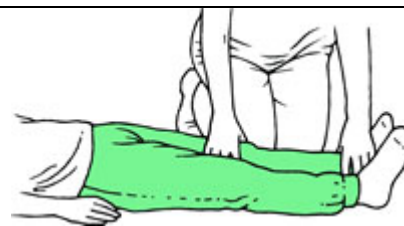
Participants will learn how to position someone in the best way in order to ensure that their airway does not become blocked while waiting for an ambulance.

The Recovery Position



Lesson 4 Care for fractures –

Participants will learn how best to care for a person when faced with a possible fracture. Splinting is neither mandatory nor required. It is best to support and ice the limb and await the arrival of the ambulance.



Lesson 5 First aid for head injuries –

It is important to know what not to do as much as what to do when caring for suspected head injuries. Participants will learn how to hold someone's head still until an ambulance arrives.



Lesson 6 First aid for bleeding –

Participants will learn the four steps to controlling severe bleeding and how to help someone until an ambulance arrives.



Lesson 7 Preventing disease

transmissions – Participants will learn how to best wash their hands to control the possible spread of diseases and germs after caring for an injured person.



Lesson 8 First aid for seizures –

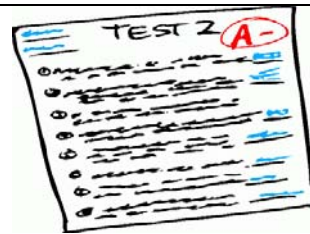
Participants will learn how to best care for someone when they are having a seizure.

Lesson 9 First aid for choking –

Participants will learn how to perform abdominal thrusts on a person who is conscious and choking.



Written exam – Participants will complete the written exam, print it with the grade on it, and place it in this manual for review



Skills Check Off

Knows the location of the first aid kit in the referee room

Familiar with the contents of said first aid kit

Understands how to dispose of soiled gloves and proper hand washing techniques to prevent disease transmission

Demonstrates how to notify the front office in the event of a medical emergency

Locates the first aid room at the arena

Explains how to contact the Referee-in-Chief to re-stock items from the first aid kit that have been used

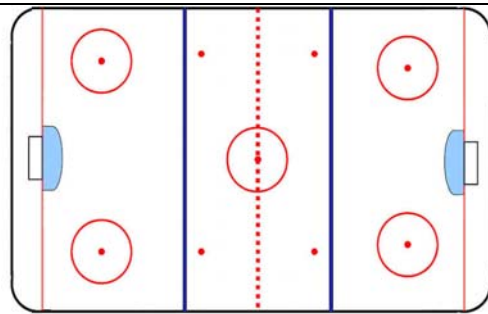
Intermediate Module

Lesson 1 Pre-game meeting -

Participants will learn the importance of having a pre-game meeting with their partner(s) and what important information is covered.

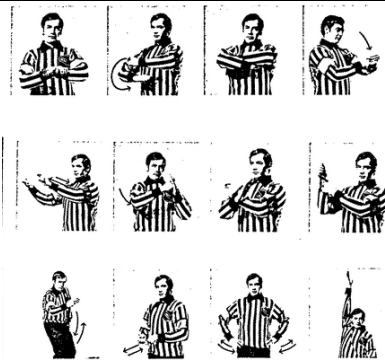
Lesson 2 Inspection and safety -

Participants will learn the importance of conducting a pre-game safety inspection of the rink and ice surface and what to look for.




Lesson 3 Assessing the penalty -

Participants will learn the proper cadence of how to call and assess a penalty during a game situation.



<p>Lesson 4 Body checking – Participants will review over USA Hockey’s body contact video and get a better understanding of what is and is not considered a body check.</p>	
<p>Lesson 5 Body checking Part II – This is a continuation of the USA Hockey Video</p>	
<p>Lesson 6 Body checking Part III – This is a continuation of the USA Hockey Video</p>	
<p>Lesson 7 Body checking – This is the conclusion of the USA Hockey body contact video</p>	

<p>Lesson 8 Hooking – Participants will learn the defining line on what does and does not constitute a penalty of this type during a game. These videos are from Hockey Canada and some variation may exist in the severity of the call that is assessed on the score sheet. Consult the USA Hockey rule book to determine exactly what penalty infraction must be called for these situations.</p>	
<p>Lesson 9 Slashing – Participants will learn the defining line on what does and does not constitute a penalty of this type during a game. These videos are from Hockey Canada and some variation may exist in the severity of the call that is assessed on the score sheet. Consult the USA Hockey rule book to determine exactly what penalty infraction must be called for these situations.</p>	

Lesson 10 Holding – Participants will learn the defining line on what does and does not constitute a penalty of this type during a game. These videos are from Hockey Canada and some variation may exist in the severity of the call that is assessed on the score sheet. Consult the USA Hockey rule book to determine exactly what penalty infraction must be called for these situations.

Lesson 11 Tripping – Participants will learn the defining line on what does and does not constitute a penalty of this type during a game. These videos are from Hockey Canada and some variation may exist in the severity of the call that is assessed on the score sheet. Consult the USA Hockey rule book to determine exactly what penalty infraction must be called for these situations.

Lesson 12 Interference – Participants will learn the defining line on what does and does not constitute a penalty of this type during a game. These videos are from Hockey Canada and some variation may exist in the severity of the call that is assessed on the score sheet. Consult the USA Hockey rule book to determine exactly what penalty infraction must be called for these situations.

Lesson 13 Hitting from behind – Participants will learn the defining line on what does and does not constitute a penalty of this type during a game. These videos are from Hockey Canada and some variation may exist in the severity of the call that is assessed on the score sheet. Consult the USA Hockey rule book to determine exactly what penalty infraction must be called for these situations.



Lesson 14 Duties of the referee (3-official system)

– Participants will be introduced to the three official system (one referee, two lines man) They will begin to understand the duties of the referee in this system.

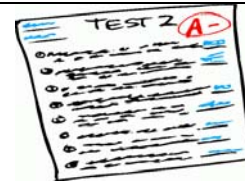


Lesson 15 Duties of the linesman (3-official system)

– Participants will be introduced to the three official system (one referee, two lines man) They will begin to understand the duties of the linesman in this system.



Written exam – Participants will complete the written exam, print it with the grade on it, and place it in this manual for review



Skills Check Off

Knows the signals for each of the above listed penalties

Explains what constitutes body contact vs. body checking

Explains the duties of the referee

Explains the duties of the linesman

Completes the written exam with grade