

Referee Development Budget and Roles 2022-2023 for SJAMHA & APHA

Part 1: Roles of the Administration Team

VP Officials for AP and SJ (Mitchell Jeffrey)

1. Oversees the entire program and delegates tasks not specifically covered in this document.
2. Coordinates hiring for positions under the oversight of the AP and SJ boards.
3. Coordinates hiring and firing of officials through the team effort of the administrative team.
4. Gives monthly reports on relevant topics to both the AP and SJ executives.
5. Provides an end-of-season report to AP and SJ executives about: mentorships, meetings, harassment, half-ice mentorships, staffing/admin plan for coming season, and any other relevant topics.
6. Ensures information is disseminated to officials using posters in ref rooms, email, and social media.
7. Oversees playoff assignments with assistance of RIC and MC by creating a playoff document showing what levels officials can work during playoffs.

Referee or Timekeeper Assignors (Mitchell Jeffrey, Nicholas Noonan-Robinson, Bryce Dodd, ???)

- Use Assignall and Universal Assigning Program to assign games.
- Work closely with other assignors to communicate, ensure assigning for all games and covering for each other.
- Follow the Highest Capable Level system, as per VPO or designate, determine assignments.
- Work to ensure teams see different officials over the course of the season and avoid teams seeing the same officials in back-to-back games.
- Assign all games under his or her responsibility an appropriate time in advance.
- Act with empathy and compassion when re-assigning returned games for any reason while also considering officials' schedules outside of hockey.

Time Keeper-In-Chief (???)

1. Coordinate 1 mentorship per year for 1st year timekeepers and 2nd year+ as needed.
2. Address any teaching or discipline issues with timekeepers.
3. Identifies the levels at which a timekeeper may work, provides this information to the timekeeper assignor.
4. Recruits, hires and fires timekeepers as necessary with the assistance of the VPO.

Referee-in-Chief APHA & SJAMHA (Mike Fedak)

1. Addresses discipline or teaching opportunities for referees.
2. Receives, investigates and responds to all referee complaints or concerns.
3. Is an active participant in crafting annual budget.
4. Is listed as the main contact in the HW rule book; Is the primary contact for coaches, fans, referees and their parents for concerns.
5. Works to develop new ideas to develop officials and identifies new opportunities to develop officials.
6. Works games with officials to provide an on-ice presence at all levels of hockey.

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Mentorship Coordinator (First Years) (Nicholas Noonan-Robinson)

1. Coordinates about half of all mentorships. If there are fewer first years than normal, will help coordinate second year mentorships.
2. Coordinates two full ice mentorships and one half-ice mentorship official per season at the U9 or U11 or U13 levels.
3. Provides Highest Capable Level information about first years to the admin team and assists in first year referee level advancement decisions.
4. Works with Mentorship Coordinator (2+ years) to recruit, train and assign mentors.
5. Provides feedback to mentors about quality of in-person and written feedback.

Mentorship Coordinator (2+ Years) (Mitchell Jeffrey)

1. Coordinates half of all mentorships.
2. Coordinates 2 full ice mentorships per official in their second or later year per season at the official's Highest Capable Level.
3. Provides Highest Capable Level information about 2+ years to admin team and assists in referee level advancement decisions.
4. Works with Mentorship Coordinator (First Years) to recruit, train and assign mentors.
5. Provides feedback to mentors about quality of in-person and written feedback.

Monitoring Referee Harassment & Kudos (Mitchell Jeffrey)

Goal: Collect data on referee harassment, monitor Hockey Winnipeg Game Reports for penalties assessed due to referee harassment, share the reports with appropriate area association.

1. Monitors submissions of referee abuse form through referee website.
2. Forwards referee abuse reports to the appropriate association.
3. Sends out email reminding officials to anonymously report referee abuse through website.
4. Uses a "Kudos" form to help non-officials and officials send compliments to each other.
5. Deals with issues of referee abuse while working with coaches liaison or conduct and leadership persons in AP or SJ.

Part 2: 2022-2023 Officials' Operating Budget

<i>Expense</i>	<i>2022-23</i>	<i>Notes</i>
VP Officials (Mentorship Coordinator 2+ Years)	\$2520*	60 Hours of Work @ \$42*/Hour. This season, the VPO will also be serving as Mentorship Coordinator for 2+ years as he did in 2021-2022.
Referee-In-Chief	\$1800*	60 Hours of Work @ \$30*/Hour

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Hiring & Training New Assignor and TKIC	\$840	Lou Mulvenna has resigned. Therefore, for the first time in many years, we will be filling an existing admin position (in contrast to creating a new position as APSJ did with Nicholas Noonan-Robinson in 2021-2022). The process for hiring a new admin includes reflecting on what is needed, creating a job posting, distributing that job posting, answering questions, encouraging people to apply, reviewing resumes/cover letters, reflecting some more, setting up interviews, completing interviews, reflecting on the interviewees, informing the candidates of the outcome of the interviews. Once a candidate has accepted the position, there is then training required. 20 Hours x \$42 per hour = \$840.
Payroll Administrator	\$1200 (SJ Only)*	At the end of 2019-2020, Ted Szykowski ceased to be the Financial Officer for SJAMHA. Therefore, SJAMHA needed to hire someone to manage payroll for the officials and work with Ted (who continues to manage APHA's finances and direct deposit for all officials). Mike Fedak will continue to manage payroll and game sheets during the 2022-2023 season. This is 40 hours of work at \$30 per hour.
Mentorship Coordinator (First Years)	\$1800*	60 Hours of Work @ \$30*/Hour
Timekeeper-In-Chief	\$600*	20 Hours of Work @ \$30*/Hour
Half-Ice Mentorship Fees for Referees	\$1420	This program requires: 1) Create and distribute a learning protocol/materials to referees & mentors including emails and signs in the referee rooms. 2) Monitoring effectiveness of referee development at house league level and 3) Organizing mentorships in half-ice games. <ul style="list-style-type: none"> 10 hours of resource development and distribution time @ \$30* per hour = \$300 20 mentorship games for 40 first year officials @ \$44^ per game + 40 write-ups @ \$6^ = \$1120
Initiative 1: Tracking & addressing Referee Harassment + Creating a complimentary "Kudos" System	\$600*	20 Hours @ \$30* per hour. This initiative has multiple purposes: 1) to give some measure of how much harassment occurs 2) communicate issues with executives, 3) give feedback to officials about how best to manage harassment, and 4) "catch" people doing good things and praise them.
Initiative 2: #thankthestripes weekend	\$1220*	24 Hours of organizing the weekend @ \$30* per hour (\$720) + \$500 for incidentals (i.e Jets tickets, printing, snacks, gifts).
Full-Ice Mentorship Fees for Referees	\$9355^	In 2022-2023, a 15-15-20 mentorship game will pay whatever the maximum for U18AA is (expected to be \$69). A 12-12-15 game will pay whatever Rec (beer) League is paying (expected to be \$44 in 2022-23). This aligns with what the mentors can make doing other levels of hockey. The majority of mentors will also be paid \$6 per written mentorship submitted (they are not paid the \$6 if they do not submit write-up). Some mentors are identified as giving more information in their write-ups (which assists with development) and paid \$12 as more detailed write-up take twice as long.

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		In 2021-2022 there were 55 1.5 hour mentorships and 90 1 hour full-ice mentorships. Therefore, in 2022-2023, we will need $\$69 \times 55 = \3795 (1.5 Hour Mentorships) + $\$44 \times 90 = \3960 (1 Hour Mentorships) + $\$1600$ for mentorship write-ups (265 x \$6).
Mentorship Fees for timekeepers	\$900*	The TK program pays \$30 per mentorship in a 1-hour game with the focus on new timekeepers and does about 30 mentorships per year.
How to Referee Hockey: it is not just about the Rule Book	\$400	There is every reason to expect that the number of new officials will be around 35-40 in 2022-2023. In 2021-2022 we had 50 new officials likely due to a cancelled season and the first year that 12-year-olds could be referees. Therefore, we should expect a regression to the mean in 2022-2023. It is important to ensure that our new officials all have access to the book "How to Referee Hockey" which costs \$10 per copy. $\$10 \times 40 = \400 .
Assignor Fee	\$15 000#	This requires about 500 hours and needs to be paid \$30 per hour.
Assignall Registration	\$1600	This program is used by Hockey Winnipeg and ensures efficiency of assigning as well as communication between assignors. \$800 per area.
Mentorship Website Cost	\$660*	Apsjmentorships.com is the website used by our areas to track mentorships and provide information about the development program to our officials. \$300 for registration + \$300 for time spent on updates (12 hours x \$30).
Total Timekeeper/Referee Development Budget	\$39,915	<p>The total cost for referee and timekeeper administration in 2021-22 was \$30 642 shared between the two associations.</p> <p>In 2022-2023, the cost will be \$39 915: \$19 357.50 for AP and \$20 557.50 for SJ. SJAMHA is \$1200 higher than AP because SJ needs to pay Mike Fedak to manage officials' payroll and game sheets while AP does not.</p> <p>The increase of \$9273 reflects the increases of mentorship and admin fees which are following the expected increase to game fees as well as the time it takes to hire a new assignor. The overall increase in this budget is 30.26%, which is in the upper of the game fee increase of 18 to 32% and is mostly accounted for by the required increase in assignor fee.</p>

*The amounts marked with a * have a 20% increase included to follow the increase in game fees.

^The increase in mentorship fees match the game fee increases for the highest level a referee can work. One hour mentorships match Adult Rec league since mentors could do Rec league if they choose. One hour Rec league cost \$40 in 2021-2022. I am budgeting for a 10% increase to Rec League rates. The 1.5 hour games will match U18AA-Referee rates, which is expected to be \$69 per game in 2022-2023. TKs make about \$30 per 1 hour Rec League game.

#The assignor pay is increasing to bring the pay in line with the other positions (\$30 per hour) and to match what spring league is paying an assignor.

Part 3: Other information about the 2022-2023 Officials' Operating Budget

1. In fall 2021, Nicholas Noonan-Robinson was hired to take over mentorship coordination from Mitchell. The estimated time was 100 hours of work based on Mitchell's experience in the position. However, by season's end, Nick had worked between 225 and 275 hours. Mitchell had assumed responsibility for about half of the mentorship program to ensure everything was completed.

This large number of hours is due to several factors including:

- Mitchell being very experienced and possibly very efficient at the role.
- Incorrect estimation of the time required to be mentorship coordinator.
- Nicholas learning the job.
- The return from a cancelled season and the need to develop many officials very quickly.

As a result, for the 2022-2023 season the following is being done:

- Mentorship coordination is being split into two roles that will be shared between Mitch and Nicholas (see roles on page 1-2).
- Mentorship submissions will be emailed automatically to officials by the apsjmentorships.com website rather than manually by the Mentorship Coordinator.
- There will be less use of manual Excel tracking and a greater reliance on Assignall automation, which should lead to more efficiency.

2. Increase in game fees and mentorship fees are required because:
 - a. Female High School Hockey increased game fees. Therefore, mentorship fees need to increase in a similar amount in Hockey Winnipeg.
 - b. The mentorship budget increased from \$4000 to \$7000 for full ice mentorships in Spring 2018 and has remained the same other than adding a half-ice mentorship program in Spring 2021.
 - c. In general, society is seeing more competition for paid services. Wages are going to go up. Referees, specifically, will need to see an increase in a time that there is a severe referee shortage.
 - d. Given the officiating shortage, other leagues are paying more for officiating. APSJ needs to continue to have competitive wages to ensure that mentors choose to come develop our younger officials when compared with the opportunity to work Adult Rec League.
3. Increase in Admin Fees except for Assignors
 - a. The increased rate is based on game fee increases. Referee fees are increasing by 18-32%.

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- b. The decision to use 20% is based on the increase to games fees for officials. The increases for game fees are between the 18 and 32%. Therefore, the 20% increase for the admin roles (except assignors-see point 4) comes in at the low end of the game fee increases.
 - c. The last increase in admin fees was in Spring 2018.
4. Increase to Assignor Fee
- a. The assignors have traditionally been paid \$20-\$22 per hour. This amount is not sufficient to continue to retain them.
 - b. The other admins are being paid \$30 per hour.
 - c. The assignors report working a total of 500 hours per season.
 - d. Spring league pays \$8000 for assigning 3000 officials. This works out to \$2.67 per official assigned.
 - e. APSJ currently pays about \$1.75 per official assigned.
 - f. To bring APSJ to competitively pay the assignors, the assignor fee needs to increase to \$15000 per season. This pays the assignors \$30 per hour and brings the pay per official assigned to \$2.70 (which is very similar to \$2.67 paid by spring league).