

## Referee Development Budget and Roles 2023-2024 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.
  - a. 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.
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. Provides officials with relevant information through emails (at minimum, once at beginning of season and once at playoffs but also when situations arise) as well as putting up dressing room posters.
8. Playoff Coordinator:
  - a. Oversees playoff assigning by assigns with assistance of RIC and MC by creating a playoff document showing what levels officials can work during playoffs.
  - b. Reviews the HCLs, mentorships, and games officiated #s from the past season, creates a list of 2+ year officials who can work the first two weeks of playoffs, then cuts that list down for the later playoff games, create a tally of number of games for first years in order to determine what first years can work half-ice or full-ice in playoffs.

#### 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.

#### Timekeeper-In-Chief (Mitchell Jeffrey)

1. Coordinate 1 mentorship per year for 1<sup>st</sup> year timekeepers and 2<sup>nd</sup> 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.

## Referee Development Budget and Roles 2023-2024 for SJAMHA & APHA

4. Recruits, hires and fires timekeepers as necessary with the assistance of the VPO.

### Mentorship Coordinator (First Years) (???)

1. Coordinates at least two mentorships for each first year.
2. Coordinates at least one 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 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.
6. Works with Mentorship Coordinator (2+ years) to complete the “Other Responsibilities” listed in #6 in next section.

### Mentorship Coordinator (2+ Years) (Likely Mitchell Jeffrey)

1. Coordinates at least two mentorships for each 2+ year.
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 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.
6. Other responsibilities of both Mentorship Coordinators: tracking mentorships, sending write-ups to 2+ years, selecting 2+ year mentorships, tracking HCLs of 2+ years, removing departed officials from trackers, tracking year over year development, ensuring officials receive 2-3 mentorships per season, answering questions from 2+ year officials regarding development, ensuring officials who are ready to move out of area are advanced to HW and AAA.

### Referee or Timekeeper Assignors (Jorie Garchinski, Josh Miko, Mitchell Jeffrey, Bryce Dodd, and ???)

1. Use Assignall-Universal Assigning Program to assign games.
2. Work closely with other assignors to communicate, ensure assigning for all games and covering for each other.
3. Follow the Highest Capable Level system, as per VPO or designate, determine assignments.
4. Work to ensure teams see different officials and avoid teams seeing the same back-to-back games.
5. Assign all games under his or her responsibility an appropriate time in advance.
6. Act with empathy when re-assigning returned games while also considering officials’ non-hockey commitments.

### 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.

## Referee Development Budget and Roles 2023-2024 for SJAMHA & APHA

### #thankthestripes Coordinator (Mitchell Jeffrey)

1. Create posters to celebrate and thank on-ice and off-ice officials.
2. Devise a system to provide gifts or prizes to officials including acquiring and distributing prizes.
3. Advertise #thankthestripes on the appropriate weekend at a variety of arenas in APSJ using previously purchased #thankthestripe signs.
4. Remove the signs at the conclusion of the weekend.

### APSJ Officiating Payroll Administrator (Ted Sypowski-AP and Mike Fedak-SJ)

1. Organize and execute officials' payroll at minimum four times per season.
2. Ensure game sheets are collected and submitted to Hockey Winnipeg.
3. Use Assignall-UAP to manage payroll accurately.

### APSJmentorships.com Website Master (Mitchell Jeffrey)

1. Update apsjmentorships.com with relevant information regarding development, contacts, payroll, and program information.
2. Work with other admin to ensure relevant information is posted.

### Part 2: 2023-2024 Officials' Operating Budget

<i>Expense</i>	<i>2023-24</i>	<i>Notes</i>
Vice President of Officials	\$2646	<ul style="list-style-type: none"> <li>• Oversees the officiating program and the admin staff (20 Hours x \$44.10 = \$882).</li> <li>• Oversees and monitors the playoff assignments (15 hours @ \$44.10 = \$661.50).</li> <li>• Vice President of Officials: Provide monthly VPO reports when necessary as well as preparing annual budget and report in Spring of each year (15 Hours per season X \$44.10 = \$661.50).</li> <li>• Dressing Room Posters and Emails to officials (10 Hours per season x \$44.10 = \$441).</li> <li>• Executive Meetings are not included in this calculation because such a task is considered volunteer.</li> </ul>
Hiring & Training New Admins As Needed	\$882	In 2022-23, Lou Mulvenna and Nicholas Noonan-Robinson resigned therefore, three new admins were hired to fill the two positions. For 2023-24, APSJ will need to hire at least one new administrator (to replace Joel Friesen); Of course, it is also always possible that another Admin may move on to a new opportunity. 20 Hours x \$44.10 per hour = \$882.
Referee-In-Chief	\$1890	60 Hours of Work @ \$31.50/Hour.
Timekeeper-In-Chief	\$630	20 Hours of Work @ \$31.50/Hour.
SJAMHA Pay Roll Administrator	\$1260 (SJ Only)	Mike Fedak took over this role after the 19-20 season and is responsible for processing payroll of all SJ games, working with Ted Sypowski in APHA to complete payroll, and ensure all game sheets are taken from arenas and given to Hockey Winnipeg. 40 hours of work @ \$31.50/hour = \$1260.

## Referee Development Budget and Roles 2023-2024 for SJAMHA & APHA

First Year Mentorship Coordinator	\$1890	60 Hours of Work @ \$31.50/Hour.
Second+ Years Mentorship Coordinator	\$1890	60 Hours of Work @ \$31.50/Hour.
Assigning Fees	\$16500	The amount of work that was required in 22-23 increased compared to 21-22 because Hockey Winnipeg shifted all U18A head-official games to the APSJ assignor. The extra U18A assigning represented about 250 more officials than the assignor had to manage in 22-23 compared to 21-22. $250 \times \$2.84 = \$710$ . The \$16500 covers the assigning of about 5800 refs, liners, mentors or TKs. It is expected that this amount should be \$31.50/Hour.
Mentorship Fees: First Year Officials	\$3522*	<ul style="list-style-type: none"> <li>• 50 First years: 1 Half-Ice and 1 Full-Ice mentorship = 100 mentorships or 50 games <math>\times \\$44 = \\$2200</math></li> <li>• 25 First years: A second full-ice mentorships = 25 mentorships or 13 games <math>\times 44 = \\$572</math></li> <li>• 125 mentorship write-ups <math>\times \\$6 = \\$750</math></li> </ul>
Mentorship Fees: Second+ Year Officials	\$6590*	<ul style="list-style-type: none"> <li>• In 2023-2024, a 15-15-20 mentorship game will pay whatever the maximum for U18AA is (expected to be \$72). A 12-12-15 game will pay whatever Rec (beer) League is paying (\$44 in 2023-24). This aligns with what the mentors can make doing other levels of hockey. <ul style="list-style-type: none"> <li>○ In 2022-23 there were 40 1.5 hour mentorships: <math>\\$72 \times 40 \text{ games} = \\$2880</math></li> <li>○ In 2022-23 there were 40 1 hour full-ice mentorships for second years: <math>\\$44 \times 40 = \\$1760</math></li> </ul> </li> <li>• 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. There are about 250 mentorships per season. <ul style="list-style-type: none"> <li>○ 75 of those are paid \$12 per mentorship = \$900</li> <li>○ 175 are paid \$6 per mentorship. <math>175 \times \\$6 = \\$1050</math></li> </ul> </li> </ul>
Mentorship Fees: 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.
Initiative 1: Addressing Referee Maltreatment + complimentary "Kudos" System	\$630	20 Hours @ \$31.50 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	\$1256	24 Hours of organizing the weekend @ \$31.50 per hour = \$756 + \$500 for incidentals (i.e Jets tickets, printing, snacks, gifts).

\*If game fees increase by 10% as is proposed by Warren Hruska in Spring 2023, then mentorship fees will need to go up by 10% as well. First year mentorships would go up by about \$350 total, second year mentorships would go up by about \$660 total, and timekeeper mentorships would go up by \$90 total. This is a grand total increase of \$1100. This increase is not included in the amounts listed above because the increase is only needed if HW increases game fees.

Referee Development Budget and Roles 2023-2024 for SJAMHA & APHA

How to Referee Hockey: it is not just about the Rule Book	\$400	In 2021-2022 and 22-23 we had 50 new officials. Pre-pandemic we would expect 40 new officials per year. \$10 x 40 is sufficient for our needs = \$400.
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	\$703	Apsjmentorships.com is the website used by our areas to track mentorships and provide information about our program to our officials. \$325 for registration + \$378 for time spent on updates (12 hours x \$31.50).
<b>Total Timekeeper/Referee Development Budget</b>	<b>\$43189</b>	<p>The total cost for referee and timekeeper administration in 2022-23 was \$39 915 shared between the two associations. <b>In 2023-2024, the cost will be \$43189: \$20 964.50 for AP and \$22 224.50 for SJ.</b></p> <p>The increase of \$3274 is related to:</p> <ul style="list-style-type: none"> <li>• A 5% increase for the remuneration of the admin staff reflecting inflation (<a href="#">6.4% between February 2022 and 2023 according to the Government of Manitoba</a>). Note: There was no increase in mentorship fees.</li> <li>• The creation of the “Mentorship Coordinator for Second Years” that is separate from the VPO role to better reflect the demands of different positions as the program grows and changes.</li> <li>• Adjusting the tally of number of officials assigned, which increased due to APSJ assigning refs for U18A.</li> </ul>