



STEP BY STEP TO BECOME A HOCKEY OFFICIAL



(All steps are mandatory. Please be diligent in following each one.)

1

REGISTER WITH USA HOCKEY* (This is different from registering as a player)

<http://www.usahockey.com>

Click on Officials. Then find Registration Status and then Season Registration. On the right hand side click the red banner that says Register Now. Follow the instructions. There will be a \$35 fee for registering with USA Hockey plus \$10 local fee.

2

FIND A SEMINAR TO ATTEND

<http://www.usahockey.com>

Click on Officials. Then click Officiating Seminars. This should take you to a page with a list of all seminars in the country. You can narrow your search as you wish. Brand new officials will look for a Level I seminar. Your first seminar* will last 4 hours with NO lunch break. You will have 1.5 hrs. of on ice instruction. Remember to bring your skates, whistle and helmet. If you are younger than 13 please contact Mike Mooney (moondog@frontiernet.net or 612-812-3268) who will assist you in signing up for a seminar. You will NOT be able to register online.

3

ONLINE SEMINAR

You will need to complete the on-line segment of the seminar. As a level one, from the first time you log on to the education program you will have a maximum of 60 days to complete the curriculum (officials do not have to complete the seminar in one sitting). It is suggested that you complete this part as soon as possible.

4

OPEN BOOK EXAM + SAFESPORT

Level I officials will need to complete a 50 question Open Book test and get a passing score of 35/50 or better. This test is designed to familiarize you with the rulebook and prepare you to officiate your first game. After registering, you will receive a link to the test. You may complete this online. The preferred method is to print out the exam and submit the answers online after completion. Your rulebook will be mailed to you just as soon as you register. If you have any questions on the test call Mike Mooney. Additionally, if you are 18 or older you will be directed on how to complete an online tutorial called SafeSport.

5

ATTEND THE FALL MEETING

WSOA's Fall Meeting is Monday, October 12, 2015. It will be at TBD in Monticello at 7 PM sharp. At the meeting you will have an opportunity to meet other officials and quickly gain the knowledge that will allow you to accelerate your officiating career. This will increase your chances of having a successful first year. It is very important to attend. If you cannot, you will be asked to attend a Board of Directors meeting to review what was missed.

6

CONTACT AN ASSIGNER

Once you get your card and crest from USA Hockey, email Jeff Carlen (scheduler for West Suburban Officials Assn) - jscarlen@lakedalelink.net. Then call him and make sure he received your email. His cell phone number is 320-493-0876. Jeff will email a link for you to get signed up with ArbiterSports. This software is how you will receive games. The earlier you can get in touch with the scheduler the sooner you will begin receiving assignments.

7

ALMOST READY TO HIT THE ICE

Save time for the District 5 Level I clinic. This year it will be on Sunday, November 22, 2015. Please attend the Albertville Clinic at 8 am OR the Sartell Clinic at 2 pm. More info to come.

* You may want to review the list of Level I seminars in your area before signing up with USA Hockey for the first time. They have a strict NO RETURN policy. In short, be sure you can attend a seminar before you pay the money. If you are not 18, you will need an adult to help you in your registration process.

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Checklist



- Register @ USA Hockey as an On-Ice official.
- Find a Level I Seminar to attend.
- Complete the Online Seminar @ USAHockey.com
- Print out your Open Book Exam. Complete it and submit it online.
- If you are 18 years of age or older you will need to complete your SafeSport tutorial.

CONGRATULATIONS! You are USA Hockey certified.

- Either attend the WSOA Fall Meeting (10/12/15 at 7pm) or a Board of Directors meeting.
- Contact Jeff Carlen to get set up on ArbiterSports if you wish to officiate in District 5 this season.
- A Mentor will contact you before you first assignment.
- Save time on November 22nd to attend the Level I Clinic in either STMA or Sartell.