



Norfolk Minor Hockey Association

Ice Hockey Referee Scheduler – Roles & Responsibilities

Primary Function:

To ensure all minor hockey games within the association are staffed with qualified, OMHA-certified officials in a timely and efficient manner.

Key Responsibilities:

- Maintain and update the referee contact list and availability schedules.
- Assign referees to all games, ensuring proper level and experience of officials for each match.
- Communicate assignments clearly and promptly to officials, confirming acceptance.
- Handle last-minute changes and find suitable replacements when needed.
- Collaborate with team managers and arena staff to ensure smooth game day coordination.
- Ensure referee coverage meets OMHA guidelines and standards.
- Track game assignments and attendance for accounting and performance purposes.
- Support Referee-in-Chief with training schedules, mentorship pairing, and evaluations.

Tools:

- Scheduling software
 - Communication platforms (email, text groups, scheduling apps)
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Ice Hockey Referee Accounting – Roles & Responsibilities

Primary Function:

To manage payments for game officials in an accurate and timely manner, in accordance with OMHA pay rates and association procedures.

Key Responsibilities:

- Collect and verify game sheets and referee attendance records for all officiated games.
- Maintain an accurate database of officials, games worked, and payment details.
- Process payments for referees on a regular schedule (weekly, bi-weekly, or monthly).
- Coordinate with treasurer/finance department to issue payments via e-transfer or cheque.
- Ensure all payments follow OMHA-approved pay rates for each age group and level.
- Respond to payment inquiries from officials and resolve discrepancies.
- Provide financial tracking and reports to the Referee-in-Chief or board as required.
- Assist in annual budgeting by projecting referee costs based on historical data.

Tools:

- Accounting software or spreadsheets
- E-transfer system or cheque requisition process
- Access to Ref Centre or scheduling tools for verification

To apply, please submit your resume to norfolkminorhockeyexec@gmail.com