



INTERNATIONAL
ICE HOCKEY
FEDERATION

***PLANNING NATIONAL ASSOCIATION'S
OFFICIATING SEMINAR (CLINIC)***



International Ice Hockey Federation

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INTRODUCTION

International Ice Hockey Federation (IIHF) receives a lot of questions from developing hockey member national association (MNAs) and their referee-in-chiefs (RIC) concerning practical organization national association seminars (clinics) for national association (NA) game officials. By this publication IIHF would like to provide to MNAs and their NA RIC with practical guidelines regarding organization of seminar (clinic) for NA game officials, answer on a numerous questions and assist MNA in building their own national association Officiating Development Program. Materials introducing in this publication are recommendations which have been worked out by IIHF, MNA and with success have been implemented and tested on practice.

In this publication the International Ice Hockey Federation (IIHF) refer to identified by the IIHF the following classification of game officials (IIHF Officiating Procedure Manual (IIHF OPM) Section 1):

1. Level I (Beginners)
2. Level II (Basic)
3. Level III (Advanced)
4. Level IV (Top)

Each level is considered to include a certain group of national association game officials. The description of each level you can find in publication IIHF Officiating Development Program - "Certification of National Association Game Officials" January 2013.



Chapter 1

National Association Officiating Seminar (Clinic) – From What to Start

Step 1 – Seminar Agenda

The first step in the process of planning officiating seminar (clinic) should be devoted to building the seminar agenda. Seminar agenda should always correspond to the level of participants and goals that should be attained in the process of conducting a seminar. It is obvious that the seminar agenda for Level I (Beginners) game officials should be different from for Level III (Advanced) due to the type of participants and their officiating experience. It is very important that the agenda of the seminar (clinic) is interesting to the participants, easy to understand and is not boring.

In order to assist you in selection of topics for different levels please find in Enclosure 1 topics which we recommend to include in the seminar program for different groups of national association game officials. The list of topics is not limited by ones mentioned in the table and can be adjusted due to the system of officiating used in the respective national association.

Due to the type of officiating system utilized in the respective national association in different levels of ice hockey some topics may be separately presented only for referees and some only for linesmen in two groups. Thus you will keep the interest among participants.

The most difficult part in building seminar (clinic) agenda, especially for the Level I (Beginners) is how to manage and study national association rule book. We need to establish a good knowledge of the national association rules and it's correct implementation.

You can see that in the list of seminar (clinic) agenda we did not include sessions devoted to study the complete content of the utilized rule book and case book. The agenda only included rules and case book interpretations associated with certain topic, for example - Injured players.

It is practically impossible for Level I (Beginners) seminar participants during 1-2 day seminar (clinic) to achieve knowledge of the rules and their implementation upon receiving them at the seminar (clinic).

Usually it takes couple hours to go through the entire national association rule book in order to acknowledge the content and understand meaning of the rules.

There are several options of how to integrate study of the national association rule book in the seminar (clinic) agenda.



Option 1

Some national associations after announcing of the Seminar in advance (usually 2-3 week prior starting of seminar (clinic) together with Seminar information package send to participants a hard copy or via e-mail national association rule book and ask participants for the upcoming seminar to study rule book and bring questions to seminar (clinics) for clarification.

Thus, in theory, all participants for the upcoming seminar (clinic) have already acknowledge themselves with the content of the national association rule book and ready for discussions and asking questions. At the end of seminar (clinic) participants are ready to pass a rule test exams in order to be certified for that certain level. There is no need to organize an additional day for participants to pass rules exams.

Option 2

This option foresees distribution of national association rule book to seminar participants at the seminar (clinic) and is usually following presentation regarding the national association rule book structure, its content and ways how to study it.

This option encourages that participants by themselves will study national association rule book after completion of seminar (clinic) and after some period they should pass rule tests exams to be organized by the national association in order participants can be certified at a certain level and thus get permission to officiate games operated by the respective national association.

Option 2 and Option 3 dictates that the seminar (clinic) will consist in two parts which should be operated on different days: seminar (clinics) and Rule Test Exam Day.

With the options, the Rules Test Exams can be a part of the seminar (clinic) agenda or may be outside of the seminar's agenda.

Some national associations, depending on its structure, organize in towns, communities and regions in front of the upcoming seminar (clinic) or in front of the Rule Tests Exams Day, local rule book study sessions with participation of most experience game official who are able to give correct answers on rule questions. This rule's meetings usually scheduled on one of the weekend days in the place with the most concentration of game officials and to where other game officials can come by car, train maximum in 1 - 1.5 hour. During this rule's meeting participants review content of the rule book, get answers on rules questions, meet with each other, and become friends. Such meetings are becoming also a part of TEAM building which positive reflects on keeping persons as a game officials.

Such form of rule's meetings gives an opportunity for game officials to receive a more detailed rules study and get answers on their rules questions.



It is obligatory to include in the seminar (clinic) agenda for all levels ice session especially for Level I (Beginners) where instructors can check skating abilities of the participants. It is important that future on ice game officials have certain levels of skating skills which gives them opportunity to officiate the game.



NATIONAL ASSOCIATION OFFICIATING CLINIC

Tentative List of Topics

Topic	Level I (Beginners)	Level II (Basic)	Level III (Advanced)	Level IV (Top)	Material	Special Notes
Introduction / Welcome	X	X	X	X		
NA Officiating Program	X	X			NA materials	
Personal Appearance	X		X		IIHF OPM Section 2	
Physical Conditioning			X	X	IIHF OPM Section 3 / NA Regulations	Physical Test
Fundamentals of Skating		X	X	X	IIHF OPM Section 3	
Pre-Game Duties & Responsibilities	X	X	X		IIHF OPM Section 4	
Officiating System (2 Official System, 3 Official System, 4 Official System)	X	X	X	X	NA materials, IIHF OPM Section 6, IIHF Rule Book Section 3	System to be included, based on N/A needs and level
Positioning 2 Official System	X	X	X	X	IIHF OPM Section 6	
Positioning 3 / 4 Official System		X	X	X	IIHF OPM Section 6	
Procedures for 2 Official System	X	X	X	X	IIHF OPM Section 4	
Procedures 3 / 4 Official System		X	X		IIHF OPM Section 5, 6, 7	
Dangerous actions	X	X	X	X	IIHF Bulletins & Videos, NA Guidelines & Videos	
Judgement		X	X	X	IIHF OPM Section 2	
Awarding Goals & Assists			X	X	IIHF OPM Section 4, IIHF Rule Book Rule 470, 471, 472	
Injured Players	X	X			IIHF Rule Book Rule 554, IIHF Case Book	
Equipment Regulations		X			IIHF Rule Book Section 2	
Change of Players	X		X	X	IIHF OPM Section 4, IIHF Rule Book Section 4	
Fisticuffs	X		X	X	IIHF OPM Section 4,5	
Penalty Shot Procedure		X	X	X	IIHF Rule Book Rule 508, 509, OPM Section 4,5	
Off – Ice officials & their Role	X	X			IIHF Off Ice officials' handbook	
Post-Game Duties & Responsibilities	X	X	X		IIHF OPM Section 4, 5	
Communication with Players / Coaches			X	X	Special Presenter	
Role Of the Supervisor	X	X			IIHF OPM Section 8	
Playing Rule Changes		X	X	X	NA materials (Bulletins, Regulations)	
Answer on Rules Questions	X	X	X	X		
Skating Abilities	X					
On-Ice Drills		X	X	X	NA materials	75 - 90min
Ice Tests		X	X	X	NA Ice Test	
Rules Examination	X	X	X	X	NA Materials	
Special Topics (Mental Preparation, Media Relations, Video study)			X	X	NA Materials & Special Presenters	



IIHF OFFICIATING DEVELOPMENT PROGRAM

Enclosure 2

OFFICIATING SEMINAR (CLINIC) DAILY PLANNING*

(7 – 10 HOURS**)

Time	Activity	Function
08:00 – 09:00	Registration Desk	Sign-in, distribution forms & materials
09:00 – 10:00	Classroom	Introduction of the NA Officiating staff, instructors Introductions of seminar participants Seminar arrangements Seminar Goals
10:00 – 10:15	Break	Sign-in later comers, preparations facilities
10:15 – 12:00	Classroom	Presentation topics concerning officiating
12:00	Lunch	
13:00 – 13:15	Dress for Ice Session (Except Skates)	
13:15 – 13:30	Stretching Pre-Ice	Stretching led by instructor
13:30 – 15:00	Ice Session	Brief warm up, drills on game situations, ice ball
15:15 – 17:00	Classroom	Presentation topics concerning officiating
17:15 – 17:30	Clinic Evaluation and Closing Comments	
17:30	Departure of participants	

Notes:

- * When seminars are scheduled for Saturdays and Sundays, they can easily be completed from 09:00 till 17:30.
- * When they are scheduled for weekday evenings, two consecutive four (4) hour evenings should be scheduled.
- * The ice session should be held during the second evening. One word of caution: The ice session is always best towards the end of the seminar. Never start a Seminar with the ice session.
- The Seminar schedule shall be approved by NA
- * The length of the ice session is recommended 90 minutes; however, this can be adjusted according to your needs and ice availability. Also, the ice time may not be available as it is shown on the daily planning so one has to be flexible and fit daily planning around the ice time.
- ** If necessary the National Association can make this clinic longer than the recommended 7- 10 hour.



LESSON PLAN - LEVEL I & II

Time from to	LEVEL I	
07:45 08:00	1st day	2nd day
08:00 08:15	Registration	Registration
08:15 08:30	Introduction	Restraining fouls
08:30 08:45		
08:45 09:00		
09:00 09:15	Break	Break
09:15 09:30	2 Official System	Dangerous actions
09:30 09:45		
09:45 10:00		
10:00 10:15	Break	Break
10:15 10:30	Penalties and procedures	Fisticuffs and Roughing
10:30 10:45		
10:45 11:00		
11:00 11:15	Break	Break
11:15 11:30	Offsides and Icing	Game sheet
11:30 11:45		
11:45 12:00		
12:00 12:15	Lunch	Store Materials
12:15 12:30		Lunch
12:30 12:45		
12:45 13:00	Store Materials	
13:00 13:15		Goals and PS
13:15 13:30		
13:30 13:45	Ice Session incl. Ice test	
13:45 14:00		Break
14:00 14:15		Rule Test
14:15 14:30	Ice-Cleaning	
14:30 14:45	Ice Session incl. Ice test	
14:45 15:00		Break
15:00 15:15		Social Media
15:15 15:30		
15:30 15:45		
15:45 16:00	Face-Offs and Player change	
16:00 16:15		Break
16:15 16:30		Rules emphasis Directives
16:30 16:45	Break	
16:45 17:00		
17:00 17:15	Open questions	Break
17:15 17:30	Summary	Open questions
17:30 17:45		Summary
17:45 18:00	End	
18:00 18:15		End
18:15 18:30		
18:30 18:45		
18:45 19:00		

LEVEL II	
1st day	2nd day
Registration	Restraining fouls
Welcome Informations Introductions	Break
Break	Dangerous actions Roughing
Offsides and Icing	
Break	Ice Session incl. Ice test
NA Bylaws and Regulations	
Break	
Game sheet + reports	Unsportsm. Conduct
Lunch	Lunch
Store Materials	
Penalties and procedures	Special rules
Break	Break
2 Man Positioning	Rule Test
Break	Break
Goals / PS Equipment	Supervision Assignments
Break	Break
Read the Play	Rules Emphasis Directives
Break	Break
Condition test 5 km running	Open questions Summary
	End
Dinner	



IIHF OFFICIATING DEVELOPMENT PROGRAM

Lesson Plan Level III – 3 Official System (Two separate group for R & L)

Time from	Time to	Referee	LM
07:45	08:00	1st day Registration	1st day Registration
08:00	08:15	Welcome Information Introductions	2nd day Rule Test
08:15	08:30		
08:30	08:45		
08:45	09:00	Break	Break
09:00	09:15	3 Official System Positioning	3 Official System Positioning
09:15	09:30		
09:30	09:45		
09:45	10:00	Ice Session incl. Ice test	Condition test 5 km running
10:00	10:15		
10:15	10:30		
10:15	10:30	Video Rule Quiz	Icing
10:30	10:45	Break	Break
10:45	11:00		
11:00	11:15		
11:00	11:15	I am the Referee - this is my job	Face-Offs
11:15	11:30		
11:30	11:45		
11:45	12:00	Lunch	Lunch
12:00	12:15		
12:15	12:30		
12:30	12:45	Play the game Restraining Fouls	Read the Play
12:45	13:00		
13:00	13:15		
13:15	13:30	Break	2nd Awareness
13:30	13:45		
13:45	14:00		
14:00	14:15	Safety first Dangerous actions	Penalties and procedures
14:15	14:30		
14:30	14:45		
14:45	15:00	Supervision Assignments	Break
15:00	15:15		
15:15	15:30		
15:30	15:45	Break	Video Rule Quiz
15:45	16:00		
16:00	16:15		
16:15	16:30	Goal Crease Actions	Scrams Penalized Players. Player control
16:30	16:45	Condition test 5 km running	Break
16:45	17:00		
17:00	17:15		
17:15	17:30	Rules Emphasis Directives	Ice Session incl. Ice test
17:30	17:45		
17:45	18:00		
18:00	18:15	Open questions Summary	Break
18:15	18:30		
18:30	18:45		
18:45	19:00	End	End
		Dinner	Dinner

together



Step 2 – Seminar (Clinics) Daily Planning

It is very important to take into consideration that the most effective way to introduce materials to participants if the number of participants in a group is not more than 30 students. If the number of registered seminar (clinic) participants is more than 30 then they should be split in groups. The same material should be presented to each group. A smaller group gives possibilities to establish better contact with the participants, control discussion and concentrate participants' attention on presented materials.

Example of the seminar (clinic) daily planning is shown in Enclosure 2. Minimum time for instructions is outlined for each level in IIHF Officiating Procedure Manual (IIHF OPM Section 1). If necessary the national association can make the seminar (clinic) longer or split it in several parts conducting each part separately on different days.

In Enclosure 3 as examples are introduced different daily plans for different levels which are implemented by one of the IIHF member N/A officiating committee.

Step 3 – Seminar Staff

For one person it will be difficult to make all arrangements. It needs to create a seminar (clinic) operation staff and spread responsibilities between each other. The group of people, who are responsible for seminar's (clinic's) arrangement, is known as seminar (clinic) staff. Depending on seminar arrangements this group may contain from 2 – 4 people. It will be nice if the seminar (clinic) staff will wear national association T-Shirts or polo shirts with national association logo. This will underline importance of the event.

It is very important to involve in the seminar arrangements as much as possible volunteers for example parents, hockey club staff, people who like hockey. They can be drivers, be involved in preparations and distribution of seminar documents, timekeepers on ice, etc.

Step 4 – Selection of Presenters

You worked out seminar (clinic) agenda and seminar (clinic) daily planning. Now you should decide who will present topics or other words who will instruct the game officials. Usually it is most difficult task for a referee-in-chief in small national association or person responsible for officiating in local national association (town, community and district).

It may happen that you cannot find the competent person who has experience or has knowledge in ice hockey. In this situation the most experienced person in local national association should take leadership and run the seminar.

Experienced players, game officials, coaches, people of other professions who like hockey and understand hockey in your national association can be invited to take part in seminar (clinic) as presenters.



Licensed by International Ice Hockey Federation (IIHF) national associations game officials should be obliged to take part in the national association local seminars (clinics) as a presenter or demonstrator on the ice.

Working with the people around hockey or who like hockey or who have been involved in ice hockey will help you to find the proper presenters.

Step 5 – Facilities and seminar (clinic) arrangements

In order to run seminar (clinic) you will need (as minimum):

1. Classroom equipped with tables, chairs suitable to accommodate participants
2. Flip chart with markers
3. Rule books
4. Case Books
5. Printing handouts
6. Pens
7. Note pads

All these materials can be obtained in the closest shop or supermarket.

Modern technology in seminar presentation dictates to use on a high level seminars

1. PC projector with PC cable connected to lap top
2. Screen
3. White board with special markers

If you have the opportunity to use these items use it as it increase efficiency of introduction of presented materials and its perception by the seminar participants.

Small gifts for the participants (From local hockey club, local national association or sponsors) and soft drinks (cola, juice, water, coffee, tea) will be good additions to seminar arrangements.

If in a seminar (clinic) the daily planning is to include lunch you should make certain arrangements in what kind of form it will be organized.

For ice session you should book ice time and dressing room in local ice rink and if it needs transportation to ice rink for the participants and back after ice session.

If you are planning to have a physical examination of the participants you should make arrangement where you are planning to run it and what kind of the excises the participant will pass. For example: to book gym or sport field.

If participants are coming by car you should organized for them in advance possibilities to park the car free of charge or negotiate this with local authorities.



Putting all mentioned above arrangements together you choose possible place of seminar (clinic) and discuss this possibilities with the proper authorities.

Following discussions you set up possible dates and time of the seminar (clinic).

Step 6 – Budgeting of seminar (clinic)

All seminar (clinic) arrangements will require a budget. Counting all cost you will need to pay for organization and running the seminar (clinic) together you will obtain the complete cost which is known as budget.

Money is always a big issue. Creative thinking may help you to solve the problem. In case of difficulties, talk with potential sponsors, local hockey clubs, and owners of ice rinks on which conditions they will agree to help you. Assistance in officiating during pre-season games for local hockey club may compensate cost of the classroom with the seminar equipment. Work on solutions. Start with minimum and show first results. If you will have results you will get more support.

Budget should be presented to the national association for their review and approval.

Step 7 – Seminar (clinic) announcement

The days and place of seminar should be planned 5-6 month in advance and announced in advance 2-3 month in order participants can plan accordingly.

Two – three weeks prior to the seminar, participants should receive (via e-mail) a package of documents with the following information:

1. Seminar (Clinic) Date/Time (From date/time to date/time)
2. Meeting point at what time
3. Where to park the car, if it is an issue/difficulty
4. What to bring (cloths, tracksuit, skates, helmets, complete officiating equipment, pens, note pads, rule books, etc.)
5. Meal plan explanation, an item to save money (participant's responsibility)
6. Insurance (who cover personal participants insurance attending seminar (clinic))
7. List of participants (If possible)
8. Daily Program (If possible, highly recommended. Other it should be distributed upon arrival to seminar (clinic) during registration)
9. Notification regarding obligatory to attend seminar (clinic) in order to be certified by respective national association and get opportunity to be assigned for the games belonging to that respective national association.
10. Tests limits
11. Contact persons in case of questions regarding operation of seminar (clinic)



Step 8 – Seminar Equipment Checklist

Printed Materials / Education Materials

- Welcome Letter
- Rule Books
- Seminar Agenda
- Daily Planning
- Participants List
- Registration List
- Classroom Signs
- Name Tags
- Room List for Accommodation
- Case Book
- Rule Exam List

General Supplies

- Pointer
- Rink Diagram
- Clipboards
- Markers
- Extra pens
- Extra note pads
- Meals coupons

Teaching Supplies

- Education Videos
- Education handouts

Electronic Equipment

- PC Projector
- Extension Cord
- Podium or head table
- Wait board with special pens
- Flip Chart
- Projection Screen (Wall)
- TV
- DVD Player

Ice Sessions

- Pucks (1 for each official)
- Stopwatch
- Sticks
- Pylons
- Measurement tape (20m)
- Sport numbered jackets
- Clipboards
- Drill outlines & Diagrams
- Participants Roster
- Soccer Ball



Special Arrangements



Special Seminar's Staff T-Shirts



Small gifts to participants from NA



Chapter 2

Special Tips

National Association Referee-in-Chief (NA RIC) in co-operation with regional, district, province or town referee-in-chiefs should create in advance (In front of the new financial year) complete year plan for national association regarding organization of seminars (clinics) for different levels national association game officials and present it to the board of the respective national association for approval and possibilities of it's budgeting.

If national association is already allocated funds for running national association officiating program it will be good in advance to have this information in your hands. So you can perform accordingly.

Yearly plan with approved by national association calendar of seminars (clinics) should be available to member national association and the best way to do this publish it on national association web-site.

Conclusion

International Ice Hockey Federation (IIHF) provides you the framework on how to organize seminar (clinics) in your national association. We share with you with our experience which we used organizing officiating seminar for different levels of game officials and would like to inform you that suggested framework works.



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