



PENNSYLVANIA ICE HOCKEY OFFICIATING INTERNAL OPERATING POLICIES & PROCEDURES



A. Mission Statement

- PIHO provides a wide-range of officiating services to all clients. PIHO assigns ice hockey officials for amateur, scholastic, and collegiate ice hockey leagues, associations, and teams in the Greater Pittsburgh, Pennsylvania metropolitan area. Additionally, PIHO maintains a collaborative, working relationship with Pittsburgh Elite Officiating Camps to provide training and development opportunities to help officials advance to higher levels of ice hockey officiating.

B. Independent Contractors

- All PIHO independently contracted officials are required to sign and agree to an Independent Contractor Agreement stating, among other things, their relationship to the PIHO solely as an independent contractor.
- The Agreement must be accepted prior to the independent contractor being assigned to any PIHO scheduled ice hockey games.
- The independent contractor's relationship with PIHO will be solely that of an independent contractor. Nothing in the approved Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship.
- The independent contractor will not be entitled under the Agreement to any of the benefits that PIHO may make available to its employees, including, but not limited to group health insurance, life insurance, profit-sharing, retirement benefits, paid vacation, holidays or sick leave, or worker's compensation insurance. No part of PIHO compensation will be subject to withholding by PIHO for the payment of any social security, federal, state or any other employee payroll taxes.
- PIHO will regularly report amounts paid to independent contractors by filing a Form 1099-MISC with the Internal Revenue Service as required by law.
- The independent contractor may perform the services required by the Agreement at any place or location as per each particular game assignment.
- The independent contractor agrees to provide all ice hockey officiating equipment required to perform the services under the Agreement.
- Each official contracted by PIHO shall be considered an independent contractor and is the sole person responsible for their tax and personal liability as well as any insurances that he may desire or require in order to provide officiating services.

C. Officiating Staff Rosters

- PIHO will create a roster of independently contracted officials for each level / association / league of ice hockey for which it schedules officials.
- Only officials listed on a specific roster will be eligible to officiate each particular level of play.
- Only in emergency or extreme situations should an official not listed on a specific roster be permitted or scheduled to officiate at levels of play for which they are not rostered at the time of assignment distribution.
- Officials may be added to or removed from different rosters at any time for numerous reasons, including, but not limited to, supervisor feedback, personal conduct, and other factors.

D. Scheduling System - Horizon Web Ref

- All PIHO game assignments will be distributed on the HorizonWebRef.com website system.

E. Official's Game Assignment Availability

- In order to receive game assignments, all PIHO independently contracted officials must open the dates for they wish to officiate on their Horizon Web Ref availability calendar.
- A memo will be sent monthly reminding all PIHO independently contracted officials to confirm their Horizon availability calendars are current.
- If an official's personal plans/schedule/availability changes, each official is responsible for keeping their Horizon availability calendar as current as possible.

F. Conflict of Interest

- It is the responsibility of each official to inform PIHO of any recurring and applicable conflict of interest. PIHO should be notified prior to the season or as soon as the conflict is created.
- A PIHO independently contracted official shall not officiate a PIHO-assigned game in which any of the following interpersonal relationships apply:
 - He/she has a parent, grandparent, aunt/uncle, sibling, or child on the coaching staff or player roster of one of the teams participating in the game. Note, the relative does not need to be participating in the game for this to apply.
 - He/she has a parent, grandparent, aunt/uncle, sibling, or child on the coaching staff or player roster of one of the teams in the same league/division/tournament
 - He/she has played within the past twelve (12) months for a team and/or head coach involved in the game
- A PIHO independently contracted official shall not officiate a PIHO-assigned game in which any of the following connections apply:
 - He/she holds individual voting rights within either team's association.
 - He/she is employed by either institution/program involved in the game, including as a volunteer coach/staff member of any sport.
 - He/she is a student at either institution/program involved in the game.

- Each official shall "block" in the Horizon scheduling system all teams, leagues, and/or venues for which a conflict of interest exists.

- Each official is expected to decline any potential game assignment that is in known violation of any of these Scheduling Restrictions.

G. Game Assignment Distribution

- All PIHO clients' regular season game assignments will be distributed on a regular basis.
- All PIHO clients' tournaments, special events, playoff games, etc., game assignments will be assigned as PIHO receives the schedules for such events.
- The dates of tournaments, special events, playoff games, etc., will be announced to PIHO officials with sufficient time for all officials to accurately update their Horizon availability calendars.
- Officials must accept or decline their game assignments within forty-eight (48) hours of receiving such an assignment.