

## **SCHEDULING OF OFFICIALS**

Effectively immediately, MIHOA will no longer accept any type of schedule from any team/club/league or tournament that is registered or will be registering with USA Hockey through Missouri Hockey.

The procedure that USA Hockey registered teams/clubs/leagues/tournaments will need to follow to secure officials for any games will be:

1. They will need to turn in team rosters, team applications and any fee(s) associated with registration with USA Hockey to the Sub District USAH Registrar Debbie Hellwig (636-938-7684), [dhellwig@mohockey.org](mailto:dhellwig@mohockey.org)) or her appointed designate along with their schedule of games.
2. Once the Sub District USAH Registrar or the appointed designate has confirmed that all is in order and the team/club/league/tournament is properly registered with USA Hockey, an electronic message shall be sent to MIHOA and to the team/club/league/tournament stating that the registration process is complete. The Missouri Hockey website, [www.mohockey.org](http://www.mohockey.org), will list all USAH registered teams, leagues, associations, and tournaments.
3. Along with the now properly registered notification to MIHOA, that the schedule of games would also be sent to MIHOA from the Sub District USAH Registrar or the appointed designate. At that time and only then, would the schedule of games be entered into our online database and then officials would be assigned accordingly.

We are starting this policy in an effort to better support USA Hockey through Missouri Hockey and to help insure that the games that we schedule our officials for that we believe to be USA Hockey registered are indeed completely and properly registered with USA Hockey.

We will also keep record on our web site of currently registered teams/clubs/leagues/tournaments as we get the information from the Sub District USAH Registrar or the appointed designate so that our members can stay up to date with currently registered programs/events.

This policy has been enacted with input from the Sub District USAH Registrar and the Affiliate (Missouri Hockey) to develop a way to try to insure that USA Hockey events within the jurisdiction of Missouri Hockey are properly registered and certified in a timely manner and in accordance with the policies of USA Hockey.

September 2, 2004