



USA Hockey and CFIHOA Registration Steps



1. **Registering.** In order to become an official with USA Hockey, you first need to register as an official for the upcoming season. You can go to www.usahockeyregistration.com. Registration will be \$45.00 for level 1 and \$90.00 for levels 2,3,4. When completing the on-line registration, you will be asked to create an on-line profile. This USA Hockey Profile is very important as it will create the registration record that USA Hockey will use to track completion of the registration requirements listed above. For that reason, the exact name, address, birth date and email address used to create your profile will be used to match your seminar attendance, exam results, and training accomplishment records. Please be sure you enter this information correctly. The user name and password you create will allow you to review your USA Hockey Profile to track your reservation status and submit game reports as necessary.
2. **Attending Seminar.** The next step in becoming an official is to attend a local USA Hockey seminar. You can go to <https://www.usahockey.com/officialseminars> and sign up for a seminar that is convenient for you. When looking for a seminar make sure you select your proper level, district (Southeast, SE), and state (FL). At the seminar you will receive instruction in the basics of Officiating. Seminars include classroom instruction and on-ice drills. For that reason, you should bring skates, a helmet (preferably black) without a face cage, and a finger whistle to the seminar as well as note-taking material for the classroom session. Classroom topics that will be covered include the rule book, signals, positioning, equipment, and penalty calling procedures. On the ice you will learn power skating techniques, how to conduct a face-off, and participate in positioning drills. Continued study is necessary, and you will receive a Basic Officiating Manual to read at home.

There is no charge for attendance at a USA Hockey Officiating Seminar, but you must be registered with USA Hockey first (Step 1 above).

3. **Pass an Open Book Exam.** After you register with USA Hockey, you will receive a USA Hockey rule book in the mail. You will also receive an email with the link to the USA Hockey Open Book Exam. You can take your open book test as soon as you complete your registration, but we highly recommend you not attempt to take the test until after you attend the seminar.

The Open Book Exam is a 50-question test for Level 1 Officials. The test is designed to help you learn to navigate the rule book; how the rules are organized and how to look up rule references. It is an **open book** test, so **use the rulebook** as you take the test.

4. **Complete Online Seminar Modules.** All Officials are required to complete certain computer-based training modules. For Level 1 Officials, there are 14 required modules (8 of which should be completed prior to attending a seminar) plus additional elective modules for a total training time of approximately two hours. Once you have completed your registration as described in step 1, above, you will be granted access to the on-line training at the USA Hockey web site using your USA Hockey Profile. There is a time limit for completion of the on-line training. You must complete all required modules within 60 days from the time you start the first module, so plan your time to allow for a few hours to complete the on-line training before and after the seminar.

The on-line training modules consist of presentations with video clips that illustrate the presentation topic. Modules are generally 3-8 minutes in length (some may be longer) and there is a short quiz at the end of each module to check for comprehension. You must pass this quiz in order to receive credit for completing the module

5. **Complete Safe-Sport Training (ONLY 18+).** The online SafeSport training is designed to raise awareness of the potential for abuse of players and help keep athletes safe. The training was produced by the United States Olympic Committee. The SafeSport link can be found in your USA Hockey Profile account.
6. **Complete Background Screening.** All officials are required to complete a background screening. In order to complete the background check, go to www.usahockey.com, log into your officiating profile, and look under Screenings. Once paid and completed, an email report will be sent confirming your background check.
7. **Get Geared Up.** Once you received your USA Hockey card and crest, it is important that you get the required gear. Before you work any games, you must have player skates, black helmet, visor, finger whistle, referee sweater, and black trousers. Recommended equipment would include a protective cup, shin pads, and elbow pads.
8. **Get in Contact with your Local Association.** The local association servicing the Tampa Bay area is the Central Florida Ice Hockey Officials Association (CFIHOA). In order to become a member and work games you must have completed steps 1-7. Once those steps are completed you can fill out the CFIHOA Membership Application located on www.cfihoa.com . Other required forms will be located on www.cfihoa.org . Please attach all forms to your membership application: <https://www.emailmeform.com/builder/form/3JhkGbNbEcd8U7cKrj7Vdw7z7>
9. **Getting Signed Up for Games.** Once you have submitted all the required forms the local scheduler will contact you and will then be ready to set you up on the scheduling website. You cannot set yourself up on the site. CFIHOA uses www.horizonwebref.com to schedule all games. To get onto this website, you must submit an application and all the required forms to CFIHOA. If you have not been contacted within one week after submitting your forms please contact through e-mail, Ron Buckner, Director of Scheduling for CFIHOA (buckner927@msn.com)
10. **Game Assignments.** Once you have completed steps 1-9, including emailing the Scheduling Coordinator, he will instruct you how to set your availability calendar on the website. Opening up your availability is the only way to possibly receive game assignments. When you receive a game assignment, make sure you have your USA Hockey crest sewn on your jersey and have an understanding of the rules. When you accept your first assignments, a mentoring official will be assigned to you to help you through your first few games. CFIHOA takes mentoring officials the most effective way to help newer official have the opportunity to succeed.

If you have any questions regarding the registration or seminar process, please contact letonas@hotmail.com

If you have any further questions about becoming an official, please visit www.southeastrefs.org/newref or www.cfihoa.com

USA Hockey and CFIHOA look forward to seeing you wearing the stripes!