



USA Hockey / WHOA Registration Process 2017-2018 Season



To become a USA Hockey Official in Wisconsin you must:

1. Be 12 years old **BEFORE** November 5, 2017. This is a WAHA and WHOA requirement.
2. Register with the Wisconsin Hockey Officials Association, Inc. (WHOA) **Register Online with the Wisconsin Hockey Officials Association (WHOA) at www.wihoa.org. NOTE: Seminar registration closes at midnight four days prior to the seminar date. Registrations after close are considered late and only be on-site, provided space is available. On-site registration will incur additional fees.**
3. Complete the WHOA Background Screening process if 18 years of age or older. The screening process must be completed every 2 years by USA Hockey requirement. WAHA coaches screened through their association by WAHA's vendor are exempt from this requirement.

Click here: <http://www.wihoa.org/files/Documents/PYS.pdf> for screening instructions

4. Attend an entire USA Hockey sanctioned Officiating Seminar (administered by WHOA). WAHA rules requires attendance at a WHOA-conducted seminar.

THE SEMINAR LEVEL YOU ATTEND MUST BE FOR THE SAME REGISTRATION LEVEL FOR WHICH YOU APPLIED. IF THERE IS A MISMATCH, YOU WILL BE CERTIFIED AT LEVEL 1.

If you are subject to the WHOA Background Screening process your seminar attendance confirmation will not be submitted to USA Hockey until your Background Screening process is complete.

5. **Register with USA Hockey (fee varies with Level).** See USA Hockey Registration (below) for complete details. Be sure sure you register at the proper level. USA Hockey will not change registration levels after payment nor refund fees.
6. Complete the USA Hockey Open Book Rules Exam online and achieve a passing score. Also complete the USA Hockey online educational component.
7. Affix the USA Hockey Officiating Crest to the left breast of your officiating sweater.

Please review Registration Tips (below) for complete instructions

USA Hockey Classification Requirements

Level 1	Must attend an entire Level 1 ice and class Officiating Seminar ** Must make an application, including payment of \$35 to USA Hockey Must complete the USA Hockey Online Education component. If 18YOA or older must complete a background screen every 2 years. If 18YOA or older must complete the SafeSport online training every 2 years. Must attain an Open Book Rules Exam score of 35/50
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Level 2	Must make an application, including payment of \$60 to USA Hockey Must have been Level 1 or higher (Complete) within the last two seasons Must complete the USA Hockey Online Education component. If 18YOA or older must complete a background screen every 2 years. If 18YOA or older must complete the SafeSport online training every 2 years. Must attain an Open Book Rules Exam score of 80/100 Must attain a Closed Book Rules Exam score of 24/30. The closed book exam will test an applicant's knowledge of the Basic Officiating Manual Must attend an entire Level 2 ice and class Officiating Seminar **
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Level 3	Must make an application, including a payment of \$80 to USA Hockey Must have been Level 3 (Complete) within the last two seasons -or- Must have been Level 2 or higher (Complete) within the last two seasons Must complete the USA Hockey Online Education component. If 18YOA or older must complete a background screen every 2 years. If 18YOA or older must complete the SafeSport online training every 2 years. Must attain an Open Book Rules Exam score of 90/100 Must attain a Closed Book Rules Exam score of 40/50 Must attend an entire Level 3 class and ice (if reqd.) Officiating Seminar**
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Level 4	Must make an application, including payment of \$90 to USA Hockey Must have been Level 3 or 4 (Complete) last year Must complete the USA Hockey Online Education component. If 18YOA or older must complete a background screen every 2 years. If 18YOA or older must complete the SafeSport online training every 2 years. Must attain an Open Book Rules Exam score of 90/100 Must attain a Closed Book Rules Exam score of 40/50 Must attend an entire Level 4 ice and class Officiating Seminar ** Must pass a skating exam each year

** *Officiating Seminars are approved by USA Hockey and are administered by WHOA.*

Notes:

- **Complete** means that an official has met all requirements for the level for which he/she has applied.
- **Incomplete** means an official has filed an application and has not completed all the necessary criteria for attainment of that level.
- A new official (not registered the previous year) may not officiate until he/she is *complete*. An official registered last year may not officiate after November 30 of the current season (USA Hockey expiration date for last year) until he/she is *complete* for the new season.

Open Book Rules Exam

Each season all officials must complete the open book rules exam. This exam is completed online. Officials who do not receive the minimum score for the appropriate level will receive a retake notice. Only one retake exam per official is allowed. An official who fails the exam twice will be registered at the highest level for which the retake exam score would qualify (See Classification Requirements for required exam scores).

New Officials

(Never been registered)

All persons who have never officiated must register at **Level 1** for the first season. Exceptions to this rule may only be made by the Central District Referee-in-Chief, prior to USA Hockey Officials registration, in extreme cases in which the applicant has extensive hockey officiating experience that would foster registration at **Level 2**. No first time registered official may register above **Level 2** for the first season. Contact the Central District Referee-in-Chief **PRIOR** to registering with USA Hockey at centraldistrictric@gmail.com

Renewal Officials

Renewal officials may apply for one level higher than the level at which they were completely registered last season. Officials are allowed to take one season as unregistered or incomplete without penalty (except for Level 4). Officials who take one season off may apply only for the level at which they were completely registered the previous season or a lower level. Level 4 applicants must have been completely registered at Level 3 or 4 the previous season.

Returning Officials

(After 1 or more seasons) Unregistered or Incompletely Registered

We are always happy to have officials return to the USA Hockey Officiating Program after some time away from the program. Because of your past experience with our program you may be able to register at a higher level than Level 1, depending upon the level at which you were last registered. As a general rule, officials may take one season off (unregistered or incomplete) without forfeiting their current status, except for Level 4. If, however, an official is off (not registered or incomplete) for the previous two seasons, they must apply for registration one level lower (except Level 1) than that of the last season *completely* registered. If you have any questions regarding your status as a returning official please contact the WHOA at seminar@wihoa.org.

USA Hockey Registration Dates

August 1	USA Hockey online registration begins
November 15	All registration material is due to the National Office to receive card and crest by December 1 and be eligible to work games
November 30	Last season's card and crest expires
December 31	Officials must be complete by this date in order to be eligible to officiate State, District or Regional Playoff games or National Championship games
March 30	Last day applications are accepted for the current season
May 10	Last day to submit open book exam or open book retake exam

Minimum Referee Level Requirements for Games

It is the policy of USA Hockey to assign only qualified officials to all levels of competition. The USA Hockey Officiating Program strongly recommends the following guidelines be followed when scheduling any USA Hockey sanctioned game.

AGE CLASSIFICATION	MINIMUM REQUIREMENTS					
	3 Official System			2 Official System		
	Referee	Referee Youth Tier 1/2	Linesman	Linesman Youth Tier 1/2	Each Referee	Each Referee Youth Tier 1/2
Adult Open	Level 4		Level 3		Level 3	
Adult U.S.	Level 4		Level 3		Level 3	
Adult No-Check	Level 3		Level 2		Level 3	
Adult Women's	Level 3		Level 2		Level 3	
Junior A	Level 4		Level 3		Level 4	
Junior B	Level 4		Level 3		Level 4	
Junior C	Level 3		Level 3		Level 3	
High School Varsity	Level 3		Level 3		Level 3	
High School Junior Varsity	Level 3		Level 3		Level 3	
Girls' 19 or Under	Level 3	Level 3	Level 2	Level 3	Level 3	Level 3
18 or Under (Midget)	Level 3	Level 3	Level 2	Level 3	Level 3	Level 3
16 or Under (Midget)	Level 3	Level 3	Level 2	Level 3	Level 3	Level 3
Girls' 16 or Under	Level 3	Level 3	Level 2	Level 3	Level 3	Level 3
14 or Under (Bantam)	Level 2	Level 3	Level 2	Level 2	Level 3	Level 3
Girls' 14 or Under	Level 1	Level 2	Level 1	Level 1	Level 1	Level 2
12 or Under (Pee Wee)	Level 1	Level 2	Level 1	Level 1	Level 1	Level 2
Girls' 12 or Under	Level 1	Level 2	Level 1	Level 1	Level 1	Level 2
10 or Under (Squirt)	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1
Girls' 10 or Under	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1
8 or Under (Mite)	Level 1	Level 1	Level 1	Level 1	Level 1	Level 1

Note: An official must be completely registered on or before December 31st of the current season to be eligible to officiate in any USA Hockey sanctioned State, Regional or National Championship games.

Officiating Games

Registering with the USA Hockey Officiating Program does not guarantee any official game assignments. Officials are responsible for obtaining their own game assignments from local game schedulers as designated in your local area. Please contact your local WHOA Region Director who can assist you.

Any scheduler who assigns improperly or incompletely registered officials is subject to potential legal action as he/she jeopardizes the insurance coverage of the officials and both teams involved. Schedulers may view listings of currently registered USA Hockey/WHOA officials on the WHOA Web Site.

Registration Tips

Most of the success of the registration process depends on you. The following tips will help you speed up your referee registration.

WHOA Registration

- Register early in the season. Registration begins August 2.
- Complete your WHOA Background Screening process before attending a Seminar (if required).
- Our local seminar schedule is complete by early November.
You cannot become an official unless you attend a USA Hockey/WHOA seminar.
- All officials must register with WHOA online. Cash is not accepted. WAHA directive requires all officials to attend a USA Hockey seminar administered by WHOA. Officials wishing to attend a USA Hockey seminar which is **not** administered by WHOA must do the following:
 - Register online with WHOA. Select 'WHOA fee only – No Seminar Credit' for the level for which you are registering with USA Hockey.
 - Email the WHOA Referee-in-Chief Tim Richter at ric@wihoa.org the seminar outside of Wisconsin that you propose to attend at least one week prior to attending. This email must include the date, times and location of the seminar. The WHOA Referee-in-Chief will notify the registrant via e-mail if seminar attendance at a seminar not administered by WHOA is approved.

USA Hockey Registration

- Register online early in the season (Registration begins August 2nd).
- All Officials **MUST** register online at www.usahockeyregistration.com
DO NOT CALL USA HOCKEY AS THEY WILL REFER YOU BACK TO WHOA.
- Apply only for the level for which you are eligible.
- Complete the online registration process.

Seminar Attendance

You do NOT have to apply to USA Hockey or complete the USA Hockey Open Book Rules Exam before you attend a seminar administered by WHOA.

- Be sure to bring your Seminar Confirmation Sheet to your seminar and hand it in on arrival to your seminar instructor.
- **You must attend the entire WHOA Officiating Seminar to receive credit for attendance.**
- Renewing officials: Bring a current rule book, manuals and pencil & paper for taking notes.

USA Hockey Open Book Exam

- Complete the open book exam online promptly.
- Use the rule book to answer all questions – **DO NOT GUESS.**
- Answer all questions you are required to answer [Level 1: 50 questions; Levels 2, 3 & 4: 100 questions] (See Classification Requirements above).
- Record your answers and rule references and save for future reference.
- If you need help with your open book exam contact your local officials representative.

USA Hockey Card and Crest

- Obtain a USA Hockey Officials Profile to track your registration status The link is below:

<http://www.usahockey.com/page/show/898345-registration-status>

Many of the seminar credit, exam score, crest mailing date questions can be answered through the profile.

NOTE: Due to Federal COPPA Laws, officials 13 YOA and under will not be able to create a profile.

- Allow 2-3 weeks for delivery of the card, crest and test scores after all of the above steps have been taken (open book exam complete and seminar attended).
Note: You will not receive your USA Hockey card and crest until USA Hockey has received verification of your seminar attendance from WHOA.
- Contact the WHOA at seminar@wihoa.org if more than three weeks have elapsed after you have completed your open book Rules Exam to USA Hockey and you have not received your USA Hockey card and crest.

Questions? Email seminar@wihoa.org