



CHOA Communication Protocol

CHOA Members,

CHOA has a specific role in the local hockey community and we are just one of the many pieces of the USA Hockey organization. We are a volunteer based association of hockey officials. We have our internal structure, and then we have the Pacific Northwest Amateur Hockey Association (PNAHA) office which is the Governing body for Amateur Hockey in the State of Washington. PNAHA is one of many organizations that make up the Pacific District and the District is one of twelve that make up USA Hockey. There is a hierarchy and we have to adhere and respect it. Matt Leaf or anyone from USA Hockey Headquarters is not going to call any one of us on the Board or any one of our officials. They will call those directly underneath them, in our case the Pacific District Referee in Chief, Steve Stevens, who will in turn call Mr. Jason Michelbook, the PNAHA Supervisor of Officials, who will then call the local association President or a designated representative from our Board. That is the proper channel of communication and it must work both ways. Any local issues that are deemed important enough to get escalated must follow this very specific path, unless stated otherwise:

Individual

-> Board of Directors

-> President or Designate of Cascade Hockey Officials Association

-> PNAHA Supervisor of Officials

-> Pacific District Referee-In-Chief

-> USA Hockey National Office

This is the process that **must** be followed going forward and without exceptions. Failing to do so creates the perception that our Association does not have a respectful and honorable board and/or members and is made up of rogue individuals rather than collaborative team. Please respect the positions of the ones you are working with and people at the higher levels, because that is what is expected of us. If the President and/or the Vice President are made aware that any CHOA member is contacting State, District or National office without using the established protocol, we will consider it a violation of this protocol by taking action against that person or persons which could be detrimental to their tenure with this Association. Please treat this directive with the respect that it deserves. Additionally, please be informed that any State, District or National events, camps or tournaments which are

held in the Greater Seattle area are under the jurisdiction of those governing bodies and in order for us to participate in any capacity, referee, evaluator or even just a guest is **by invitation only**. Showing up uninvited is discouraged and should be avoided at all times.

This same model of communication should also be followed internally as it relates to the duties of the Officers and Directors. This means that a question regarding the finances of CHOA should go directly to the Treasurer and/or the proper member of the Finance Committee and not to anyone else. A question about a Discipline issue should **always go to the Discipline Chair** - which is one of the roles filled by the Vice President - and nowhere else, especially considering the sensitivity of most issues that deal with that subject. Asking and/or telling another person, Board member or not, about a Discipline matter without the consent of the Vice President will not be tolerated. USA Hockey treats Discipline issues extremely carefully and we cannot make a mistake of saying or doing something which could create a potential liability for the Association. Any other issues which do not have a clear cut designation should always go through the President or the person the President delegates the issue to. If you have any questions, contact the President or Vice President and they will be happy to explain the communication protocol within CHOA.

Thanks for your time and everything you do!

Cascade Hockey Officials Association