

New Officials Orientation

1. On or after August 1st, register online with USA Hockey as a Level One Official:
 - a. <http://www.usahockeyregistration.com>
 - b. A \$35 fee must be paid at the time of registration
2. Attend a Level One USAH Referee Seminar:
 - a. Dates and Times will be posted on the following websites:
 - i. <http://www.choaref.org/choaref/clinic/>
 - ii. <http://www.pacificdistrictofficials.org/seminars.php>
 - b. Seminar fees are usually \$10 to cover seminar related expenses.
 - c. Bring your own helmet, skates and a whistle (if you have one)
3. Take the online open book Level One exam **after** you attend the Seminar:
 - a. CHOA will make every effort to go over the test with all brand new officials at one of our clinics prior to the officials taking the test online
4. If you are over 18, you must submit for a background check with the State of Washington:
 - a. Instructions are available [here](#).
5. CHOA, or whichever Association is putting on the seminar, will be responsible for sending in all seminar registration materials to USA Hockey in Colorado Springs:
 - a. Typically, there is at least a two to three week delay before the seminar attendance is recorded by USA Hockey
 - b. As soon as they receive seminar attendance confirmation along with passing grade of the Level One Exam of the registered Official, USA Hockey will send a Card and a Crest to that official.
 - c. New Officials are NOT permitted to work any games (due to liability issues) until they prove that they have received their Card and Crest. No Exceptions.
 - d. In addition, those are over 18, must also pass their Background Check before they take the ice for the first time, and that includes working Adult games
6. Once all the necessary steps are completed, the Official will register with CHOA and will be provided a login to the website – www.choaref.org
7. The new officials will be assigned a Mentor and a Shadow to work their first few games:
 - a. No brand new official will be allowed to referee their first game without any supervision.
 - b. CHOA will do its best to provide a Shadow official for at least the first three games, then a Mentor to watch and evaluate the next three games.
 - c. Provided that the new official performs up to standards, they will then be allowed to sign up for games individually.
 - d. We will cover the website usage separately, after the official is completely on-boarded.
8. For any questions, concerns or comments:
 - a. WWW.CHOAREF.ORG/CHOAREF/CONTACT