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## **FREQUENTLY ASKED QUESTIONS**

This is a list of commonly asked questions and the answers. If you still have questions upon reading this document please contact the IHOA registrar at [www.registrar@iho.com](mailto:www.registrar@iho.com).

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### ***I would like to become a hockey referee. How do I join IHOA?***

Thank you for your interest in joining the Illinois Hockey Officials Association. Seminar dates and locations are posted at [www.ihoa.com](http://www.ihoa.com).

Registration opens Aug 1<sup>st</sup>, of the current year. The website contains a detailed description of the registration process plus much other information.

To become an official you must be 14 years old before December 31st, of the current year. The first step in becoming an official is to attend a local USA Hockey Seminar administered by IHOA. The fee to join IHOA and attend the seminar varies by age and level.

Online registration is also required for USA hockey. All officials must be registered as an official with USA hockey. This registration can be completed at [www.usahockey.com](http://www.usahockey.com)

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### ***How do I check my USA Hockey Registration status or test scores?***

Your USA Hockey status can be checked online at [usahockey.com](http://usahockey.com). Click Link at the top of the page "Create Profile." Once a profile is created you will be able to view all registration requirements when you log in to your profile.

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***I am a new Level 1 official. What do I need to bring to the seminar?***

Level 1 officials need hockey skates (no goalie skates) and hockey helmet with VISOR attached. Bring a pen/pencil and paper for taking notes. Referee attire is not required. Wear loose comfortable clothing such as sweats or warm-ups so you can easily change into your gear for the ice session.

You may NOT wear shorts or short-sleeved shirts. Pads are not required but you are welcome to wear them. Level 1 officials get whistles at the seminar, and receive rules books and tests following registration with USA Hockey.

Bring your PDF Form that you should have printed after you completed the IHOA registration, your completion of the online seminar certificate and your homework assignment.

Remember, NOBODY is allowed to enter a seminar LATE. Show up Early!!

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***If the seminar I signed up for is at a hotel, How will I get to and from the rink?***

For the youth level classes, we will provide transportation from the seminar location to the rink and back. Parents should drop off and pick up at the same location, this location will be found on your registration paperwork.

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***I am a Level 3 official who just moved to Illinois from out of state. Why can I register only for a Level 1 seminar?***

Since you are new to our area, our system does not know that you are eligible for Level 3. Please contact the registrar at registrar@iho.com . We will manually put you into the Level 3 seminar of your choice.

Also, be sure to notify USA Hockey that you have transferred to the Central District. They will switch your record over and we will then get your correct eligibility in the next download from Colorado. Contact Helen Fenlon at USA Hockey at [HelenF@USAHockey.org](mailto:HelenF@USAHockey.org) and advise the particulars.

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***I would like to become a hockey referee. How old do I need to be? Will you make an exception?***

To become an official you must be 14 years old before December 31st, of the current year.

This is a strict rule and we do not make exceptions regardless of your previous hockey experience. The December 31st cutoff date was selected and voted by IHOA Board of Directors.

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***I just got my card and crest from USA Hockey but the IHOA database says I am "incomplete." What gives?***

The IHOA database is updated whenever we receive a download from USA Hockey. Sometimes the cards and crests arrive in the mail before the database is updated. You will be shown as "Complete" when we get the next download. This could take up to two weeks.

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***I registered last season and took the seminar and test. Do I have to do it again this year?***

You must register separately with IHOA each year and attend a seminar. You must also pay an IHOA annual membership fee (varies depending on age and level). The seminars include a closed book test for Levels 2, 3, & 4.

In addition, you must register separately with USA Hockey in Colorado. You must submit a separate application and fee (varies depending on level) to USA Hockey in Colorado to receive the open book test and complete your registration.

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***I took a few years off. Do I have to start at Level 1 again?***

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 seasons, they must apply for registration one level lower (except Level 1) than that of the last season completely registered.

To apply for a higher level, contact the Central District R-I-C Sjouke Brown (centraldistrictric@gmail.com)

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***I forgot my password. How can I log on to the website?***

To access the IHOA Members Only Area:

Your username is your last name  
Your password is your USA Hockey ID number (or SSN).

To access Officiating Services:

Log on to [www.offserv.com](http://www.offserv.com) and click the "New?" link.  
Follow the instructions about how to get a password.

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***I don't want to use a credit card. How do I get an application to join IHOA?***

You can register partially on-line by entering your personal info and then send us a check payable to IHOA. Also include a note with which seminar you wish to attend. However, you may not get your first choice.

ATTN: IHOA PO Box 2192 440 W. Colfax Street Palatine IL 60067

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***I went to a seminar already. When will I get the open book test?***

IHOA does not issue the open book exams. You have to register with USA to receive the open book test and complete your registration. You must also pay a separate fee to USA Hockey (varies depending on level).

Returning members' registration will expire on 11/30 and you will not be eligible to continue officiating until you complete your registration.

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***I missed my seminar. Can I get my money back?***

Because you took a seat at the seminar that someone else could have used, we will not refund your money. Our strict policy is that we do not refund registration fees for no-shows that do not advise us in advance.

You may change to a future available seminar by accessing the website, click "Change my Seminar." A \$10.00 credit card payment is required.

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***I can't make it to the seminar I signed up for. How can I change to another seminar?***

You may change your seminar by accessing the IHOA website at [www.ihoa.com](http://www.ihoa.com). Pick "How to Join IHOA" then "Change Your Seminar."

Follow the directions and you should get to the Seminar Selection page after making a credit card payment of \$10.00.

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***I have tryouts on the day of my seminar (or I have practice, a birthday party to attend, a bar mitzvah, or a funeral, etc.). Can I leave early?***

No. Everyone must stay for the entire seminar. We do not make any exceptions to this rule. Please change to another seminar that you are certain you can attend the entire day. If your hockey schedule prevents you from attending a seminar, chances are that it will prevent you from officiating as well. Note: Seminars have different start and end time, check carefully!

***I missed the last seminar of the season. Can I apply my dues to next year?***

Unfortunately, there is nothing we can do for you at this point. We do not refund registration fees for no-shows that do not advise us in advance. You will have to register again for next year and pay the prevailing dues at that time.

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***I went to a USA Hockey seminar out-of-state. How can I referee in Illinois? Why do I have to pay the IHOA fee?***

You must join IHOA to referee in Illinois. Our annual fee represents your membership dues and not simply a seminar admission fee. Go to the IHOA website at [www.ihoa.com](http://www.ihoa.com). Pick "How to Join IHOA". Make a credit card payment for the IHOA dues amount. At the seminar selection page, select "OUT OF STATE DUES ONLY: NO SEMINAR PROVIDED." For your appropriate level.

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***Can I get a new manual and situation handbook? How about a rulebook?***

Electronic copies of all manuals and the rulebook are available at USAHOCKEY.com. Hard copies will not be given at any seminar. On rule change years, you will get the rulebook when you apply to USA Hockey. If you are a returning official, you will get a new rulebook on a non-rule change year.

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***I just got my card and crest. How do I get games?***

Take a look at "Local Supervisor List by Organization" link on the IHOA website at [www.ihoa.com](http://www.ihoa.com). It is a comprehensive list of all of the schedulers who assign games for the various clubs. Contact the ones who assign games at the rinks where you want to work. Let them know that you are a new Level 1 and if possible you would like to work with a mentor for the first few games till you get your feet wet.

To search games on-line, you will have to sign up with Officiating Services, who operate the on-line assignment system. Log on to [www.offserv.com](http://www.offserv.com) and click the "New?" link. Follow the instructions about how to get a password. Good luck!

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