

## SCRIMMAGE REFEREE REQUEST PROCEDURE

\*\* All District 10 (scrimmages) shall be officiated by Suburban Hockey Referees Association (S.H.R.A.) officials only. Referees will be scheduled based on availability. Scrimmage game referee requests are to be made through the S.H.R.A. Assignment Secretary

**(send requests to: tnergard1@msn.com) ALWAYS SEND AS WORD DOC DO NOT SCAN AND SEND AS PDF**

**\*\* Please make request 7 days prior to event for Referee's to be scheduled.(if less time we will make every effort to fill request)**

\*\* Fill out request form found on District 10 web site under referee's. Fill out top half of form only.

+... **DAY/DATE** (put correct day and date)

+... **TIME** (time of event, please specify AM or PM)

+... **LOCATION** (place where event will be played, **Please specify rink if there are multiple rinks at location**)

+... **LEVEL OF PLAY** (ie: bantam a... peewee a... squirt c ect.....)

+... **LENGTH OF GAME** (60 min, 90 min or 120 min) for 90 or 120 specify 3-15min stop or 3-17 min stop.

+... **NUMBER OF OFFICIALS** (2 officials are required for all scrimmages, You may request 3 if you want)

+... **TEAMS** (list teams, home and away. no need to put level here again.)

+... **REQUESTED BY** (put requestors name here, requests should be made by manager or head coach)

+... **E-MAIL** (requestors email should be entered here) confirmations will go to this e-mail

+... **DATE REQUESTED** (put date you sent in the request to game assigner here)

+... **REFEREE'S REQUESTED** (if you know someone that you would like to do the request put their name(s) here) we will make every effort to fulfill your request for specific referee's.

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+... **REFEREE ASSIGNER** (assigner will fill out everything below and send confirmation within 3 days of event)

**If you have not received confirmation within 3 days of event please send assigner an email for confirmation.**

+... **FEE'S** (names of officials and fee's for them to be paid will be on confirmation)

**Referee's are to be paid prior to event. (at the rink) checks or cash is fine.**

**IMPORTANT:** Check to make sure referee's are there 20 minutes prior to start time. If they are not call the referee hotline immediately. 763.221.8886.

**NOTE:** The referee's may be on the ice prior to your event, check with them also.

Double check your request before sending

Thanks for your request