



## **Contract Posting: Referee-in-Chief (RIC)**

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**Organization:** Victoria Minor Hockey Association (VMHA)

**Contract Term:** 12 months per year

**Compensation:** \$500/month (independent contractor)

**Closing date:** July 1, 2025

**Contact:** admin@victoriaminorhockey.ca

### **Overview:**

VMHA is seeking a knowledgeable and motivated Referee-in-Chief (RIC) to lead the association's officiating program. The RIC is responsible for the recruitment, onboarding, education, and oversight of all on-ice officials in accordance with standards set by Hockey Canada, BC Hockey, and the Vancouver Island Amateur Hockey Association (VIAHA). This is a key leadership role, essential for ensuring quality officiating across all levels of VMHA play. The RIC helps foster a positive experience for new and returning officials while working closely with the Referee Allocator and other association stakeholders.

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### **Primary Responsibilities:**

- Lead the officiating program, including policy adherence, mentorship, and development.
- Recruit and onboard new officials, including coordination of VMHA's New Officials Clinic (trainers, setup, communications).
- Maintain regular contact with BC Hockey and VIAHA Officiating Leads; attend monthly RIC meetings (virtual or in-person).
- Provide onboarding instructions to newly certified officials (RAMP registration, PayEdge setup, expectations for assignments and attire).
- Communicate with incoming officials moving into the Victoria area and assist with their integration.
- Ensure all current officials are HCOP-certified before the December 31 deadline.
- Create and provide a list of on-ice shadows and mentors to the Referee Allocator to support first-year officials.
- Recommend experienced officials for advancement to above-minor officiating and coordinate ranking movement with VIAHA/BC Hockey.
- Approve tournament sanctions submitted by VMHA teams.

- Support the Equipment Manager by verifying that only active VMHA officials access referee gear through the equipment program.
- Shadow, mentor, and evaluate officials regularly through the season.
- Monitor officiating concerns and complaints, and work collaboratively with the Ref Allocator, team officials, and division managers to resolve issues.
- Liaise with VIAHA regarding serious game infractions and ensure proper reporting is completed.
- Attend VMHA board meetings when required and submit seasonal summary for AGM.

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**Seasonal Duties & Timeline:**

- July–August: Recruit new officials and begin pre-season communications.
- September: Onboard and schedule officials for pre-season games; assist with assigning early games.
- October: Coordinate and support new officials through in-person shadowing; provide on-ice refreshers to returning officials.
- October–March: Oversee officiating for league, exhibition, and tournament play; coordinate tournament assignments with the Ref Allocator.
- Ongoing: Supervise officiating quality and ensure a healthy development path through mentorship and evaluations.

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**Qualifications:**

- Current BC Hockey certification (Level 2 or higher preferred)
- Knowledge of Hockey Canada rules and BC Hockey/VIAHA officiating policies
- Strong communication, leadership, and organizational skills
- Experience as a minor hockey official and/or in a mentorship or leadership role (RIC or Assistant RIC preferred)
- Must complete:
  - Respect in Sport for Activity Leaders
  - Criminal Record Check (CRC)

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**Note:**

*This contract may be held on its own or in combination with the Referee Allocator role, which is posted separately. Applicants may apply for one or both positions.*

**Please send Resume and Letter of Interest to [admin@victoriaminorhockey.ca](mailto:admin@victoriaminorhockey.ca)**