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# HOCKEY CANADA OFFICIATING PROGRAM



## OFF-ICE OFFICIALS HANDBOOK

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## Introduction

The duties of off-ice officials, as well as instructions to them appear in the Hockey Canada rule book. This manual is intended to complement the information already available and provide additional information where necessary.

Off-ice officials should know their duties for each game, but should also become familiar with the actual playing rules and regulations.

This knowledge will prove very beneficial in the performance of their roles in assisting the on-ice officials.

Official scorers should be familiar with most rules, but should have a thorough working knowledge of the following:

- Players in uniform - Rule 16
- Team roster - Rule 17
- Captain of the team - Rule 20
- Minor penalties - Rule 28
- Bench Minor penalties - Rule 29
- Coincident Minor penalties – see examples, page 114 of Casebook
- Major /Match penalties – see examples page 115 of Casebook
- Misconduct penalties – Rule 31, Rule 47
- Game Misconduct penalties – Rule 32, Rule 47
- Game Ejection – Rule 32
- Gross Misconduct penalties - Rule 33
- Match penalties – Rule 34
- Delayed penalties – Rule 38

The off-ice officials are made up of the following:

- game timekeeper
- official scorer
- penalty timekeeper
- goal judges

*\*NOTE in many cases, one person may act in more than one of these roles*

The responsibilities and functions performed by the off-ice officials are very important. Each individual is an integral member of the team.

Remember, **you are an official** and you must act accordingly, remaining neutral just as the officials on the ice.

The following is a list of the responsibilities carried out by each of the off-ice officials.

## General

- Check the official game report for date of game, category, league, names of teams, time of periods and conveners' name and address.
- Off-ice officials are under the supervision of the Referee, who is the final authority and can overrule any off-ice official.
- Off-ice officials should refrain from criticizing the work of any other official at any time.
- The official scorer should report to the Referees room before the game and all off-ice officials should be at their respective positions promptly at the start of the game and at the beginning of the second, third and any overtime period.
- Appearance is important! Do not wear any team jackets or articles of clothing that represent one of the participating teams!
- Concentrate on your job and avoid any unnecessary conversation.
- If mistakes are made, report them to the Referee. It is important to correct these mistakes as soon as possible.

## Responsibilities of the Official Scorer

- Maintain a separate note pad to assist you in ensuring the score sheet is recorded properly.
- Obtain the line-up of each team and include the name and number of the captain and alternate captain(s) of each team. This information must be supplied by the team officials in charge of the teams and the Referee **must** be given this information prior to the start of each game. The line-up information must be verified and signed by the respective team officials in the proper place on the game sheet. The visiting team is required to list their line-ups first.
- Ensure the length of game, the curfews for each period and the agreed time of the resurfacing of the ice is noted in the top right hand corner of the game sheet BEFORE the respective team officials enter their line-ups.
- Whenever possible, present the complete line-up of the competing teams to the Referee in the officials' dressing room prior to the start of the game. The official scorer should draw to the Referees attention any case which does not comply with the rules. This would include anytime a team lists more than the maximum number of players or when a team lists more than five (5) team officials, or if the team has not indicated a captain and/or alternate captain.
- Enter on the official game report a correct record of the goals scored by whom, and to who assists, if any, are to be credited. Where a public address system is used, announce or have announced, immediately following the scoring of each goal, the name of the player who scored the goal, and the name of each player who received an assist.
- Record all penalties assessed, stating the numbers of all penalized players, the duration of each penalty, the infraction, and the time at which the penalty was assessed.
- Record, on your spare note pad, the numbers of the players on the ice when a goaltender is assessed any penalty, when a team is assessed a Bench Minor penalty or again when a player on the ice must serve a time penalty for a teammate, and when an injured player is to be penalized, rule 20(e).
- Advise the Referee when the same player has received a second Misconduct penalty during the game.
- Advise the Referee when a player has received a third "stick infraction", rule 62(b). The "stick infraction" penalties can be remembered with the acronym CHESS - Cross checking, High sticking, butt-Ending, Slashing, Spearing.
- If a bench clearing incident occurs, assist the Referee by noting on the spare notepad the numbers of the players involved and give that information to the Referee only if there is a request. Be familiar with rule 70 - leaving the bench.
- At the completion of game, ensure the official game report is signed by each on-ice official, sign same yourself and include your telephone number in the event there is a need to obtain your observations of a particular penalty situation. The Home Team will obtain the WHITE copy of the game sheet and mail it to the appropriate League Official.

- Hand-deliver one (1) copy of the official game report to each team.
- If the goalie is changed, record the time of that change on the game sheet.

## Responsibilities of the Game Timekeeper

- Record the time of the start and finish of each game, and all actual playing time during the game.
  - Signal to the Referee the end of each period, each overtime period and the end of the game.
  - Stop the clock only on the officials whistle and also automatically at the end of the period.
  - Announce or have announced when ONE MINUTE of actual playing time remains in each regulation or overtime period.
  - In any dispute regarding time, refer the matter to the Referee for a final decision.
  - Possess a sound knowledge of the playing rules, especially those pertaining to responsibilities of off-ice officials.
  - Be familiar with the type of clock and public address system used in the arena.
  - Ensure the public address system is used only by the responsible people. Speak slowly and clearly. Check the correct pronunciation of unfamiliar names.
  - Advise the Referee of any problem pertaining to the required duties.
  - Timekeepers should be familiar with “house” rules. For example, some leagues play running time and therefore penalty times are modified. The most common length of Minor penalties for running time games is three minutes and for Major penalties, seven minutes. Misconduct penalties remain unchanged.
  - When running time is utilized, penalties start from the time the puck is dropped to resume play.
- **NOTE:** Referees have been instructed to blow the whistle to stop play when a goal has been scored. Do not look for the red light signal. The time on the clock shall start when the puck is dropped by the official.

## Responsibilities of the Penalty Timekeeper

- Keep the time served by each penalized player during the game and, upon request, inform the penalized player as to the unfinished time of the penalty.
- Open the door when a time penalty expires, to avoid players returning early. Ensure the door is closed properly after the player returns to the ice.
- If a player leaves the penalty bench before the time has expired, note the time and notify the Referee, who will deal with the situation at the first normal stoppage in play.
- Where a public address system is used, announce or have announced the name of each penalized player, the nature of the offense, the penalty assessed, and the time at which the penalty was assessed.
- Be able to recognize the different situations and the order in which penalized players return to the ice.
- Understand the coincident Major/Match penalty rule and examples contained in the Hockey Canada rule book.
- Understand the order of occurrence procedures (Rule 38(d)).
- Keep the penalty bench free of spectators. Should there be any trouble, advise the Referee.
- Be familiar with security and emergency procedures. Know how to contact the arena manager, security personnel and emergency medical care.
- Be familiar with Hockey Canada Risk Management practices.
- If a penalized player verbally or physically harasses any of the off-ice officials, this should be directed to the attention of the Referee at the first stoppage of play.



## Responsibilities of the Goal Judge

- Each goal judge shall be stationed in the designated area behind the goal for the duration of the game and shall not change ends at any time after the game begins.
- Turn the goal light on if the entire puck has crossed the goal line between the goal posts and below the cross bar, regardless of the situation, and leave the light on for at least 5 seconds.
- Be familiar with Rule 60 (Goals and Assists).
- If the goal light has been turned on in error, do not hesitate to notify the Referee.
- When the goal light has been turned on inadvertently and it is obvious that the Referee is aware of that fact and allows the play to continue, turn off the light immediately. If the Referee questions this, indicate it was an error. When there has been a difference in decision between the Referee and the goal judge as to whether or not a goal was scored, if the light is turned on and the Referee gives a “wash out” signal to indicate NO GOAL, the goal judge must turn the light off.
- At the first stoppage in play, it is the responsibility of the Referee to ask the question to the goal judge, and the responsibility of the goal judge to respond to the questions, as to how the play was viewed. In any dispute regarding a goal, the **Referee’s** decision is final.
- Neither goal judge should be a member of either competing club.
- Do not get into the habit of giving hand or head signals to the officials on the ice.
- Do not react or make any gestures in relation to the on-ice official’s rulings.
- Refrain from talking to the spectators during the course of the game while carrying out their duties.
- Goal Judges should not be replaced during the game unless they are acting in a way deemed by the referee to be detrimental to the game. The Referee may then ask that another goal judge is appointed as a replacement.

## Procedures for the Official Scorer and Timekeeper

### General

- Step 1: Be at arena 1 hour before game time.
- Step 2: Have the following equipment:
- 2 ball point pens
  - 1 pencil
  - 1 small notepad/writing pad
  - 1 wristwatch or stop watch (in case of clock failure or to track running time)
  - 1 whistle (in case of buzzer failure).

### Pre-Game Duties

- Step 1: Turn on clock and test.
- Step 2: Test P.A. system.
- Step 3: Give the game sheet to the visiting team official and then to the home team official for them to fill in their line-ups and check to ensure that a responsible official has signed and that all team officials' names appear on the game sheet. Also ensure that the Captain (C) and Alternate Captains (A) along with Affiliated Players (AP) and Suspended Players (Susp) have been appropriately annotated.
- Step 4: Have goal judges sign game report (if applicable).
- Step 5: Present game sheet to the Referee for approval before the game.
- Step 6: Check length of periods and whether ice is to be cleaned and flooded and note this on the game sheet.

### Post-Game Duties

- Step 1: After the game, ensure that the game sheet is completed; example, goals recorded.
- Step 2: Deliver official game report (all copies) to Referee(s) for signature.
- Step 3: Distribute copies as instructed by association or league.

## When Completing Game Sheets

- Clarity and brevity are important.
- Print clearly and firmly so that all four copies are clear and readable.
- Use the standard codes on the back of the game sheet so that all information can be understood by league officials for supplementary discipline, statistics, and records.

### When completing information relating to the **Scoring of a Goal**:

- Do not record players name but use only the number. Common coding for “specialty goals” are:
  - S.H.G. = short-handed goal
  - P.P.G. = power play goal
  - E.N.G. = empty net goal

### When completing information relating to a **Penalty**

- Record the number of the offending player
- Record the time the player was sent off the ice
- Record the time the penalty is to start
- Record the time the penalty is to end
- Note: Keep track of Stick infractions (cross-checking, high sticking, slashing, butt-ending and spearing) with a check-mark or star next to the player’s name in the lineup list. By doing so, you will be able to easily notify the Referee once a player has received his/her third stick infraction in the same game. Double Minor penalties for butt-ending and spearing only count as one stick infraction.
- When recording double minor penalties ensure that they are recorded as TWO SEPARATE penalties on two separate lines.