
HOCKEY CANADA OFFICIATING PROGRAM



OFF-ICE OFFICIALS REFERENCE GUIDE

Table of Contents

Introduction	ii
Responsibilities of the Off-Ice Officials	1
General	1
Responsibilities of the Official Scorer.....	2
Responsibilities of the Game Timekeeper	4
Responsibilities of the Penalty Timekeeper	5
Responsibilities of the Goal Judge.....	6
Procedures for the Official Scorer and Timekeeper	7
General Duties.....	7
When Completing Game Sheets	8
Rules Section	9
Minor Penalties.....	9
Coincidental Minor Penalties	13
Coincidental Major Penalties	16
Rules to Note for Off-Ice Officials	21
Conclusion	23
Appendix	24
Official Game Report.....	24

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.

Minor Penalties

What happens to the player in the penalty box when a goal is scored?

Calling a Minor penalty and sending the player to the box for two minutes is easy for a Referee to do. If nothing happens in the next two minutes of playing time, the penalty will be over and the player will return to the ice. If a goal is scored against the short-handed team, the player will return to the ice, the remaining time to be served by the Minor penalty is cancelled by the goal.

Problems do arise though when some of the following situations occur:

- A player gets a double Minor and a goal is scored.
- Players from the same team go off together - goals are scored
- A team has more than 2 players in the box - when do penalties start? - who returns when a goal is scored against this team?

These are only some possible situations. The following are 35 examples of different situations that can arise which may present problems to the Referee and penalty timekeeper. Both these people must be confident enough to handle the situation properly.

Penalized team and player	Penalty type & length	Time of penalty	Time of goal(s)	Time penalized player(s) returns to the ice
1. Team B #7	Slash. 2 min.	3:00	Team A scores at 1:40	Team B #7 returns to the ice at 1:40.
2. Team B #7	Trip. 2 min. + Interf. 2 min.	8:00	Team A scores at 6:15	No player returns to the ice. #7 starts serving the second penalty at 6:15.
3. Team B #7	Trip. 2 min + Interf. 2 min	8:00	Team A scores at 5:30	Team B #7 returns to the ice at 5:30 because goal scored was scored during second penalty.
4. Team B #7	Trip. 2 min. + Interf. 2 min.	8:00	Team A scores at 6:15 & 5:00	No player returns on the first goal. Second penalty starts at 6:15 and #7 returns to the ice at 5:00.
5. Team B #7	Trip. 2 min. + Interf. 2 min.	8:00	Team A scores at 6:00	Team B #7 returns to the ice at 6:00.
6. Team B #15 Team B #18	Trip. 2 min. Hold. 2 min.	5:00 4:00	Team A scores at 3:30	Team B #15 returns to the ice at 3:30.
7. Team B #7 Team B #9 Team B #12	Trip. 2 min. Hold. 2 min. Interf. 2 min.	8:00 7:20 7:00	Team A scores at 5:50	Team B #9 returns to the ice at 5:50. Team B #12 penalty starts at 6:00.
8. Team B #7 Team B #9 Team B # 12	Trip. 2 min. Hold. 2 min. Interf. 2 min.	8:00 7:20 7:00	Team A scores at 6:50	Team B #7 returns to the ice at 6:50. Team B #12 penalty starts at 6:50.
9. Team B #7 Team B #9 Team B #12	Trip. 2 min. Hold. 2 min. Interf. 2 min.	8:00 7:20 7:00	Team A scores at 6:00	Team B #7 penalty is up at 6:00 and #9 returns to the ice at 6:00 and #12's penalty starts at 6:00.
10. Team B #6 Team B #14 Team B #19	Trip. 2 min. Hook. 2 min. Interf. 2 min.	4:30 4:00 3:00	Team A scores at 1:30	Team B #14 and #19 both return to the ice at 1:30 as #14's penalty was up and the goal washes out #19's penalty.
11. Team A #5 Team B #11	Trip. 2 min. Interf. 2 min.	8:20 8:00	Team A or B scores at 7:20	No player returns to the ice.
12. Team A #4 Team B #11	Trip. 2 min. Interf. 2 min.	8:20 8:00	Team A scores at 6:20	Team B #11 returns to the ice at 6:20. at 6:20.

Penalized team and player	Penalty type & length	Time of penalty	Time of goal(s)	Time penalized player(s) returns to the ice
13. Team A #6 Team A #17 Team B #11	Trip. 2 min. Interf. 2 min. Hook. 2 min.	4:00 3:30 3:00 at 2:30	Team B scores	Team A#6 returns to the ice at 2:30.
14. Team A #6 Team A #17 Team B #11	Trip. 2 min. Rough. 2 min. Rough. 2 min.	3:30 3:00 3:00 at 2:00	Team B scores	Team A #6 returns to the ice at 2:00.
15. Team A #6 Team B #11 Team A #17	Trip 2 min. Hook. 2 min. Interf. 2 min.	4:00 4:00 3:30	Team B scores at 3:00	Team A #17 returns to the ice at 3:00.
16. Team B #8	High St. 5 min. + Trip 2 min.	11:00	Team A scores at 7:00	No change. Penalties remain the same as player #8 is still serving the Major.
17. Team B #8	High St. 5 min. + Trip. 2 min.	13:30	Team A scores at 7:00	Team B #8 returns to the ice at 7:00 since Major expired and Minor is washed out with scoring of goal.
18. Team B #8	High St. 5 min. + Trip. 2 min.	12:00	Team A scores at 7:00	Team B #8 returns to the ice at 7:00.
19. Team B #10 Team B #12	Board. 5 min. Trip. 2 min.	6:30 6:00	Team A scores at 5:45	Team B #12 returns to the ice at 5:45.
20. Team B #10 Team B #12	Trip. 2 min. Board. 5 min.	6:30 6:00	Team A scores at 5:45	Team B #10 returns to the ice at 5:45.
21. Team B #7 Team B #5 Team B #8	High St. 5 min. Trip. 2 min. Interf. 2 min.	5:00 4:20 4:00	Team A scores at 3:00	Team B #5 returns to the ice at 3:00 and #8 penalty starts at 3:00.
22. Team B #7 Team B #5 Team B #8	High St. 5 min. Trip. 2 min. Interf. 2 min.	5:00 4:20 4:00 at 2:20	Team A scores	Team B #5 penalty is up and #8 returns to the ice at 2:20.
23. Team B #9 Team B #11 Team B	High St. 5 min. Trip. 2 min. Delayed penalty	4:00 3:00 at 2:30	Team A scores Team B is assessed.	Team B#11 returns to the ice and the delayed penalty to
24. Team A #2 Team B #11	High St. 5 min. Trip 2 min.	3:15 3:00 scores	Team A scores at 1:15	No player returns to the ice.

Penalized team and player	Penalty type & length	Time of penalty	Time of goal(s)	Time penalized player(s) returns to the ice
25. Team A #6 Team A #17 Team B #11	Trip. High St. Interf.	2 min. 4:00 5 min. 3:30 2 min. 3:00	Team B scores at 2:30	Team A #6 returns to the ice at 2:30.
26. Team A #6 Team A #17 Team B #11	High St. Interf. Trip.	5 min. 4:00 2 min. 3:30 2 min. 3:00	Team B scores at 2:30	Team A #17 returns to the ice at 2:30.
27. Team A #7 Team B #15 Team A #23	High St. Trip Slash,	5 min. 5:00 2 min. 4:30 2 min. 4:00	Team B scores at 3:30	Team A # 23 returns to the ice at 3:30.
28. Team A #6 Team B #11 Team A #23	High St. Trip. Slash.	5 min. 3:30 2 min. 3:30 2 min. 3:00	Team B scores at 2:00	Team A #23 returns to the ice at 2:00.
29. Team A #6 Team B #11 Team A #16	High St. Trip. Hook.	5 min. 4:00 2 min. 3:00 2 min. 3:00	Team B scores at 2:30	No player returns to the ice on the goal. Team B #11 and A #16 are coincident Minor penalties.
30. Team A #7 Team B #15 Team A #23 Team A	High St. Trip. Slash. Delayed penalty	5 min. 5:00 2 min. 4:30 2 min. 4:00	Team B scores at 3:30 assessed.	Team A #23 returns to the ice at 3:30. The delayed penalty to Team A is
31. Team A #7 Team B #15 Team A #23 Team A	High St. Trip. Slash Delayed penalty	5 min. 4:30 2 min. 4:00 2 min. 4:00	Team B scores at 3:00	No player returns on the goal, but the delayed penalty on the ice is washed out. Team B #15 and team A #23 are coincident Minor penalties.
32. Team A #6 Team B #11 Team A #17	Trip Hook. High St.	2 min. 3:30 2 min. 3:30 5 min. 3:10	Team B scores at 2:40	No player returns to the ice on the goal. Team A #6 and team B #11 are coincident Minor penalties.
33. Team A #6 Team B #11 Team A #17	Trip Hook High St.	2 min. 3:30 2 min. 3:00 5 min. 3:00	Team B scores at 2:00	Team A #6 returns to the ice at 2:00.
34. Team A #6 Team B #11 Team A #17	High St. Slash. Trip.	5 min. 4:00 5 min. 3:30 2 min. 3:00	Team B scores at 2:30	Team A #17 returns to the ice at 2:30.
35. Team A #6 Team B #11 Team A #17	High St. High St. Trip.	5 min. 3:30 5 min. 3:00 2 min. 3:00	Team B scores at 2:00	Team A #17 returns to the ice at 2:00.

Hockey Canada Rule Book Reference for Rule 28(b)

Rule 28(b) states: If, while a team is short-handed because of one or more Minor or Bench Minor penalties, the opposing team scores a goal, the first of such penalties shall automatically terminate.

When a goal is scored and penalties are being served, the Referee should ask the following questions:

- Is the team scored on playing shorthanded?
- Are they serving a Minor time penalty?

Action:

If the Referee answers YES to the above two questions, then the Minor penalty with the least amount of time remaining (that is not a coincidental Minor penalty) should be terminated.

There should be no exceptions. The following examples illustrate how this interpretation differs from previous interpretations (page 63 - Rule Book).

Hockey Canada Rule Book Reference for Rule 28(e)

Rule 28(e) states: When coincident Minor or coincident Minors of equal duration are imposed against players on each team during the same stoppage of play, immediate substitutions shall be made for those penalties, and such penalties shall not be taken into account for the purpose of the delayed penalty. Unless they have been ejected from the game, such penalized players shall take their place on the penalty bench and remain there until the first stoppage of play following the expiry of their respective penalties.

Hockey Canada Rule Book Reference for Rule 38(d)

Rule 38(d) states: In cases where Minor penalties are assessed at the same time to more than one player from the same team, those penalties shall be served in order of occurrence. Rule 38(d) does not apply when the coincident Minor penalty rule is applied.

Under this coincident Minor penalty rule you would cancel as many penalties as possible - only the difference is served.

Action:

When canceling penalties the following guidelines will be used in the order given:

1. **M** Always cancel as **Many** penalties as possible.
2. **O** Cancel in a way to make the team only **One** player short.
3. **T** Cancel in a way to avoid **Taking** an extra player off the ice.
4. **O** Cancel using the **Order** of penalty occurrence, or in the order that they were reported by the Referee.

Examples that define the action steps:

Penalized team and player	Penalty length	Time of penalty	Interpretation
1. Team A #6 Team B #11	2 min. 2 min.	3:00 3:00	Full strength with immediate substitution.
2. Team A #6 Team A #7 Team B #11 Team B #12	2 min. 2 min. 2 min. 2 min.	3:00 3:00 3:00 3:00	Full strength with immediate substitution.
3. Team A #6 Team A #7 Team B #11	2 min. 2 min. 2+2 min.	3:00 3:00 3:00	Full strength with immediate substitution.
4. Team A #6 Team A #7 Team B #11	2 min. 2 min. 2 min.	3:00 3:00 3:00	Team A will play 1 player short. Team A #7 will serve the time penalty. Order of occurrence serves as the guide for canceling.
5. Team A #6 Team A #7 Team B #11 Team B #12	2 min. 2 min. 2 min. 2+2 min.	3:00 3:00 3:00 3:00	Team B will play 1 player short. Team B #11 must serve the time penalty to avoid taking another player off the ice.
6. Team A #6 Team B #11	2 min. 2+2 min.	3:00 3:00	Team B will play 1 player short. A player off the ice to serve the extra Minor.
7. Team A #6 Team B #11 Team B #12	2 min. 2+2 min. 2 min.	3:00 3:00 3:00	Team B will resume play with 1 player short for 4 minutes. Team B #11 will serve the time penalties in order to place Team B only 1 player short.

Variations of coincidental Minor penalties

Penalized team and player	Penalty length	Time of penalty	Time of Goal	Interpretation
1. Team A #7 Team B #8 Team A #8	2 min. 2 min. 2 min.	3:30 3:30 3:00	Team B scores at 2:30	Team A #8 returns at 2:30. The coincidental Minor penalties to Team A #7 and Team B #8 did not cause the team to be shorthanded.
2. Team A #8 Team A #9 Team B #15 Team B # 24	2+2 min. 2 min. 2 min. 2 min. +2 min (just prior to resuming play)	3:00 3:00 3:00 3:00 3:00		Initially Team A was to play 1 player short. Team B's second penalty results in both teams playing even 5 vs. 5.
3. Team A #8 Team B #9	5+2 min. 2 min.	3:00 3:00		The coincidental Minor penalty rule does apply. Team A must place 1 player off the ice in the penalty box for 5 min. Team A #8 may return to the ice on the first stoppage after 7 min.
4. Team A #8 Team B #8 Team A #9	2 min. 2 min. 5 min.	3:30 3:30 3:00	Team B scores at 2:30	No player returns. The only time penalty being served by Team A is the Major to Team A #9.
5. Team A #8 Team B #14 Team B #16	2 min. 5 min. 2+2 min.	5:00 5:00 5:00	Team A scores at 4:30	Team B places a second player off the ice in the penalty box to serve the extra Minor to #16. This second player returns to the ice at 4:30. Team B #16 starts serving the second penalty, returning to the ice on the first stoppage of play after 2:30.
6. Team A #8 Team B #14 Team B #16	2 min. 5+2 min. 2 min.	5:00 5:00 5:00	Team A scores at 4:15	No player returns. Team B #14 is currently serving the Major penalty.
7. Team A #8 Team B #14 Team B #16	2 min. 5+2 min. 2 min.	9:00 9:00 9:00	Team A scores at 3:48	Team B #14 returns.
8. Team A #8 Team B #7	2 min. 2 min.	1:30 1:30		To avoid unnecessary confrontation at the game's end the players can be sent to the dressing room by the Referee.

Coincidental Major/Match Penalties

Rule 30(c) Hockey Canada Rule Book

Guidelines for the use of this rule:

Step 1: There must be at least one Major and/or Match penalty assessed to each team during the same stoppage of play.

Examples that define the rule:

Penalized team and player	Penalty length	Time of penalty	Interpretation
1. Team A #8 Team B #12 Team B #17	5 min. 5 min. 5 min.	3:00 3:00 3:00	There is at least one Major/Match penalty on each team. Therefore, the coincident Major/Match penalty rule is to be enforced.
2. Team A #6 Team B #12	5 min. Match 5 min.	3:00 3:00	There is at least one Major/Match penalty on each team. Therefore, the coincident Major/Match penalty rule is to be enforced.
3. Team A #3 Team A #8 Team A #17 Team B # 12 Team B #17	5 min. 5+5+G.M. 5+2 min. 5+5+G.M. 5+5+G.M.	3:00 3:00 3:00 3:00 3:00	There is at least one Major/Match penalty on each team. Therefore, the coincident Major/Match penalty rule is to be enforced.
4. Team A #7 Team B #4	2+2 min. 5 min.	3:00 3:00	The basic condition of a minimum of one Major/Match penalty per team is not met. All penalties are to be served as time penalties, with both teams playing short-handed.

Therefore, when the summary of penalties has been given to the penalty timekeeper, as long as you have at least one Major and/or Match penalty assessed to each team, you may apply this rule.

Step 2:

Cancel out as **Many** Major/Match penalties on each team as possible.

Cancel in a way to make the team **One** player short.

Cancel in a way to avoid **Taking** another player off the ice.

Cancel using the **Order** of penalty occurrence, or in the order that they were reported by the Referee.

Example of Step 2:

Please Note:

A player must serve the total of assessed time, except if a goal is scored against the team which would wash out part of the Minor penalty in certain cases.

A player involved in the coincident Major/Match penalty rule must proceed to the dressing room and may need to be replaced by a substitute on the penalty bench. A substitute would be required on the penalty bench when a time penalty is to be served and the penalized player has been assessed Misconduct or other penalty where he/she has been removed from the game.

Penalized team and player	Penalty length	Time of penalty	Interpretation
1. Team A #8 Team B #12 Team B #17	5+5+G.M. 5 min. 5 min.	3:00 3:00 3:00	The two Major penalties to team A #8 are to be canceled out against the Major penalties to team B #12 and #17. Therefore, there is immediate substitution for all Major penalties.
2. Team A #12 Team A #4 Team A #19 Team B #4 Team B #16	5 min. 5+2 min. 2 min. 5+5+G.M. 5+2 min.	3:00 3:00 3:00 3:00 3:00	Immediate substitution on the ice for team A #12 & #4, and team B #16. Team A #19 will serve the Minor penalty in the usual manner and team A will play short-handed one player for two minutes. Team B will have to send a player (from the ice) to serve team B #4's outstanding Major, and play short-handed for 5 minutes.
3. Team A #3 Team A #8 Team A #17 Team B #12 Team B #17	5 min. 5+5+G.M. 5+2 min. 5+5+G.M. 5+5+G.M.	3:00 3:00 3:00 3:00 3:00	Immediate substitution for team A's #3 & #8, team B's #12 & #17. Team A will have to send a player (from the ice) to serve #17's outstanding Minor penalty and play short-handed one player for two minutes.
4. Team A #3 Team A #6 Team B #7 Team B #9	2 min. 5 min. 2 min. 5 min.	3:00 3:00 3:00 3:00	The first step is to cancel out both Majors, according to the coincident Major/Match penalty rule.
(You are then left with the following: Team A #3 Team B #7	2 min. 2 min.	3:00 3:00	One Minor penalty left to each team. Those two may be canceled out, according to the coincident Minor penalty rule; therefore, there is immediate substitution for all players.

Penalized team and player	Penalty length	Time of penalty	Interpretation
5. Team A #3 Team A #6 Team B #7	2 min. 5 min. 5+2 min.	3:00 3:00 3:00	Immediate substitution for all players.
6. Team A #3 Team A #6 Team B #7 Team B #9	2 min. 5+2 min. 5+2 min. 2 min.	3:00 3:00 3:00 3:00	Immediate substitution for all players.
7. Team A #3 Team A #6 Team B #7 Team B #9	2 min. 5+2 min. 2 min. 5 min.	3:00 3:00 3:00 3:00	Majors cancel out. Cancel Minor to Team A #6 & Team B #7. Team A #3 serves Minor penalty in the normal manner.
8. Team A #3 Team A #6 Team B #7	2 min. 5 min. 2 min.	3:00 3:00 3:00	Minors cancel out. The Major must be served, as the coincident Major/Match penalty rule does not apply.
9. Team A #3 Team A #6 Team B #7 Team B #9	2+2 min. 5 min. 2 min. 5 min.	3:00 3:00 3:00 3:00	Majors cancel out. Cancel one Minor to Team A #3 and Team B #7. Team A will have to send a player from the ice to serve Team A #3's second Minor.
10. Team A #3 Team A #6 Team A #20 Team B #7 Team B #9 Team B #22	5+2 min. 5 min. 5+2+2 5+5+ 2+G.M. 5+2 min. 2 min.	3:00 3:00 3:00 3:00 3:00 3:00 3:00	The first step is to cancel out all Major penalties and all coincident penalties of equal duration including a Major on each team. The result is that one Minor penalty is left to each team. Those two may be canceled out, according to the coincident Minor penalty rule and there is immediate substitution for all players.
11. Team A #6 Team A #7 Team B #7	2 min. 5 min. 5+2 min.	3:00 3:00 3:00	Immediate substitution - teams at full strength.
12. Team A #6 Team A #7 Team B #11 Team B #12	5+2 min. 5 min. 5+2+2 min. 5+5+G.M.	3:00 3:00 3:00 3:00	Team B to resume play 1 player short for 7 min.
13. Team A #6 Team B #12	5 min. Match 5 min.	3:00 3:00	Immediate substitution - both teams at full strength.
14. Team A #6 Team B #12 Team B #11	5+5+G.M. 5 min. 5 min.	3:00 3:00 3:00	Immediate substitution - both teams at full strength.

Penalized team and player	Penalty length	Time of penalty	Interpretation
15. Team A #6 Team A #7 Team B #12	5 min. 5 min. 5 min.	3:00 3:00 3:00	Team A to resume play 1 player short. Team A #7 to serve the time penalty - order of occurrence or as reported to the timekeeper.
16. Team A #6 Team B #12	5+5+G.M. 5 min.	3:00 3:00	Team A will play 1 player short for 5 min. Team A must take a player off the ice to serve the time penalty.
17. Team A #6 Team B #7	5+2 min. 5+2 min.	3:00 3:00	Immediate substitution - both teams at full strength.
18. Team A #6 Team B #7 Team B #8	5+2 min. 5 min. 2 min.	3:00 3:00 3:00	Immediate substitution - both teams at full strength.
19. Team A #6 Team A #7 Team B #8 Team B #9	5+2 min. 5+2 min. 5+5+G.M. 2+2 min.	3:00 3:00 3:00 3:00	Immediate substitution - both teams at full strength.
20. Team A #3 Team A #4 Team A #6 Team B #7 Team B #8	5 min. 2 min. 2 min. 5 min. 2 min.	3:00 3:00 3:00 3:00 3:00	Team A will resume play 1 player short for 2 min. Team A #6 will serve the time penalty - order of occurrence.
21. Team A #3 Team A #4 Team A #6 Team B #7 Team B #8 Team B #9	5+2 min. 5 min. 5+2+2 min. 5+5+2+G.M. 5+2 min. 2 min.	3:00 3:00 3:00 3:00 3:00 3:00	Immediate substitution - both teams at full strength.

Other Case Book examples of the coincident Major/Match penalty Rule 30

Penalized team and player	Penalty length	Time of penalty	Interpretation
1. Team A #3 Team B #7	5+G.M. 5+G.M.	3:00 3:00	Immediate substitution for both players. Neither team is required to send a player to the penalty bench for the Major.
2. Team A #9 Team B # 14	5+G.M+2 min. 5+G.M min.	11:40 11:40 Team B scores at 11:25	Immediate substitution is permitted for Team B #14. Team A is required to send a player (from the ice) to the penalty bench to serve the Minor penalty assessed to Team A #9. The Minor starts at 11:40. With the goal, the Minor penalty being served is washed out.
3. Team A #6 Team A #7 Team B #11	5+2 min. 5 min. 5 min.	3:00 3:00 3:00	Team A will play 1 player short. Team A #7 will cancel with Team B #11 to place Team A only 1 player short for 7 min.
4. Team A #6 Team A #7 Team A #8 Team B #7 Team B #8	5 min. 5+2+2 min. 2 min. 5+2 min. 5+5+G.M.	3:00 3:00 3:00 3:00 3:00	Team A and B will resume play both 1 player short. Team A will need a player off the ice for 4 min. Team B will need a player off the ice to serve 5 min.
5. Team A #6 Team A #7 Team A #8 Team B #11 Team B #12	5+2 min. 5 min. 5 min. 5+5+2+ 2+G.M. 5+5+G.M.	3:00 3:00 3:00 3:00 3:00	Team B will start 1 player short. Team B must take 1 player off the ice for 7 min. The Major to be served first.
6. Team A #6 Team A #7 Team A #8 Team B #11 Team B #12	5 min. 5+2 min. 2 min. 5+5+G.M. 5 min.	3:00 3:00 3:00 3:00 3:00	Team B will start 1 player short, # 12 for 5 min. Team A will start 2 players short. One player off the ice to serve the Minor penalty assessed to Team A #7 as well as #8 who will serve a 2 minute time penalty.
7. Team A #3 Team A #6 Team A #9 Team B #7 Team B #8 Team B #9 Team B #10	5+2 min. 5 min. 5+2+2 min. 2 min. 5+2 min. 2 min. 5+5+2+G.M.	3:00 3:00 3:00 3:00 3:00 3:00 3:00	Team B will resume play 1 player short. Team B #9 will serve the time penalty. The Minors to Team B #8 and #10 must be canceled to avoid taking another player off the ice. Team B #9 serves the time penalty - not #7 - order of occurrence.

Rules to note for off-ice officials

There are a number of rules in the Hockey Canada Rule Book which off-ice officials should be familiar with; the following is a list of them:

Rule No.	Subject	Applies to
Glossary	Word Definitions	All
10	Penalty Bench	All
12	Signal and Timing Devices	Timekeeper
16	Players in Uniform	Official Scorer
17	Starting Line-Up	Official Scorer
18	Captain of the Team	Official Scorer
20	Injured Players	Official Scorer
26	Puck	Official Scorer
27	Penalties	Penalty Timekeeper/Scorekeeper
28	Minor Penalties	Penalty Timekeeper/ Scorekeeper
29	Bench Minor	Penalty Timekeeper/ Penalties Scorekeeper
30	Major Penalties	Penalty Timekeeper/Scorekeeper
31	Misconduct Penalties	Penalty Timekeeper/Scorekeeper
32	Game Misconducts & Game Ejections	Penalty Timekeeper/Scorekeeper
33	Gross Misconduct Penalties	Penalty Timekeeper/Scorekeeper
34	Match Penalty	Penalty Timekeeper/ Scorekeeper
35	Penalty Shot	Penalty Timekeeper/Scorekeeper
36	Awarded Goals	Penalty Timekeeper/ Scorekeeper
37	Goaltender Penalties	Penalty Timekeeper/Scorekeeper
38	Delayed Penalties	Penalty Timekeeper/Official Scorer
39	Calling of Penalties	Penalty Timekeeper/Official Scorer

Rule No.	Subject	Applies to
40	Appointment of Officials	All
43	Goal Judges	Goal Judges
44	Penalty Timekeeper	Penalty Timekeeper
45	Official Scorer	Official Scorer
46	Game Timekeeper	Game Timekeeper
70	Leaving Bench	Official Scorer/ Penalty Timekeeper
71	Physical Harrassment of Officials	All
78	Refusing to Start Play	Game Timekeeper
83	Tied Game	Game Timekeeper
84	Time of Game	Game Timekeeper
Appendix (A)	Instructions to Off-Ice Officials	All

Conclusion

The Off-Ice Officials Manual was prepared to assist the many volunteers who help make amateur hockey an enjoyable sport for all those who participate. You as an off-ice official play a very important part in the smooth operation of each and every hockey game.

The records you compile, assists the leagues in producing their statistics and the media in reporting this sporting event.