



INSTRUCTIONS TO OFF-ICE OFFICIALS:

Introduction:

Under the Hockey Canada (HC) Official Hockey Rules, the Off-Ice Officials include the Official Scorer (scorekeeper), Game Timekeeper, Penalty Timekeeper, and two Goal Judges. For Minor Hockey games, there are generally two Off-Ice Officials - the Scorekeeper and the Timekeeper. The Off-Ice Officials are officials of the game and are entitled to be treated with courtesy by the participating teams, spectators, and their fellow officials. By the same token, Off-Ice Officials should conduct themselves in a professional manner and refrain from criticizing the work of any of their fellow officials, including the On-Ice Officials.

Off-Ice Officials are under the supervision of the Referee, who is in charge of the game. The Referee shall have full authority and the final decision in all matters under dispute.

General Duties:

SCOREKEEPER:

1. Ensure the "Official Game Report" (scoresheet) is properly filled out by the participating teams, including (i) the date, location, game number, names of participating teams, and other information at the top of the scoresheet; (ii) the names and numbers for all participating players; and (iii) the names of team officials for the participating teams.
2. Enter on the "Official Game Report" (scoresheet) an accurate record of the **goals scored**, including (i) the time of the goal, (ii) the number of the player who scored the goal, and (iii) the numbers of the players to whom assists are to be credited (if any).
3. Keep an accurate record of all **penalties** assessed, including (i) the number of the penalized player, (ii) the infraction, (iii) the duration of the penalty, and (iv) the time the penalty was assessed.
4. Advise the Referee when the same player has received his/her second 10-min. Misconduct of the game or third stick infraction penalty of the game.
5. Record goaltender's saves (actual shots stopped).
6. At the end of the game, summarize the scoresheet information, sign the scoresheet, and present it to the Referee for verification and signature.
7. If possible, learn the standard referee signals for the different penalty types.

Equipment - 2 ball point pens (do not use felt pens or pencils), a notepad, and a clipboard or other hard backing on which to place the scoresheet.

TIMEKEEPER:

1. Be familiar with operation of the arena score clock.
2. Ensure the time of the game is accurately kept. Ensure that the clock starts each time play commences and stops each time the referee or linesmen blow the whistle to stop play.
3. Ensure penalized players serve their correct penalty time and return to play when entitled to do so after the expiration of their penalty. Report to the referee if a player leaves the penalty box before he/she is entitled to do so.
4. Ensure the score of the game and penalties are accurately displayed on the score board.
5. Keep the penalty bench and the immediate area free of spectators.

Equipment - ball point pen, notepad, and wrist watch (in case of clock failure).

Scoresheet Language:

- Clarity and brevity are important.
- Print clearly and firmly - you are making 3 carbon or NCR copies.
- Utilize a standard code for penalty types (see abbreviations below).
- Record player numbers only (not names) for goals, assists, and penalties.

SCORING:

SCORING				
NO	PER	TIME	SC	ASST
1	1	12:17	9	18
2	1	10:31	3	15, 11
3	2	13:49	7	9, 18
4	3	2:12	14	----
5				

NO = Sequential number of goal.
 PER = Period in which goal was scored (1, 2, 3, or OT).
 TIME = Time of goal (on score clock).
 SC = # of player scoring the goal.
 ASST = #(s) of player(s) awarded assist(s) on the goal.

PENALTIES:

PER	NO	SERV	OFFENCE	MIN	OFF	START	ON
1	7		ROUGH	2	10:24	10:24	8:24
1	30	14	SLASH	2	2:09	2:09	0:09
2	2		INTER	2	3:37	3:37	1:37
3	3	12	CFB	5	9:55	9:55	4:55
3	3		GAME	10	9:55	----	----
3	BEN	11	TMM	2	0:12	0:12	----

PER = Period.
 NO = # of player incurring penalty.
 SERV = # of player serving penalty (if not player who incurred penalty)
 OFFENCE = Penalty infraction.
 MIN = Duration of penalty in minutes.
 OFF = Time player was sent off.
 START = Time penalty commenced (may be different from "OFF" in the case of a delayed penalty or multiple overlapping penalties).
 ON = Time player returned to the ice.

PENALTIES - SUGGESTED ABBREVIATIONS:

AGGR	Aggressor (in a Fight)	INT G/K	Interference on the Goalie
BENCH	Bench Minor	KNEE	Kneeing
BOARD	Boarding	MATCH	Match Penalty
B/CHK	Body Checking	MISC	10-minute Misconduct
BUTT	Butt-Ending (double minor)	PEN SHOT	Penalty Shot
CHG	Charging	ROUGH	Roughing
CFB	Checking From Behind	ROUGH A/W	Roughing After the Whistle
CHK. HEAD	Checking to the Head	SLASH	Slashing
XCHK	Cross-Checking	SLEW	Slew Footing
DELAY	Delay of Game	SPEAR	Spearing (double minor)
ELBOW	Elbowing	THROW STK	Throwing Stick
F.O. VIOL	Face-off Violation	TMM	Too Many Men
FIGHT	Fighting	TRIP	Tripping
G.E.	Game Ejection	UNSPORT	Unsportsmanlike Conduct
GAME	Game Misconduct		
GROSS	Gross Misconduct		
HIGH STK	High Sticking		
HOLD	Holding		
HOLD STK	Holding the Stick		
HOOK	Hooking		
ILL. EQU.	Illegal Equipment		
INSTIG	Instigator (in a Fight)		
INTER	Interference		

When recording a Match Penalty, enter "MATCH" on one line and the specific infraction (e.g., "Checking From Behind", "Attempt to Injure") on the next line.

A Game Ejection may only be assessed for three stick infractions in the same game or the Female "3 penalty" rule.

Further Information:

For further information and greater detail on the above, please refer to:

- Hockey Canada Official Hockey Rules, Section 5 - Officials.
- Hockey Canada Official Hockey Rules, Appendix E - Instructions to Off-Ice Officials.
- BC Hockey Guide for Hockey Administration (6th ed.) - Minor Officials.