

# Minor Officials

Adapted from: USA HOCKEY OFF-ICE OFFICIATING MANUAL



## 1 INTRODUCTION

Off-ice officials are considered an extension of the on-ice officiating team. In order for the game to run smoothly, a good group of off-ice officials are necessary to assist the on-ice crew. This document will explain the responsibilities of each in an attempt to better prepare you as an off-ice (minor) official.

## 2 ON-ICE OFFICIALS

The REFEREE shall have general supervision of the game, and shall have full control of all game officials, team officials and players before, during and after the game, including stoppages; and in case of any dispute, his decision shall be final.

On-Ice Officials should enter the ice surface prior to warm-ups. Penalties may also be assessed during the warm-up period.

## 3 ROLE OF OFF-ICE OFFICIALS

One of the roles of the off-ice officials is to serve as a liaison between the officials and the teams both before and after the game. The off-ice officials will be responsible for securing the game rosters from each team prior to the start of the game. After the game, they will ensure the scoresheet is properly completed and signed by the referee and will distribute a copy to each team. Any questions that may arise concerning game, or variations to the rules should also be addressed by the off-ice officials. Of course, the on-ice officials will be willing and available to offer assistance or answer questions, when necessary.

As part of the game officiating team, it is important for the off-ice officials to remain impartial at all times. This is difficult to do, especially since a family member may be participating in the game. However, impartiality must be maintained at all times.

Another important role of the off-ice official is to monitor behavior in and around the area known as the penalty benches and scorer's bench. Players must sit with their helmets on and behave in a sportsmanlike manner. Any player who behaves in an unsportsmanlike manner, uses obscene or vulgar language or is disrespectful to the off-ice officials shall be reported to the on-ice officials during the next stoppage of play. The on-ice officials are then charged to take the appropriate action, including possible assessment of additional penalties.

Off-ice officials work together with the on-ice officials as a team and communication between the two groups is vital. Successful communication will play an important role in developing a positive hockey environment for all participants.

Off-Ice officials shall arrive ½ hour prior to game time to commence their duties.

## 4 TIMEKEEPER

The timekeeper is responsible for operating the game clock and also keep track of penalty times on the official game clock. The duties of the game timekeeper are as follows:

- Prior to the start of the game, check the game clock to ensure it is operating properly. Start on time; not start warm ups that carry over into start time.
- Prior to the teams entering the ice, the game timekeeper should place the appropriate warm-up time on the clock and start this time immediately once the teams have entered the ice. It is the responsibility of the on-ice officials to call the teams onto the ice. At the conclusion of the warm-up period, the horn should be sounded and the appropriate time for the first period should be placed on the clock.
- The clock should be started upon the face-off and should be stopped each time the whistle is blown. Prior to the start of each period, the referee will check with the game timekeeper to ensure they are ready to start. The timekeeper shall cause to be announced one minute remaining in each period.
- Upon a team leading by six goals, the referee will instruct the timekeeper to go to running time. During running time the clock will stop only for goals, penalties and injuries. Should the gap be narrowed to 4 goals or less, the referee will instruct the timekeeper to return to stop time.
- If for some reason the clock is not stopped or started at the appropriate time, the game timekeeper should immediately do so when it has been brought to his/her attention. An estimate of how much time elapsed should be relayed to the on-ice officials for the proper determination as to what adjustments need to be made to the time.
- All penalties which require a team to play shorthanded should be placed on the penalty clocks for the appropriate length of time immediately upon being assessed. This excludes coincident penalties and misconduct penalties. The game timekeeper should be familiar with the rules pertaining to coincident penalties, misconduct penalties, delayed penalties and penalty termination.
- When a goal is scored which results in the termination of a penalty appearing on the clock, the game timekeeper shall remove this time prior to play commencing.

Below is a listing of the time periods for each level of play. Note that for some tournaments at squirt and below, times may be dictated by tournament rules.

level	Warm up	period	Between periods	Resurface	minor	major	misconduct
Mini mite	4	12 horn every 2	1		1.5	3	6
Mite	4	12 horn every 2	1	before	1.5	3	6
Squirt	4	12	1	before	1.5	3	6
Pee wee	5	15	5	After 2	2	5	10
Bantam	8	15	5	After 2	2	5	10
JV	10	17	5	Before every	2	5	10
Varsity	10	17	15	Before every	2	5	10
JV girls	10	15	5	Before every	2	5	10
Varsity girls	10	17	15	Before every	2	5	10

Resurfacing – As a standard, when the players leave the ice, the clock should be set at 15 minutes for resurfacing. Play is to resume at the end of the 15 minutes. Varsity ice is resurfaced after warmups but not for overtime.

Overtime – overtime consists of a 5 minute rest period followed by a 10 minute sudden death overtime.

## **5 OFFICIAL SCORER**

The official scorer is the individual who is responsible for the completion of the game scoresheet. In some cases, the official scorer may also serve as the P.A. announcer. The game scoresheet is the official record of that game and will be sent to the league office upon completion while copies are distributed to each team. The duties of the game scorekeeper are as follows:

Approximately one half hour prior to the start of the game, the official scorer should obtain the game roster from the visiting and home teams and transfer that information to the appropriate areas on the scoresheet. Only players who are dressed and ready to participate in the game should be listed on the scoresheet. Any player sitting a game due to misconduct must be recorded BEFORE the game starts. Coaches must sign BEFORE the game starts.

The scoresheet roster should include the player's number, last name and at least their first initial. USA Hockey rules do not require a team to designate a starting line-up, although space is provided on the scoresheet to do so for situations where the starting line-ups will be announced. In addition, the manager of the team and the Coaches should be listed.

During the course of the game, the official scorer will record information on the game scoresheet, such as goals and assists and penalties, as reported to him/her by the on-ice officials. The official scorer is also responsible for recording shots on goal. The penalty bench attendants will assist this duty as each is responsible for each team's shots.

The scorer shall also record the time of entry into the game of any substitute or temporary goalkeeper. He shall record on the Official Score Sheet a notation where a goal is scored when the goalkeeper has been removed from the ice.

The awards of points for goals and assists shall be announced over the public address system and all changes in such awards shall also be announced in the same manner.

The Official Scorer shall also prepare the Official Score Sheet for signature by the Referee at the conclusion of the game and forward it to the proper authorities.

All league games MUST be scored online during the game through the ngin system. The rink computer is located on the bottom shelf of the tall cabinet in the coordinators room. There are complete instructions on how to score a league game located in the computer bag and if followed, scoring online should not be an issue. Always make sure the paper scoring is done first as that is the most important record of the game.

## **6 PENALTY BENCH ATTENDANT**

The penalty bench attendants are responsible for operating the penalty bench area. Their duties include the following:

- Make sure warm up pucks are available for each team.
- Make sure game pucks are available. The Association keeps the pucks in the freezer in the coordinators office/ticket window room. Make sure frozen pucks [in the little cooler packed with snow/ice] are at the scorer's table to give to the referee and to give new pucks when the puck goes out of play.

- Opening and closing the door for penalized players.
- The penalty bench attendants should work closely with the game timekeeper and the official scorer to ensure penalty situations are handled correctly.
- The penalty bench attendants should report to the referee, at the next stoppage of play, any violation of the rules or misbehavior by a penalized player.
- When penalized players are entitled to be released from the penalty bench during a stoppage of play at the conclusion of coincident penalties, the penalty bench attendants should not release these players until the on-ice officials are aware that they are going to be released. This practice will help prevent any additional altercations from occurring.
- The penalty bench attendants assist the official scorer by keeping track of shots on goal for each team. To determine shots on goal: If the puck would have gone in without the Goalie there, it is a shot on goal; goalie catches the puck above the cross bar – no shot on goal; goalie catches the puck wide of the net, not shot on goal; puck hits the pipe or cross bar and bounces out – no shot on goal; defenseman or other player stops or deflects the puck and it misses the net and or goalie never touches the puck, not shot on goal. Team pulls the goalie – empty net goal and no shot on goal-goal recorded as empty net goal.
- Remove nets from goal for ice resurfacing while making sure to not leave piles of snow when pushing the nets to the side. Ensure all gates are closed.

## **7 PA ANNOUNCER**

The Public Address Announcer serves as the verbal communication link between the game officials and the spectators. They will announce, over the public address system, information as it pertains to the game. Although his/her responsibilities are usually limited to verbal communication, his/her role is oftentimes the most visible of the off-ice officials. Obviously, the announcer must work closely with the official scorer in order to obtain the necessary information. Here are some important things to consider when serving as an announcer.

- The announcer will be responsible for announcing goals, assists, penalties and other pertinent information as it pertains to the game. These announcements are generally made during a stoppage of play in order to minimize distractions for the game.
- A good announcer will oftentimes check with representatives of each team prior to the start of the game to go over any difficult names to pronounce or clarifications regarding enunciation. This will allow the announcing to occur during the game with minimal confusion and mistakes.
- Prior to the start of the game, check for batteries for the microphone. Check volume and discs for music. Verify the National anthem is ready to go (this is supposed to be in disc 1). The announcer may be required to make some special announcements pertaining to sportsmanship or other information regarding the league or the teams in addition to announcing the line-ups for each team. When doing so, it is generally accepted to announce the visiting team line-up first, followed by the home team. The national anthem may be played after the line-ups are announced and upon its conclusion, the game is ready to begin.
- When announcing goals and assists, it is important to only announce the players who are actually being credited with the goal and assist(s) as reported by the referee. The general information that needs to be announced is the time of the goal, the number and name of the goal scorer and the number(s)

and name(s) of the player(s) being credited with the assist(s). If the goal was unassisted, the announcer would specify that during the announcement. When announcing penalties, DO NOT announce the name of offending player. Announce time, period, player number, offense and length of penalty.

- At the end of each period, the announcer will announce the score and the shots on goal and/or saves for each team. This is done to keep the spectators up-to-date with interesting information.
- The announcer is also responsible for playing music during stoppages and intermissions. When doing so, it is important to stop the music prior to play resuming.

**Listed below are some script ideas to use during the game. Remember to speak slowly and clearly.**

## **ANNOUNCING STARTING LINE UP**

*GOOD (MORNING/AFTERNOON/EVENING) HOCKEY FANS!*

*WELCOME TO THE (1ST, 2ND, FINAL) GAME OF THE (NAME OF THE TOURNAMENT) BETWEEN*

*(NAME OF THE VISITING TEAM) AND THE MITCHELL MARLINS. AND NOW LET'S MEET THE STARTING LINE UP FOR THE VISITORS FROM (NAME OF TEAM).*

*(ANNOUNCE THE STARTING LINE UP.)*

*(ANNOUNCE THE COACHES.)*

*AND NOW LET'S MEET THE STARTING LINE UP FOR THE MITCHELL MARLINS.*

*(ANNOUNCE THE STARTING LINE UP.)*

*(ANNOUNCE THE COACHES.)*

*GOOD LUCK TO BOTH TEAMS. LET'S PLAY HOCKEY!*

## **ANNOUNCING GOALS**

*SCORING FOR (NAME OF TEAM), WAS NUMBER (JERSEY NUMBER), (PLAYER NAME) UNASSISTED.*

*SCORING FOR (NAME OF TEAM), WAS NUMBER (JERSEY NUMBER), (PLAYER NAME) ASSISTED BY NUMBER (JERSEY NUMBER), (PLAYER NAME).*

## **ANNOUNCING PENALTIES**

*A MINOR PENALTY HAS BEEN ASSESSED TO (NAME OF TEAM), NUMBER (JERSEY NUMBER), 2 MINUTES FOR (NAME OF PENALTY).*

*COINCIDENTAL MINOR PENALTIES HAVE BEEN ASSESSED TO (NAME OF TEAM), NUMBER (JERSEY NUMBER), AND (NAME OF TEAM), NUMBER (JERSEY NUMBER), 2 MINUTES EACH FOR (NAME OF PENALTY).*

*A 5 MINUTE PENALTY AND A GAME MISCONDUCT HAS BEEN ASSESSED TO (NAME OF TEAM), NUMBER (JERSEY NUMBER), FOR FIGHTING (OR CHECKING FROM BEHIND).*

*(NAME OF TEAM) FULL STRENGTH.*

## **SHOTS ON GOAL**

*SHOTS ON GOAL IN THE FIRST PERIOD FOR (NAME OF TEAM) (NUMBER OF SHOTS), FOR (NAME OF TEAM) (NUMBER OF SHOTS).*

*SHOTS ON GOAL IN THE SECOND PERIOD FOR (NAME OF TEAM) (NUMBER OF SHOTS), FOR (NAME OF TEAM) (NUMBER OF SHOTS). TOTAL SHOTS ON GOAL FOR (NAME OF TEAM) (TOTAL SHOTS), FOR (NAME OF TEAM) (TOTAL SHOTS).*

*SHOTS ON GOAL IN THE THIRD PERIOD FOR (NAME OF TEAM) (NUMBER OF SHOTS), FOR (NAME OF TEAM) (NUMBER OF SHOTS). TOTAL SHOTS ON GOAL FOR (NAME OF TEAM) (TOTAL SHOTS), FOR (NAME OF TEAM) (TOTAL SHOTS).*

## **OTHER**

*ONE MINUTE REMAINING THE PERIOD.*