

# SECTION 4- GUIDELINES FOR MINOR (OFF-ICE) OFFICIALS

- A. **Minor officials**, including timekeeper, scorers, penalty box attendants, announcers, and goal judges, are an important part of a well-run tournament. Their support of the on-ice officials is critical to the efficient and proper handling of the game.
- B. **CONDUCT** – **The conduct of minor officials must be professional and objective:**
1. All minor officials must be mature and competent adults.
  2. Minor officials must never be biased or exhibit partiality towards either team.
- C. **OFFICIALS ONLY** – **No persons other than minor officials and on-ice officials may be allowed at the timekeepers/scorers table, penalty box or goal judges' area during any portion of a game.** (Exception – the Medical Attendant may be located in a penalty box area if that provides the most direct access to the ice.)

## D. TIMEKEEPER/TIME CLOCK/SCOREBOARD

1. Arrive at the arena thirty minutes prior to the scheduled start of game.
2. Should be experienced and familiar with the operation of the clock.
3. If not familiar with the clock, get clock operating instructions from arena staff.
4. Check the clock before the game to verify it is operating properly.
5. Become familiar with the tournament rules and game format (length of warm-up, length of periods, running/stop time, resurfacing schedule, overtime, time-outs, etc.)
6. Be attentive to the game, ensure clock is stopped/started at the proper times.
7. Must be familiar with playing rules as they relate to penalties. Assist the Scorer in communicating with the officials on penalties reported. Ask the official to repeat the call if it is not understood, or it is not clear when players are to return to the ice.
8. Ensure the Scorer accurately records goals scored, assist(s), penalties and time remaining in the period when they occurred.
9. Inform Penalty Box Attendants when players can return to the ice. Assist Scorer to ensure the proper recording of the expiration time.
10. Alert the Announcer when remaining time approaches one minute (each period).
11. Distribute iced pucks to on-ice officials as requested.

## E. SCORER/SCOREBOOK

1. Arrive at the arena thirty minutes prior to the scheduled start of game.
2. Responsible for keeping an accurate written record of the events which occur during the game.
3. An official score sheet must be used, and a copy provided to each team and the sponsoring affiliate. MN Hockey score sheets (or District score sheets) are preferred.
4. Obtain rosters and starting lineups from team coaches or managers, and the team sponsor. Record this information on the score sheet.
5. Be attentive to the game. Communicate with officials on goals scored, assist(s), and penalties. Ask the official to repeat the information if it is not clear.
6. Record all goals scored and assists, and the time remaining in the period when they occurred. (Elapsed time is not recommended.)

7. Record all penalties, and time remaining in the period when they occurred. Do not record the time they return to the ice until the actual time. (may be less than two minutes if a goal is scored, more than two minutes if coincidental and waiting for a whistle).
8. Record all penalties assessed to non-players.
9. Indicate on score sheet the time at which each team takes their time out (if time outs are allowed).

## F. ANNOUNCER

1. Arrive at the arena thirty minutes prior to the scheduled start of game.
2. Assist the Scorer to obtain team rosters and starting lineups.
3. Review pronunciation of players, coaches, assistants and managers names. If uncertain, check with a member of the respective team.
4. Test the public address equipment for proper function.
5. Check the tape player and tape of National Anthem (unless live music is provided).
6. Announce starting line-ups, head coaches, assistants, managers, and sponsors.
6. Request all to rise, remove hats and join in singing the National Anthem (generally before first game of the day and Championship game).
7. Announce all goals scored and assists, giving player names and numbers, with time).
8. Announce penalties assessed, and when a team returns to full strength following a penalty.
9. Announce when there is one minute left in a period.
10. After each period, announce shots on goal for that period, and the total for the game to that point.

## G. PENALTY BOX ATTENDANT

1. Arrive at the arena fifteen minutes prior to the scheduled start of the game.
2. Do not allow unauthorized personnel into penalty boxes.
3. Open and close the door as penalized players enter and leave the penalty box.
4. Affirm when penalties expire and which player is to return to the game with Timekeeper and Scorer.
5. Penalized players must wear helmets/face mask and remain seated while in penalty box.
6. Do not engage in a discussion with penalized player about the penalty which was assessed.

## H. GOAL JUDGES

1. Arrive at the arena fifteen minutes prior to the scheduled game.
2. Remain seated and attentive while in the goal judge area.
3. Do not allow unauthorized personnel in the goal judge area.
4. Do not carry on discussions or become distracted while the Game is in progress.
5. If the ENTIRE puck crosses the ENTIRE goal line, turn on the goal light or give the appropriate predetermined signal as requested by the officials.
6. Remember it is not your responsibility to determine if a legal goal has been scored – only that the puck crossed the entire goal line. Remember also that you may miss a goal which is signaled by the referee.

## I. SHOTS ON GOAL/SAVES

1. A “save” occurs when a puck would have legally entered the goal had the goalie not stopped it.
2. A “shot on goal” occurs when a puck legally enters the goal, or a puck would have legally entered the goal had it not been stopped by the goalie (goals + saves).
3. Goal judges or another designated person may be requested to keep the record of goaltender saves or shots on goal.