**Illinois High School Hockey League – North Central Division**

**Team Minor Official Duties**

All minor officials should be individuals 20 years of age or older, unless prior written agreement is received from the Division. Team managers will provide minor officials with a written description of their duties.

The team most familiar with the clock (usually the home team) will provide the timekeeper and the other team (usually the visiting team) will provide the scorekeeper.

Each minor official is no longer a fan or associate of his/her respective team but a part of the officiating team reporting to the referee.

Cheering in the scorer’s box is not permitted.

The home team shall provide the scoresheet and have it available to be completed by both teams prior to game time.

The home team shall provide two new IHSHL pucks prior to the start of the game.

Scorekeepers

Scorekeepers must ensure:

* All player names and uniform numbers are clearly marked on the scoresheet. If two players are wearing the same jersey number, this fact should be brought to the attention of the referee who will instruct some temporary alternation, or the scoresheet should be clearly marked to show the difference (identify difference in scoring, saves, and penalties each time the duplicate number appears).
* Any player sitting for a suspension has his/her name and information placed on the scoresheet in the place provided.
* The number of saves for each goalie are accurately kept. In the event that more than one goalie is used by a team, the period, time of the change, and the number of saves for each goalie are recorded in the spaces provided.
* Goals and assists are properly recorded. The referee decides goals and assists, not the team or scorekeeper. If an error is brought to the scorekeeper’s attention, it must be approved by the referee before being changed on the scoresheet. Wait for an appropriate break, like the end of a period, to request this change.
* The scoresheet is signed by both coaches and the on-ice officials at the conclusion of each game.
  + White copy – emailed/faxed to Division statistician by home team
  + Yellow copy – home team
  + Pink copy – emailed/faxed to Division statistician by visiting team
  + Goldenrod copy - referees

Timekeepers

* Timekeepers are responsible for familiarizing themselves with clock operation well before the start of the game.
* Timekeepers should help get the game started on time. Timekeepers should sound the horn to give the teams and referees a two-minute warning before the game and when ice is being resurfaced between periods to ensure promptness.

Penalty Box/Door Attendants

* Penalty box/door attendants are minor officials, this no longer a fan. Cheering in the scorer’s box is not permitted.
* Penalty box/door attendants are responsible for ensuring correct player departure from the penalty box in accordance with time and sequence.
* Attendants should coordinate with the scorekeeper and the referee to ensure correct adherence to rules.
* Penalty box/door attendants may also be asked to help count shots on goal. Note: A shot on goal is only a shot that would go in the goal if no goalie was present. If a goalie sweeps a puck away or stops a shot outside of the post, that is not a shot on goal.

Security Personnel

* For each game, each team shall have at least one security person wearing a Division identification jacket who shall make their presence known in the rink and stands.
* The security personnel shall concentrate his/her efforts on his/hers program’s parents and fans.
* Security personnel shall coordinate with the security personnel from the other team, rink personnel, police, and any Division officer or director.
* Security personnel should discourage their students from moving from end to end when teams change goals at the close of each period. Fans should sit on the side where their team bench is located.
* Security personnel should not fight or get into an argument with an unruly fan or parent. If action is needed, they should call 911.
* At the end of the game, security personnel should make sure that the team locker rooms are open and that the teams have a clear path to their locker rooms. This is particularly important at those rinks where the stands exit into the same area the players must traverse to get to the locker rooms.

Scoresheet Instructions

**Roster section**

* Affix roster stickers to each page of the scoresheet or enter the players’ names manually.
* Designate players as follows:

|  |  |
| --- | --- |
| G | Goaltender; Circle the name of the starting goaltender for both teams |
| C | Captain |
| A | Alternate Captain |
| SUSP | Player serving a game suspension |
| ABS | Absent player; If the player shows up late and checks in with the referee, a line may be drawn through the “ABS”. |
| INJ | Injured or ill player; If challenged, the team must be able to document the injury or illness with written evidence from a doctor. |
| AC | Player serving an athletic code violation |

* Any Junior Varsity player listed on a team’s AHAI Varsity roster must be added to the Varsity scoresheet for any game they appear in. Any Varsity player (not frozen on AHAHI Varsity roster) listed on a team’s AHAI Junior Varsity roster must be added to the Junior Varsity scoresheet for any game they appear in.
* Up to 18 skaters and 2 goaltenders may be dressed for each team.

**Scoring section**

When the referrer signals a goal and comes to the scorer’s table, write down all the information including the period, the time on the clock (do not convert times by subtracting a clock time from the length of the period), the team that scored (a left justified “H” for home or a right justified “V” for visitor), the number of the scorer, and the number of any players earning assists. When the referee gives you a player’s number for a goal and/or assist, make sure that number is listed on the scoresheet for the appropriate team. If it is not listed, advise the referee of the problem during a stoppage of play.

In addition, designate the type of goal when relevant by entering the following in the center of the “Team” line in the scoring section:

|  |  |
| --- | --- |
| PP | Power play goal |
| SH | Shorthanded goal |
| PS | Penalty shot goal |
| EN | Empty net goal |

**Suspension section**

A player or coach serving a game suspension should be listed in the “Game Suspensions Being Served By” section. Indicate which team the player or coach is on with an “H” for home or a “V” for visitor. Record the player’s number and print the player’s last name. Record if the player or coach is sitting 1 of 1 games, 1 of 3 games, 30 days, etc. Make sure that “SUSP” follows the player’s name in the roster section of the scoresheet.

**Scoring Summary section**

At the end of each period, fill in the number of goals scored by each team. At the conclusion of the game, fill in the total number of goals scored by each team.

**Goaltender Saves section**

A running tally of the saves made by each team’s goaltender should be kept on a separate sheet of paper. A save is recorded each time the puck would have entered the net had it not been for the goaltender’s intervention (remember, hitting a post or crossbar is not a save, the goaltender playing a puck wide of the net is not a save, etc.).

All goaltender information must be recorded in the boxes marked either 1st or 2nd “Goalkeeper Saves”. Fill in the goaltender’s jersey number, start time, period they entered the game, saves for each period, and total saves for the game. Remember to watch and adjust for changes in goaltender.

**Penalty section**

Record the period of the infraction, player number, a left justified “H” for home or a right justified “V” for visitor, number of minutes for the infraction, the type of offense, the time off the ice, and the time back on the ice. The time off the ice should be the time of the penalty, and the time on the ice is when the player returns to the ice (which is not necessarily the time of the penalty later—a power play goal, coincidental minors, etc. can impact the time spent in the box).

Each line of the penalty section is for one penalty, even if multiple penalties are assessed to a player at one time. If multiple penalties are given to a player, list each one individually prior to listing another player’s penalties.

Most penalties are for two minutes. If a double minor is assessed, one line should be used for each two minute infraction (there is no such thing as a four minute penalty). If five minutes is given for fighting, enter a five minute “Fighting” penalty on one line, and a “Game Misconduct” penalty on the next line. Remember that is two penalties, not one.

If appropriate, advise either coach if a player has four penalties (do not advise the officials at this time). Should a player receive five penalties s/he automatically receives a sixth penalty (Game Misconduct) and must leave the game. If the officials are not aware of a fifth penalty being assessed to a player, advise them of such at a stoppage of play.

If appropriate, advise either coach if his team has 13 penalties. Upon receiving the 15th team penalty, the head coach shall receive a Game Misconduct penalty, but need not leave the game.

Do not write between lines or below the bottom edge of the table. If you run out of space, start a new sheet.

**Time-outs**

All time-outs should be recorded in the upper left hand portion of the scoresheet. Fill in the team (H or V), the period, and the time. Each team is allowed only one time-out per game.

**Major Penalty section**

Check to see if the referee has checked “yes” indicating a Major, Game Misconduct, or Match penalty was assessed. If you have any questions concerning any of the penalties assessed during the game, clarify them with the referee before distributing copies of the scoresheet.

**Signature section**

This section should be filled in after all other sections have been completed. The officials should sign the form after reviewing it. (They should have printed their name, level, and IHOA number at the top before the start of the game.) Both coaches should sign and record their telephone numbers and C.E.P. level. The scorekeeper should print his/her name.

