

Off Ice 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 keeping 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 warmups 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.
- 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 coincidental penalties and misconduct penalties. The game timekeeper should be familiar with the rules pertaining to coincidental penalties, misconduct penalties and penalty termination.
 - **Minor penalties** - A minor penalty is the least severe type of infraction. It results in the loss of a player for two-minutes, during which time the player must leave the ice and sit in a penalty box. During a minor hockey penalty, the other team has the advantage with an extra player on the ice. If the other team scores before the penalty is over, the player is released from the penalty box early. In some cases, an official may decide a minor penalty is worth more than two minutes, but is still not severe enough to warrant a major penalty. This will often be the case if a player was injured as a result of the penalty – in these cases a double-minor, or four-minute penalty can be issued.
 - **Double Minor** - A Double minor penalty is **just two minor penalties combined into one**. Each minor penalty is worth two minutes of time in the penalty box for a player. If a goal is scored, there is still one more minor penalty left to serve. Set up a double minor as two separate

penalties on the scoreboard. If the opposing team scores during the first 2 minutes, that penalty shall be removed, but the player will need to serve the remaining 2 minutes.

- **Coincidental penalties** - an equal number of penalties of equal duration (by each team) called at the same stoppage of play. There is no change in on-ice strength. Substitutes replace the penalized players on the ice. Coincidental minor penalties are not ended when a goal is scored by either team. Upon completion of the penalty time, players will remain on the penalty bench until the next stoppage of play.
- **Misconduct penalties** - involve the removal of a player, other than a goalkeeper, from the game for a period of 10 minutes with immediate substitution taking place on ice. A player whose misconduct penalty has expired shall remain on the penalty bench until the next stoppage of play. **A misconduct penalty is not posted on the scoreboard.** Misconduct penalties begin AFTER the minor penalty has been terminated either by a goal or time expiring.
 - When a player receives a minor penalty plus a misconduct or game misconduct penalty at the same time, the penalized team shall immediately place an additional non-penalized player, other than a goalkeeper, on the penalty bench and such player may not be changed. That player can leave the penalty bench as soon as the minor penalty expires or a goal is scored by the opposing team. **In this instance only the minor penalty is displayed on the scoreboard.**
- **Game misconduct penalties** - involve the suspension of a player or Team Official for the balance of the game with immediate substitution taking place on ice. **Game misconduct penalties DO NOT go on the score clock.**

- 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	3	6
Mite	4	12 horn every 2	1	before	1	3	6
U10/Squirt	4	12	1	before	1	3	6
Pee wee	5	15	2	After 2	1:30	4	8
Bantam	8	15	2	After 2	1:30	4	8
Girls 14U	8	15	5	After 2	1:30	4	8
JV	10	17	5	Before every	2	5	10
Varsity	10	17	15	Before every	2	5	10
JV girls	10	17	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 warm ups but not for overtime.

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

VISITORS GOALKEEPING RECORD				HOME GOALKEEPING RECORD			
GOALKEEPER	PER	SHOTS	SAVES	GOALKEEPER	PER	SHOTS	SAVES
/	1			/	1		
/	2			/	2		
/	3			/	3		
/	OT			/	OT		
/	Total			/	Total		

The Official Scorer shall also prepare the Official Score Sheet for signature and USA Hockey ID number by the Referee(s) and/or Linesmen at the conclusion of the game.

SCORING BY PERIODS					
	1	2	3	OT	TOTAL
VISITORS					
HOME					

OFFICIAL SCORER (PRINT/SIGN) _____ PHONE _____

OFFICIAL R or L (PRINT/SIGN) _____ ID # _____

OFFICIAL R or L (PRINT/SIGN) _____ ID # _____

OFFICIAL R or L (PRINT/SIGN) _____ ID # _____

OFFICIAL R or L (PRINT/SIGN) _____ ID # _____

OFFICIALS NOTE: On ice officials must file their reports for all game misconduct, match, and gross misconduct penalties through the state website www.sdaha.org

Official scoresheets, once completed, should be distributed in the following manner:

1. Top 2 sheets (white and yellow) should be placed in the silver box located outside of the concession stand.
2. The pink copy should be given to the home coaching staff.
3. The gold copy should be given to the visiting coaching staff.

** This can be done by the scorekeeper or the team coordinator**

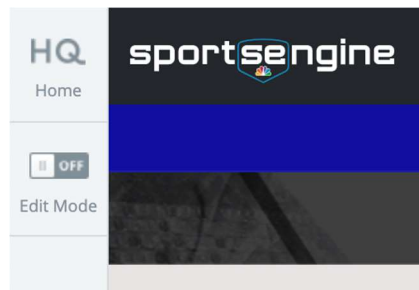
6 ONLINE LIVE SCORING

All league games MUST be scored online during the game through the SportsEngine 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.**

Step 1: Setting up the Game

- It is helpful to have a scratch sheet of paper and a pencil or pen handy.

- Get the computer from the coordinator's room. The team coordinator may already have the computer set up and ready to go, but if not this duty will fall to the scorekeeper.
- Log onto the laptop (username and passwords are taped to the top of the laptops)
- Make sure you are connected to the internet
- Log onto the South Dakota Hockey Association website: <https://www.sdaha.org/>
- Sign into the website using the following:
 - username:
 - password: (both will be available at the rink)
- Choose the league level you are scoring (boys varsity, girls varsity, etc)
- Choose "Mitchell Marlins"
- In upper left corner, choose edit on the edit mode switch



- Click on "game schedule"
- Find the game you are scoring on the list and click on the time of the game at the far right of the game detail.
- Click on the SCORE LIVE tab.
- Fill in any information on the Game Detail Page (i.e. refer, linesman, period length, etc)

Step 3: Scoring the Game

- Click “score game” at the top fo the page.
- The NGIN system is NOT synced to the game clock so all entries will be manual.
- Keep track of shots on goal by clicking on the Shot button.
 - Select the team which made the shot.
 - Select the shooter if you know who it is.
 - Select the correct period and time of the shot (type four digits). **OPTIONAL
 - Click the Next Play button at the bottom.
 - Work with the penalty box workers and person running the scoreboard to make sure you all are recording the same number of shots on goal. NOTE: For Live Scoring purposes, shot is considered a shot on goal when the puck would have gone in the net if the goalie wasn’t there to stop it. A shot blocked by another player or one where the goalie blocks it or covers it outside the net are NOT shots on goal.
 - If you would rather, you can just click on the Shot button underneath each team name. This will record the shot only and is quicker when there is a lot of game action.
- Keep track of Goals and Assists by clicking on the Goal button.
 - Select the team which made the goal.
 - The shot on goal will automatically be counted so do not enter it as an additional shot on goal.
 - Select the player who made the goal as well as any assists. The referee will provide this information.
 - Indicate the period and time of the goal (type four digits).
 - You may need to work with the announcer or scoresheet keeper to get the information.
 - Identify which type of goal it was (even strength, power play, short-handed).
 - Click the Next Play button at the bottom
- Keep track of penalties by clicking on the Penalty button.
 - Select the team which incurred the penalty.
 - Select the player who incurred the penalty.
 - Select the player who served the penalty (usually the same player).
 - Indicate what type of penalty it was.
 - Indicate the period and time of the penalty (type four digits).
 - Select whether it was a minor or major penalty (you can select the other details but it is not necessary).
 - If the penalty is a 2 and 10, enter the penalty twice using the same time.
 - Select whether the penalty results in a Power Play or not.
 - Click the Next Play button at the bottom.
- If you make a mistake, you can delete the action. It will take one step at a time.
- Indicate Goalie Change by clicking on the Goalie Change button.
 - Select the team which changed the goalie.
 - Select the new goalie.
 - Indicate the period and time of the goalie change (type four digits).
 - Click the Next Play button at the bottom.
- At the end of the period select the **Start New Period** button



Step 4: Finalizing the Game

- At the end of the game, compare stats with those of the Scoresheet Keeper. They need to be identical.
- Select Finalize Game at the top menu bar.
- Log out of the system.
- If it is the last game of the day, return laptop to the correct location – do not leave it outside or unattended.

If you have any questions or problems getting the program to work, please call Lori Goldammer at 605-999-4777.

7 PENALTY BENCH ATTENDANT

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

- 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.
 - **Minor penalties** - A minor penalty is the least severe type of infraction. It results in the loss of a player for two-minutes, during which time the player must leave the ice and sit in a penalty box. During a minor hockey penalty, the other team has the advantage with an extra player on the ice. If the other team scores before the penalty is over, the player is released from the penalty box early. In some cases, an official may decide a minor penalty is worth more than two minutes, but is still not severe enough to warrant a major penalty. This will often be the case if a player was injured as a result of the penalty – in these cases a double-minor, or four-minute penalty can be issued. ***Players serving minor penalties are released from the penalty box at the end of the assigned penalty time (during play) or after the opposing teams scores a power play goal.***
 - **Double Minor** - A Double minor penalty is just two minor penalties combined into one. Each minor penalty is worth two minutes of time in the penalty box for a player. If a goal is scored, there is still one more minor penalty left to serve. ***Players serving minor penalties are released***

from the penalty box at the end of the assigned time (during play) or after the opposing teams scores a power play goal. Player must serve both penalties.

- **Coincidental penalties** - an equal number of penalties of equal duration (by each team) called at the same stoppage of play. There is no change in on-ice strength. Substitutes replace the penalized players on the ice. Coincidental minor penalties are not ended when a goal is scored by either team. ***Upon completion of the penalty time, players will remain on the penalty bench until the next stoppage of play.***
- **Misconduct penalties** - involve the removal of a player, other than a goalkeeper, from the game for a period of 10 minutes with immediate substitution taking place on ice. ***A player whose misconduct penalty has expired shall remain on the penalty bench until the next stoppage of play.*** A misconduct penalty is not posted on the scoreboard. 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 should report to the referee, at the next stoppage of play, any violation of the rules or misbehavior by a penalized player (i.e swearing, mistreatment of penalty box area).
- 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 crossbar – 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.

8 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.

- Prior to the start of the game, check for batteries for the microphone. Check volume and computer for music and verify the National anthem is ready to go (if also running music).
- 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 announcing starting line-ups, it is generally accepted to announce the visiting team line-up first, followed by the home team.
 - 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.

- The national anthem may be played after the line-ups are announced (if it has not already been played that day) and upon its conclusion, the game is ready to begin.
- During the game, 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. 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.
 - 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 may also be 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.