

Off Ice Officials Training

General

- The off ice officials are considered part of the officiating team.
- There are typically 2 from each team filling the following roles:
 - Timekeeper/Running scoreboard – Home team
 - Official Scorer/Keeping scoresheet – Visiting team
 - Penalty Box – (2) – one from each team
- Expectations of off ice officials
 - Perform duties
 - If a situation or explanation unclear, always ask for clarification from the officials
 - Always respect the final decision of the on ice officials
 - You may cheer for your team, however, :
 - Be positive at all times
 - Don't be excessive (bang on boards)
 - Act appropriately
 - Don't criticize on ice officials
 - Will be held to a higher standard than spectators
- On ice officials cannot eject spectators, the coach must.

Timekeeper/Running Scoreboard

- Generally from the home team because familiar with scoreboard
- Always make sure you are paying attention when starting/stopping clocks
- Get there early and make sure you know how to run the clock
- Run the clock
 - Set time
 - Set/clear penalties
 - Change score
 - Start/stop clock at the right times
 - Know the time lengths for periods, penalties, etc.
- Clock STARTS at the execution of a face-off
- Clock STOPS when the whistle blows
- Put a warm up time on the clock
- Acknowledge on ice officials with a nod when start period
- Get penalties up promptly, but do not put up prematurely
- When goal scored by other team, you can remove the penalty from the clock(in most situations)
- On ice officials will indicate if in a situation with running time

Official Scorer/Keep scoresheet

- Usually from the visiting team
- Get scoresheet filled out before game starts:
 - Players names and numbers
 - Coaches info and CEP numbers/expiration dates
 - Identify captains(C), assistant captains(A), and goaltenders(G)
 - Don't add players to roster without ref permission
- On ice officials will inspect the scoresheet before the game
- Record goals, assists, penalties as reported by the on ice officials
- Record saves each period for each goalie as reported by the Penalty Box Operator
- Record number of goals for each period
- As an off ice official you can make suggestions and/or nicely correct the official if you see a mistake made in awarding a goal or an assist
- Penalties:
 - Ask if you don't understand what to put for a penalty
 - Record the period, jersey number of the skater, type(minor, major, misconduct) or length, and actual infraction assessed, time penalty occurred(stoppage of play), time on(time player went back on the ice)
 - A major penalty can never be terminated because a goal is scored
 - Misconduct: minor served first by another skater, skater cannot get back on the ice until next stoppage of play after penalty time served
- After the game:
 - Check for accuracy and neatness
 - Don't cross out any unused areas of scoresheet
 - Get officials signatures after the game
 - Sign the sheet yourself as official scorer
 - Distribute copies of scoresheet to each team manager
 - If there is a game misconduct or match penalty, the officials receive the top copy of the scoresheet

Penalty Box Operator

- Work own team's penalty box
- Open/close door for penalized skaters
- Know penalty terms
- Count down last 5 seconds of the penalty for the skater
- Skater cannot get on ice until after penalty time expired
- Don't antagonize or make comments to the skater
- If skater misbehaving, tell on ice official and let them handle it – do not handle it on your own!
- Record goalie saves
 - A save is defined as a shot on the goaltender that would have went in the goal if the goaltender had not stopped it. The goaltender just touching the puck does NOT always count as a save.
 - Decide with the other penalty box operator if you are recording saves for your team or for your side of the ice
 - Make sure you have a sheet of paper/pen/pencil
 - Tell scorekeeper the number of saves after each period
 - Coincidental penalties: Skaters cannot get on the ice until after the penalty time expires and then the next stoppage of play.
 - Minor penalties are served first before misconduct penalties.
 - Major penalties:
 - Skater gets off the ice
 - Someone else serves penalty

Penalties:

Types:

- Minor – The player who committed the infraction will be ruled off the ice for 2 minutes * during which time no substitute will be permitted.
- Bench Minor Penalty – A player will serve 2 minutes* for an infraction that occurs in the bench area. The offending team will play shorthanded for the duration of the 2 minutes.
- Major penalties – More severe infractions that are considered injury potential. In this case, the offending player will serve 5 minutes* in the penalty bench and the team will skate shorthanded.
- Misconduct penalties – The offending player will be ruled off the ice for a period of 10 minutes*, but a substitute will be allowed to take his place on the ice. Game misconduct penalties require removal from the game and possibly additional suspensions.
- Match penalties – Are assessed when a deliberate injury or attempted injury to an opponent occurs. The offending player will be removed from the game and additional suspensions may result. The team will also be required to skate shorthanded for 5 minutes*.
- Penalty Shot – Awarded when an infraction committed denies an opponent a reasonable scoring opportunity.
- Coincident penalties – occur when player(s) from each team receive penalties of equal duration during the same stoppage of play. When this occurs each time is allowed to substitute on the ice for the penalized players.

**Penalty length may vary based on length of games and other factors.*

Penalty Infractions:

Boarding	Head contact
Body Checking (in non checking age levels)	High-sticking
Butt-ending	Holding
Charging	Holding the face mask
Checking from behind	Hooking
Charging from behind	Interference
Cross-checking	Kicking
Delaying the game	Kneeing
Elbowing	Roughing
Equipment violation	Slashing
Fighting	Spearing
Head-butting	Too many players on the ice
Head contact	Tripping
	Unsportsmanlike conduct