

directwest



OFF-ICE OFFICIALS MANUAL

HOCKEY SASKATCHEWAN



Table of Contents

Hockey Saskatchewan’s Off-Ice Officials Manual	2
Off-Ice Officials Duties and Responsibilities	2
Official Scorer:.....	2
Game Timekeeper:.....	3
Penalty Timekeeper:	3
Goal Judges:	3
Officials’ Support and Respect	4
Pre-Game	5
Fair Play Announcement.....	5
Completing Game Sheets.....	6
Game Sheet Checklist	6
Game Sheet Example:	7
Recording Goals	8
Recording Penalties	8
Penalty Abbreviations	9
Penalty Clarifications	9
Examples of Penalty Situations	10
Types of Penalties	11



Hockey Saskatchewan's Off-Ice Officials Manual

Off-ice officials in most communities are volunteer positions, which may include **penalty timekeepers, official scorers, game timekeepers, penalty box attendants, public address (PA) announcers**, and goal judges. This manual will highlight key responsibilities and expectations to assist those in these roles throughout the hockey season.

The roles of off-ice officials include duties such as properly completing the game sheet, managing the time clock, tracking penalized players, overseeing time-outs, and, if available, communicating with participants and spectators through PA announcements. Off-ice officials are also expected to support and assist on-ice officials throughout the game.

Off-Ice Officials Duties and Responsibilities

Below is the description of roles for off-ice officials from the Hockey Canada playing rules. These roles may be combined, shared, or split between the off-ice officials, as long as all requirements are met.

Official Scorer:

5.6 (a) Prior to the start of the game, the Official Scorer will obtain from the Manager or Coach of each team their complete line-ups, verified and signed by the team official in charge. The captain and alternate captains of each team will be duly noted on the Official Game Sheet. The Official Scorer will request that all affiliated players dressed for the game are designated on the Official Game Sheet by the use of the symbols "AP" after their name (in a similar manner to that used to designate the Captain and Alternate Captains). They will be players not signed to a regular card of the club with which they are playing.

5.6 (b) The Official Scorer will submit the complete line-up of the competing teams to the Referee, in their dressing room prior to the start of the game and will draw attention to any case which they feel does not comply to the rules.

5.6 (c) The Official Scorer will enter on the Official Game Sheet a correct record of the goals scored, by whom they were scored and to whom assists, if any, are to be credited. They will also keep a correct record of all penalties assessed, stating the names and numbers of the penalized players, the duration of the penalty, the infraction, and the time when the penalties were assessed.

5.6 (d) Where a public address system is in use, the Official Scorer will announce, or have announced, immediately following the scoring of each goal, the name of the player who scored the goal and the name of each player who received an assist.

5.6 (e) The Official Scorer will advise the Referee when the same player has received their second Misconduct penalty (Rule 4.7 – Misconduct Penalties), third stick infraction penalty or third Head Contact penalty during the same game (Rule 4.8 – Game Ejection & Game Misconduct Penalties).



5.6 (f) At the completion of each game, the Official Scorer will sign the Official Game Sheet, and then have the Referee sign it. They will then forward the Game Sheet to home team to deal to ensure it is sent to the proper administration.

Game Timekeeper:

5.7 (a) The Game Timekeeper will record the start and finish time of each game and all actual playing time during the game.

5.7 (b) The Game Timekeeper will signal the Referee for the commencement of the game, the start of the second and third period and for each overtime period. If the rink is not equipped with an automatic sound device, or if this equipment should fail to operate, the Game Timekeeper will, by means of a siren or whistle, signal the end of each period, each overtime period and the end of the game.

5.7 (c) The Game Timekeeper will announce or have announced when ONE MINUTE of actual playing time remains in each regulation or overtime period.

5.7 (d) In the event of any dispute regarding time, the matter will be referred to the Referee and their decision will be final.

Penalty Timekeeper:

5.5 (a) The Penalty Timekeeper will keep the time served by each penalized player during the game and, upon request, inform the penalized player as to the unfinished time of their penalty. 5.5 (b) If a player leaves the Penalty Bench before their time has expired, the Penalty Timekeeper will note the time and signal that to the Referee at the next stoppage of play.

5.5 (c) Where public address systems are used, the Penalty Timekeeper will announce or have announced the name of each penalized player, the nature of the offence and the time the penalty was assessed.

Goal Judges:

5.4 (a) There will maybe one Goal Judge behind each goal. The Goal Judges will not be members of either competing team, nor will they be replaced during the progress of the game, unless it becomes apparent that either Goal Judge, on the account of partisanship or any other cause, is guilty of giving unjust decisions. In such cases, the Referee in charge may appoint another Goal Judge to act in their place.

5.4 (b) Each Goal Judge will be stationed in the designated area behind each goal for the duration of the game, and they will not change ends at any time after the game begins. Their jurisdiction is limited to that game only.



5.4 (c) In the event of a goal being claimed, the Goal Judge will decide whether or not the puck has passed between the goal posts and entirely over the goal line. The decision will simply be goal or no goal.

5.5 (d) The Referee is not required to consult with the Goal Judge in the event of a disputed goal, if they are sure of their call.

Officials' Support and Respect

As a member of the officiating team for the game, it's crucial that off-ice officials do their part to support and help to provide a safe environment for on-ice officials as well.

This may mean providing support and security around the official's dressing room to ensure that coaches, players and fans do not enter or abuse officials while entering or leaving their dressing room.

During games, the off-ice officials play a critical role in mitigating abuse and harassment towards officials. This may mean speaking up spectators, parents, and coaches during the game if any official are being mistreated. This is particularly important when the on-ice officials are young, and still developing their confidence in working through in-game conflict. Additionally, off-ice officials have the ability to report the incident to the league, Minor Hockey Association or Hockey Saskatchewan for review, especially when the abuse and harassment is directed to a green armband official (official 15 and under).

As a support person for the officials, it is also imperative that off-ice officials remain neutral in their role and refrain from excessive cheering or vocally showing displeasure with either team or the officials.

As an off-ice official you also agree to the standards of Hockey Canada's Shared Respect Initiative:

- I understand the safety of the participants in the game is more important than the final score.
- I value the contribution of the coach in developing the players' talents, even though I may not always agree with their methods.
- I understand that officials do not make the rules, they only apply them.
- I understand that children learn from adults, and my behaviour reflects what I want children to learn.
- I understand that officials are responsible to ensure that the game is played in a safe and fair manner.
- I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
- I may not cheer for the opposition, but I will not cheer against them or verbally abuse them.
- I understand that the biggest reason for players and officials quitting the game is abuse.



Pre-Game

- Arrive at the arena 30 minutes to 1 hour before the game begins.
- Turn on the scoreboard and test to ensure everything is operating correctly.
- If applicable test the microphone and audio system.
- Collect a completed game sheet from the visiting team manager and then the home team manager.
- Present game sheet to the officials prior to the game for them to review.
- Check the official game report for the date of game, category, league and names of teams and ensure number of players listed matches the number of players dressed and that both teams have signed their roster.
- Ensure there are game pucks ready for the officials.

Fair Play Announcement

It is recommended that this announcement be made prior to every game.

Good (morning/afternoon/evening) hockey fans. Welcome to (today's/tonight's) game between _____ and _____.

These are (young) hockey players who are performing here (today/tonight). They are friendly rivals as members of opposing teams. They are not enemies. They are here to display their skill and enjoy the game.

The coaches for (today's/tonight's) game are (volunteers/ _____ and _____). They have accepted the challenge of teaching the skills of this great game.

The officials are _____, _____, _____, and _____. These individuals have been assigned to administer the rules of the game. Their training, experience and integrity qualify them for their role in this game. (The officials wearing the green armbands are minors, the green armband is to remind all those in the arena that they are minors and like the players here to learn and enjoy the game).

On behalf of the (local team/association) _____, enjoy our great game of skill.

Completing Game Sheets

Print clearly and firmly so all copies of the game sheet are readable, or if using electronic scoresheets, ensure all information is entered accurately and correctly.

Each team has designated sections on the game sheet for scoring and penalties. The Home Team's sections are on the left side of the score sheet, while the Visiting Team's sections are on the right. All scoring and penalty information should be recorded in the appropriate team's section.

Game Sheet Checklist

- All game information including game type and permit # (if required), location, date, division, age class, category and league are completed.
- All Referees' and Linespersons' names are printed prior to the game, and after the game, the Referees have signed the game sheet.
- Official scorer has printed and signed their name.
- Both team rosters are compliant with the team name on the top and numbers, names, captains clearly listed with no more than 20 players (18 skaters and 2 goalies).
- Each team roster has a signature in the "Team Official" box located below the team rosters.





Game Sheet Example:

HOME TEAM Humboldt Broncos

Game # 17 / JEM 2 / 12:45pm

VISITING TEAM Express

HOCKEY SASKATCHEWAN

Provincial Game Exhibition Tournament 1072-25

Location: Lemieux Saskatoon Date: 09/18/2024

Division: Minor Age Class: WJ3 Category: AA League: AA

Referee: Sean Wiggitt

Officer: Trent Coy

Witness: Noel Dobson

Pos	No.	Name
A	1	Rhéal Ferré
A	2	Reece Thiemann
A	3	Brooks Johnson
A	4	Rylan Chittenden
A	5	Aiden Hamilton
A	6	Rylan Germain
A	7	Jennings Kelly
A	8	Graeson Steadnik
A	9	Branley Savage
A	10	Carter Beart
A	11	Tanner Calkins
A	12	Davis McLeod
A	13	Lindsay Hohvogt
A	14	Bentley Braltenbach
A	15	Orion Quirk
A	16	Cass McConnell
A	17	Colton Oakes
A	18	Brett Smith
A	19	Jason Hohvogt
A	20	Roman Zimmerman
A	21	Morgan Mackenzie
A	22	Claes Zimmerman

Pos	No.	Name
C	2	Gray Fraser
C	3	Mitchell Rempel
C	4	Maxwell Humphries
C	5	Tywan Dick
C	6	Maxime Villeneuve
C	7	Hudson Haggitt
C	8	Denver Arsenie
C	9	Chasen Pawlusi
C	10	Liam Usher
C	11	Zach Johnson
C	12	Kofo Greenings
C	13	Grady Stebanuk
C	14	Callum Beatty
C	15	Broden Wilde
C	16	Chad Miesura
C	17	Akram Mueebtin
C	18	Lachlan Beatty
C	19	Ryan Usher
C	20	Trevor Humphries
C	21	Kennan Beatty
C	22	Clay Fraser

PER	#	SERV	INFRACTION	MIN	OFF	START	ON
1	19	Body	2	1:05	1:05	10:05	
2	14	Body	2	1:01	1:01	10:11	10:11
2	5	hook	2	1:50	1:50	10:55	
3	9	trip	2	1:44	1:44	11:12	
3	21	trip	2	1:42	1:42	11:32	
3	21	Cross	2	2:43	2:43	12:43	
3	21	Body	2	3:38	3:38	13:38	

For TOURNAMENT AND EXHIBITION GAMES, forward game sheet to HOCKEY SASKATCHEWAN OFFICE (Use Hockey/Sask.ca) For PROVINCIAL GAMES, official must submit a photo of the game sheet to HOCKEY SASKATCHEWAN OFFICE (Provincials@hockey.sask.ca)

SHAPING CHARACTER FOR LIFE... MORE THAN A GAME.



Recording Goals

Each team's scoring section has the headings # or No., P or Per., Time, SC, and Asst. or Assist. All sections should be filled in by the scorekeeper.

- **#** – refers to the number of goals for that team. This section of the game sheet is already filled in with the numbers 1 through 20 and the scorekeeper does not have to add any information to this section.
- **P** – refers to the period in the game that the goal is scored.
- **Time** – refers to the time left in the period in which the goal took place (i.e. the time left on the score clock).
- **SC** – refers to the jersey number of the player that scored the goal.
- **Asst.** – refers to the jersey number(s) for the one or two players that assisted on the goal.

The Referees will provide the scorekeepers with the information regarding which player scored and who they it was assisted by. The information regarding the period and the time left in the period can be found by the scorekeeper on the score clock. Goals can have 0, 1 or 2 assists recorded.

Recording Penalties

Each team's penalties section includes the headings Per. or P, # or No., Serv, Infraction, Min Off, Start, and On. All sections should be filled in by the scorekeeper.

- **Per** – refers to the period in which the penalty occurred.
- **#** – refers to the jersey number of the player that received the penalty.
- **Serv.** – refers to the jersey number of the player that served the penalty in the penalty box.
- **Infraction** – refers to why the player received the penalty.
- **Min.** – refers to the number of minutes that the penalty is for.
- **Off** – refers to the time on the score clock that the player got off the ice for the penalty.
- **Start** – refers to the time on the score clock that the time for the penalty started.
- **On** – refers to the time on the score clock that the player was allowed to go back on the ice after the penalty. This section should not be filled in by the scorekeeper until after the player is back on the ice as the player may not have to serve the entire length of their penalty if the other team scores a goal.



Penalty Abbreviations

AGG – Aggressor	HS or HIGH – High Sticking
BC or BODY – Body Checking	HO or HOLD – Holding
BDG or BOARD – Boarding	HKG or HOOK – Hooking
BE or BUTT – Butt-Ending	IE or EQUIP – Illegal Equipment
BM or BENCH – Bench Minor	INS or INSTA – Instigator
BRS – Broken Stick	INT or INTER – Interference
CHG or CHARGE – Charging	INTG or G.INT – Interference on the Goalie
CFB – Checking from Behind	KICK – Kicking
CP or CLIP – Clipping	KNEE – Kneeing
CC or XC or Cross – Cross-Checking	LPB or LEAVE – Leaving Players/Penalty Bench
DG or DELAY – Delay of Game	MP or MATCH – Match
DIVE or EMB – Diving & Embellishment	MISC – Misconduct
FI or FIGHT – Fighting	PS – Penalty Shot
FOP or FALL – Falling on Puck	RO or ROUGH – Roughing
GE or EJECT – Game Ejection	SL or SLASH – Slashing
GM or GAME – Game Misconduct	SP or SPEAR – Spearing
GLC – Goalie Leaving Crease	TMP or TOO – Too Many Players
GRM or GROSS – Gross Misconduct	TR or TRIP – Tripping
HP or HAND – Handling the Puck	TS or THROW – Throwing Stick
HC or HEAD – Head Contact	

Penalty Clarifications

Non-Time Penalty: penalty that does not put a team short-handed.

- (e.g. Misconduct).

Time Penalty: penalty resulting in a penalized team playing short-handed.

- (e.g. Minor).

Short Handed: being below the numerical strength of an opposing team.

Coincidental Penalties: Time penalties of equal duration assessed to players of both teams, during the same stoppage of play.

- No time is put on the clock.
- Teams resume play at full strength.

In coincidental penalty situations, use the following procedure to determine which penalties should be “cancelled”:



- **M** – Cancel as MANY penalties as possible.
- **O** – Cancel in a way to make the team only ONE player short.
- **T** – Cancel in a way to avoid TAKING another player off the ice.
- **O** – Cancel using the order of penalty OCCURRENCE.

Examples of Penalty Situations

Penalized team and player	Penalty length	Time of penalty	Interpretation
Team A #6 Team B #7	2 min 2 min	3:00 3:00	The penalties cancel
Team A #6 Team B #7	2 min + 5 min 2 min	3:00 3:00	The 5 min cancel, A must serve 2min
Team A #6 Team B #7	2 min + 5 min 2 min + 5 min + 5 min	3:00 3:00	The 2 min + 5 min cancel, Team B must serve 2 min
Team A #6 Team B #7	2 min + 2 min + 2 min 2 min + 2 min	3:00 3:00	The 2 min + 2 min cancel, Team A must serve 2 min

Penalized team and player	Penalty length	Time of penalty	Time of goal	Time of return
Team B #17	2 min	3:00	Team A @ 1:40	Team B #17 returns to the ice at 1:40
Team B #17	2 min + 2 min	8:00	Team A @ 6:15	No player returns to the ice. #17 starts serving the second penalty at 6:15.
Team B #17	2 min + 2 min	8:00	Team A @ 5:30	Team B #17 returns to the ice at 5:30 because goal scored was scored during second penalty.



Team B #15 Team B #17	2 min 2 min	5:00 4:00	Team A @ 3:30	Team B #15 returns to the ice at 3:30
Team A #6 Team B #11 Team A #17	2 min 2 min 2 min	4:00 4:00 3:30	Team B @ 3:00	Team A #17 returns to the ice at 3:00.
Team B #8	2 min + 5 min	11:00	Team A @ 7:00	Penalties remain the same as player #8 is still serving the Major
Team B #8	2 min + 5 min	13:30	Team A @ 7:00	Team B #8 returns to the ice at 7:00 since Major expired and Minor is washed out because of goal

Types of Penalties

Penalties shall be in actual playing time, and are divided into the following classes:

- Minor Penalties – 2 Minutes
- Bench Minor Penalties – 2 Minutes
- Major Penalties – 5 Minutes
- Misconduct Penalties – 10 Minutes
- Game Ejection – Out of the Game
- Game Misconduct Penalties – Out of the Game
- Gross Misconduct Penalties – Out of the Game
- Match Penalties – 5 Minutes
- Penalty Shot

Referee Signals

Boarding

Striking the clenched fist of one hand into the open palm of the opposite hand in front of the chest.



Bodychecking

Open palm of the non-whistle hand, with fingers together, comes across body on to the opposite shoulder.



Butt-ending

A cross motion of the forearms, one moving under the other arm.



Charging

Rotating clenched fists around one another in front of the chest.



Checking From Behind

A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest at shoulder level.



Cross-checking

A forward and backward motion of the arms with both fists clenched, extending from the chest for a distance of about one foot.



Delayed Off-side

Non-whistle arm fully extended above the head. To nullify a delayed off-side the Linesperson shall drop the arm to the side.



Delayed Calling Penalty

Extending the non-whistle arm fully above the head.



Goal Scored

A single point directed at the goal in which the puck legally entered.



Hand Pass

Pushing motion with the open palm.



Head Contact

Patting flat (open palm) of the non-whistle hand on this side of the head.



High Sticking

Holding both fists clenched, one immediately above the other at the height of the forehead.



Holding

Clasping either wrist with the other hand in front of the chest.



Holding The Stick

Two-stage signal involving the holding signal (shown above) followed by a signal indicating you are holding onto a stick with two hands in a normal manner.



Hooking

A tugging motion with both arms as if pulling something from in front toward the stomach.



Icing The Puck

The back Referee or Linesperson signals a possible icing by fully extending either arm over their head. The arm should remain raised until the front Referee or Linesperson, either blows the whistle to indicate an icing or until the icing is washed out.



Interference

Crossing arms stationary in front of the chest.



Kneeing

Slapping either knee with the palm of the hand, while keeping both skates on the ice.



Match Penalty

Patting flat of the hand on the top of the head.



Misconduct

Both hands on hips.



Too Many Players

Indication with six fingers (one hand open) in front of the chest.



Roughing

Fist clenched and arm extended out to the front or side of the body.



Slashing

A chopping motion with the edge of one hand across the opposite forearm.



Spearing

Jabbing motion with both hands thrust out immediately in front of the body and then hands dropped to the side of the body.



Tripping/Clipping/Slew-Footing

Striking leg with either hand below the knee, keeping both skates on the ice.



Unsportsmanlike Conduct/Diving

Using both hands to form a “T” in front of the chest.



Wash Out

A sweeping sideways motion of both arms across the front of the body at shoulder level with palms down. This signal is used:

- (a) by the Referee to signal “no goal”; or
- (b) by the Linesperson to signal “no icing”; or
- (c) by the Linesperson to signal “no off-side”.



Thank-you for your time and efforts as an off-ice official together we can help provide a safe place for all participants and ensure that everyone understands their role within the game and promote Hockey Saskatchewan’s mission to lead, develop and promote positive hockey experience for all.

For any questions, please contact the Hockey Saskatchewan Officiating Development Program at (306) 789-5101.