



2025 Bench Official's Handbook

The purpose of this document is to aid minor officials, otherwise known as bench officials, in understanding their role within the game and to provide an outline of their duties and responsibilities.

As outlined by Rules 22 and 23 in the Lacrosse Canada rulebook, the referees in the game shall have full control of the game. This means that the referees have the final say on all matters pertaining to the game. Minor officials are there to assist the referees in their duties and are required to defer to the referee's judgment. If for any reason the referee feels compelled to replace a minor official, they may do so.

- As these positions are considered game officials, it is necessary that they be conducted with a degree of impartiality. Minor officials should refrain from cheering or coaching the teams on the floor or in the penalty box.
- Minor officials are entitled to the same protection offered referees regarding abuse. If a minor official is abused in any fashion by player, coach, or spectator, sound the horn and ask the referee for assistance. The on-floor referee will then apply the appropriate rule, if required. Try to remain calm and polite and let the referees deal with the situation.

There are three **Minor Official** positions listed in the Lacrosse Canada rulebook. These positions are outlined below as they appear in the rulebook, and as they pertain to minor lacrosse:

1. Game Timekeeper: Controls the main time clock and displays goals and penalties as required.
2. Official Scorer: Records penalties, goals, and assists on the score sheet.
3. Offensive Timekeeper: Controls the 30 second clock.

In Lacrosse Winnipeg these duties are split across two officials, with the Game Timekeeper assuming the duties of Official Scorer as well.

Game Timekeeper

Shall have control of the official playing time and all penalty times. The game timekeeper shall also indicate to the official scorer the times at which all penalties start and terminate. They shall also inform penalized players as to the unexpired time of his penalty and shall have sole authority of informing penalized players when they may leave the penalty bench. In situations with multiple penalties, the Timekeeper shall defer to the referee for when a player may come out of the penalty box.

Note: In some situations, floor time may be strictly limited to the scheduled time allotted for that game. It may be necessary to end a game early due to the expiry of the allotted floor time for that game. If this situation becomes apparent, the officials should inform the benches prior to the start of the 3rd period if at all possible.

a. Timing of the game:

Division	Allotted Time	Warm Up	Period 1	Period 2	Period 3	Intermission
U11	1 hour	3	12	12	12	3
U13	1 hour	3	12	12	12	3
U15	1 ½ hour	5	15	15	15	5
U17	1 ½ hour	5	15	15	15	5

- In Minor Box Lacrosse, the clock shall stop for goals, penalties, time-outs, and Officials discretionary stoppages (i.e. injury) with a minimum two (2) minute break between periods. In U11 the game shall be straight time except that the clock will be stopped for timeouts.
- In U11, U13, U15, and U17 lacrosse, if five (5) minutes before the scheduled end time of the game time slot for league games, there is more than five (5) minutes left on the clock, the clock shall be reset to five (5) minutes and play shall continue in straight time to the end of the game, for each of U11, U13, U15, and U17 box lacrosse. As required, a game may be called at this time if an injury is present and cannot be taken care of in a timely fashion.
- In U13, U15, and U17 lacrosse if a goal differential of seven (7) or more goals is present at any time during the game, at the next whistle to start play, the clock will run at straight time. If the goal differential is brought within five (5) goals, the clock shall return to stop time at that time.

b. Time Outs

Applies to all levels in minor lacrosse. Timeouts are administered by the official. Timeouts will be indicated on the scoresheet.

- Time outs are **60 seconds** in duration (run the shot clock twice if possible)
- The thirty second clock **shall not** reset when a time out is called for a play in progress.
- The referee may at any time call a time out for their own purposes, i.e., injury or to deal with an extraordinary situation.

Official Scorer

The Official Scorer shall keep an accurate record of all penalties, goals and assists and appropriate times, as provided for on the score sheet. He or she shall also indicate on the score sheet the time and period the substitute goalkeeper(s) entered the game for the first time and when team time outs are called.

The Official Scorer shall inform the referees, in the game, when a player/goalkeeper receives his:

- Fourth penalty (inform the referee when a player receives their 3rd penalty so that they may receive a warning)
- Second major penalty
- Second ten-minute misconduct penalty

*(Note: all the above situations result in the affected player being removed from the game)

Recording Penalties:

Penalties are recorded on the sheet in the provided space for the appropriate team, from top to bottom, **in the order they occur**. When recording penalties, the following information must be entered in the provided space:

- Player number.
- Number of minutes: i.e., 2, 5 or 10
- Type of infraction: (See abbreviation key provide on the sheet)
- Period: i.e., 1st, 2nd, 3rd
- Time off: (The time displayed on the clock when their penalty began. i.e., when play starts)
- Time on: (The time displayed on the main clock when the player returns to the floor)

Note: The time a player returns to the floor may be determined by a goal, they may not always serve the full 2 or 5 minutes)

If a player receives multiple penalties, each penalty is recorded separately in the order they are reported. It is imperative that penalties are recorded correctly and legibly.

Double Minors (4-minute penalty) – Checking from Behind:

Players receive a 4-minute penalty for checking from behind. This infraction is **recorded on the game sheet as 2 separate 2 minute penalties** and counts as 2 penalties toward the 5 penalty limit.

Bench minors: These are penalties assessed to a team as a whole and are served by a player on the bench, (not a goalkeeper). These penalties also do not count toward a player's 5 penalty limit.

Recording Goals and Assists:

- a) When a goal is scored, a referee will report to the scorekeeper the number of the player who scored and the numbers of up to 2 players who assisted on the goal. These numbers are recorded in the provided space for that team and are recorded from top to bottom as they occur. Scorekeepers are also requested to note the time on the main time clock and record this time in the space provided.
- b) At the conclusion of the game, the Official Scorer shall complete all information including summaries of penalties, goals, and assists as provided for on the score sheet. The Official Scorer shall acquire all minor official's names and signatures and submit the official score sheet to the Referees for their signatures. They shall then distribute copies of the score sheet to the visiting team and home team as soon as possible. This step may not be necessary with digital game sheets.

Offensive Timekeeper (30 second clock)

The Offensive Timekeeper shall operate the thirty-second clock during all possessions.

In most cases the thirty-second clock will be administered by the more senior official.

Resets:

- Following a shot **on net** (the ball striking the goal post or the goalie while he is in his crease) the 30 second clock is reset **and is not restarted until a team regains possession and control following the shot.** For example, after a shot the ball could roll down the entire length of the floor, the 30 second clock would not start until the ball is picked up. Similarly, following a face off, the 30 does not begin until a team has control of the ball.
- The referee will indicate when a shot has been taken by both verbally shouting and making a shot signal with their whistle hand. "Arm extended straight up with two fingers pointed up while revolving the hand."
- Operating the 30 second clock requires a great deal of concentration; if and when mistakes are made, let play continue and refocus your efforts to recover for the next play. Often when mistakes are made the official will notice and will deal with it on the floor.

PENALTIES

U11 Straight time penalties:

- Penalties must be entered on the main clock while the clock is running.
- If you are unsure as to how to operate the clock please ask for assistance. In situations where multiple penalties must be entered into the clock, it is appropriate to stop the clock while doing this.
- In these running time games, penalties do not begin until play has resumed after the penalty is assessed.

In all other age divisions, penalties will be entered during the dead ball stoppage. A dead ball is defined as a stoppage for a face-off, a penalty, a time-out, or end of period.

- **Minor penalties** are always recorded on the penalty clock and require the removal of the player for 2 minutes or until a goal is scored, whichever is first.
- **Double Minor under rule 38(a) Checking from behind**, players penalized for checking from behind are assessed a 4-minute penalty. This penalty is displayed on the clock as 4 minutes **but is recorded on the game sheet as 2 separate minor penalties** and counts as 2 penalties towards the 4-penalty limit.
- **Major penalties**, when assessed to a single player, are always recorded on the penalty clock, and require the removal of the player for 5 minutes. All five (5)-minute penalties fall into this category, including **match** penalties.
- If the non-offending team scores two goals on a power play that resulted from a Major penalty, the penalized team may substitute for the penalized player from the players' bench and play at full strength (assuming no other penalties are running). However, the penalized player must remain in the penalty box until the first "dead ball stoppage" (see above) following the conclusion of their major penalty. *(For situations involving more than one player, see multiple penalties below).
- Rule 77(d): In all situations where a single player is assessed a minor and a major at the same time the minor is served first. If a goal is scored by the opposing team, the goal shall count first toward the minor penalty. The minor penalty will be considered served and the minor penalty remaining time will come off, leaving only the 5-minute major to be served. Subsequent goals shall count towards the major as outlined above.
- Misconduct penalties require the removal of the player for 10 minutes and are never displayed on the main time clock. Note also that 10-minute misconducts do not begin until after the expiry of any additional penalties. For example, if the player received a 2-minute unsportsmanlike and a misconduct, they would serve 12 minutes total (unless a goal is scored on the powerplay, then the minor penalty would come off and the 10 minutes would start. Any additional non-coincident penalties shall be served by another player.

- **Misconduct:** (misconduct, game misconduct, gross misconduct) These are ten (10)-minute penalties.
- **Misconduct** penalties require the removal of a player 10 minutes and any additional penalties, and are not displayed on the clock
- **Game or Gross Misconduct** penalties require the removal of a player/goalkeeper for the remainder of the game, are recorded as 10-minute penalties, and are not displayed on the clock
- **Goalkeeper penalties:** When a goalkeeper is assessed a minor, major, or 10-minute misconduct, a player who was on the floor at the time of the infraction shall serve the penalty. If a goalkeeper is assessed a second major or 10-minute misconduct, they shall also receive a game misconduct penalty. ***Note:** In the case of goalkeeper penalties or game misconduct penalties the referees will often appreciate assistance in getting the number of penalized players or of the players on the floor at the time. The same applies in situations where multiple incidents are occurring at the same time and the referee's attention is divided between several incidents.
- **Multiple penalties:** These are situations when a number of penalties are assessed at the same time. These situations can become quite complicated, however there are a couple of simple rules that can help when sorting them out. Always defer to the on floor officials.
- Since a team is always entitled to always have at least 3 players plus a goalkeeper on the floor, a team cannot have more than 2 penalties running at any one time. Penalties for players in addition to the first two penalties must wait for one of the first two to expire before their penalties may begin. (Most if not all-time clocks are able to "stack" a number of penalties and will automatically start penalties as they expire).
- During multiple penalty situations players may return to the floor only during a dead ball (see above), or when enough of these penalties expire such that they are entitled to have more than 3 players on the floor; however, if a team already has 5 players on the floor (not including the goalkeeper) then additional players must remain in the penalty box until the first dead ball (see above) after their penalty expires.
- **Expulsion:** When a player accumulates four of any type of penalty in a game, they are removed from that game for the remainder of the game. Minor bench officials should track this and inform officials when players reach their third penalty in a game.

Determining which penalty, a goal counts towards:

- Goals count against the penalty that made the team shorthanded at the time of the goal.
- When a player is assessed a non-coincident major and one or more minor penalties, **the minor penalty shall be served first.**
- Once a goal is counted against a penalty, the next goal is also counted against that same penalty.

Penalty Chart

	Class	Player sits	Time entered on score sheet	Served by	Expires by Goal	Notes
1	Minor	2 Minutes	2 Minutes	Offender	Yes	Goalie penalties served by player on the floor
2	Bench Minor	2 Minutes	2 Minutes	Any player on bench except a designated goalie	Yes	Does not count toward 5 penalty rule.
3	Major	5 Minutes	5 Minutes	Offender or a substitute	2 power play goals. Substitute for offending player from the bench	Offender must sit full 5 minutes.
4	Misconduct	10 Minutes	10 Minutes	Offender	No	Goalie penalties must be served by player from the floor.
5	Game Ejection	Nil	Nil	N/A	N/A	Any combination of 5 penalties not including Bench Minors
6	Game Misconduct	Remainder of Game	10 Minutes	No One	N/A	Report in Game Notes box
7	Gross Misconduct	Remainder of Game	10 Minutes plus 2 Min USC	Offending player removed from game. USC Served by a substitute.	USC treated as a minor penalty	Referee must submit a Game Report
8	Match	Remainder of Game	5 Minutes	Offending player removed from game. Substitute serves time	Time is served as a major penalty	Referee must submit a Game Report
9	Penalty Shot	N/A	Record on score sheet as Penalty Shot	N/A	N/A	Fouled player takes shot