

## **Box Lacrosse - Off-floor Officials Guide**

### **Introduction**

The CLA Off-floor Officials Guide for Box Lacrosse was prepared to assist the many volunteers and organizations who play a vital role in providing a quality and enjoyable experience for all the participants in the game of Lacrosse.

We take this opportunity to extend our appreciation for your contribution to the sport of Lacrosse and trust that this guide will assist you in accomplishing your tasks.

### **Acknowledgements**

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## A: OFF-FLOOR OFFICIALS

The Off-floor Officials for Lacrosse are made up of the following:

1. Official Scorer (OS)
2. Game Timekeeper (GT)
3. Offensive Timekeeper (OT)
4. Goal Judge (GJ)

Each individual is an integral part of the game with responsibilities and functions and is a very important member of the officiating team. Off-floor Officials are required to approach their duties with an unbiased view by remaining neutral, complete their tasks with no favouritism for either competitor, and provide competition that takes place in a fair and equitable environment, where both teams have an equal opportunity for success.

### All Off-floor Officials:

1. Are under the supervision of the Referees, who are the final authority.
2. Should refrain from publicly criticizing the work of any other official at any time before during or after the game.
3. Should report to the referees' room one half hour before the game.
4. Should be at their respective positions 15 minutes prior to the start of the game and at the beginning of the second, third and any overtime period.
5. Should be dressed appropriately, as they are part of the officiating team.
6. Should concentrate on their specific task and avoid any unnecessary distractions.

## **1. The Official Scorer (OS) Rule 24**

The Official Scorer is the senior Off-Floor Official (unless, there is a Standby Referee) and is the primary communicator with the Referees. The Official Scorer shall use the Official Score Sheet to record each goal scored, the scorer, and the player to whom assists (if any) have been credited; the penalties, the number of the penalized player(s) and the time the penalty was assessed, started and ended. The (OS) shall ensure that all necessary signatures and information are on the Official Score Sheet, and then forward the Official Score Sheet to the appropriate person.

### **Duties of the Official Scorer**

1. Have a pre-game conversation with the Referees and discuss working the game.
2. Ensure the timing and penalty bench area is in proper order and that all necessary materials to timing and scoring the game are on hand and in working condition.
3. Ensure that the line-up of each team, including the name and number of the Captain and alternate-Captain(s), maximum of two, of each team are on the Official Score Sheet as supplied by the team officials in charge of the team.
4. Ensure that the line-up information has been verified and signed by the respective team officials in the proper place on the Official Score Sheet.
5. Report to the Referees any difficulty in obtaining the line-up of any team.
6. Submit the complete line-up of the competing teams to the Referee (preferably in the referee's dressing room) prior to the start of the game. The OS should draw the referee's attention to any information which may not comply with the rules.

7. Enter on the Official Score Sheet a correct record of:
  - (a) The goals scored, by whom, and to whom assists, if any, are to be credited. (See Section C).
  - (b) All penalties assessed, stating the number of all penalized players, the duration of the penalty, the infraction, and the time at which the penalty was assessed. (See Section D of this manual on recording penalties).
  - (c) Any penalty shot(s) awarded, the number of the player taking the penalty shot and the result of the penalty shot.
8. Where a public address system is being used, announce or have announced, immediately following the recording of:
  - (a) Each goal, the number, and name of the player who scored the goal and the number and name of each player who received an assist as reported by the Referee.
  - (b) Penalties, the number and name of the player who has been penalized, the infraction and the time of the penalty.
  - (c) Any penalty shot, the team the penalty shot was awarded to, the number and the name of the player taking the penalty shot.
  - (d) The one minute remaining in each respective period.
9. Inform the Referees when a player receives, in the game, their:
  - (a) Fifth penalty;
  - (b) Second major penalty;
  - (c) Second ten-minute misconduct penalty.
10. At the conclusion of the game, complete all information including summaries of penalties, goals and assists as provided for on the Official Score Sheet. Acquire all necessary Off-floor

Officials' signatures and submit the Official Score Sheet to the Referees for their printed names and signatures.

11. Distribute copies of the Official Score Sheet to the visiting team and the home team and send the original of the Official Score Sheet to the appropriate governing body (or follow the procedures for the association or the league).
12. Indicate on the Official Score Sheet the time and the period in which the substitute goalkeeper(s) enter the game for the first time, and team time outs used.
13. Inform the Referees of any difficulties/disputes between penalized player(s).

## **2. The Game Timekeeper (GT) Rule 25**

The Game Timekeeper (GT) shall be responsible for operating the arena clock, and the buzzer or siren (or other such device). The GT is responsible for the display of the time remaining in the period/intermission, the score, period and penalty time being served.

### **Duties of the Game Timekeeper**

1. Control the official playing time and all penalty times.
2. Run the time clock fifteen minutes before, the start of the game and during all intermissions.
3. Signal using clock buzzer, siren, or other such device to signify the end of each period, each overtime period and the end of the game (most clocks are automatic).
4. Start and stop the clock only on the referee's whistle and at the end of the period.
5. Indicate to the Official Scorer the times at which all penalties start and terminate. Upon request, give the penalized player(s) correct information as to the unexpired time of their penalty.
6. Inform penalized players when they may leave the penalty bench. At the end of each period inform any penalized players they must stay in the penalty bench until the Referee signals them to leave.
7. In the event that the game clock malfunctions, conduct the balance of the game using a stopwatch if available, or a wrist watch or other such device.
8. Inform the Referees, who shall inform both teams, when there are three minutes remaining in each intermission. Signal using clock buzzer, siren, or other such device.
9. Refer any disputes regarding time to the Referees for final decision. Inform the Referees immediately of any difficulties pertaining to performing their required duties.

### **3. The Offensive Timekeeper (OT) Rule 26**

The Offensive Timekeeper (OT) shall be equipped with a separate timing device (thirty-second clock) and a horn or buzzer with which to signal the Referees whenever a violation of the thirty-second rule occurs. The (OT) shall assist the Referees in administering the ten-second rule and time outs.

#### **Duties of the Offensive Timekeeper**

1. Operate the thirty-second clock in accordance with the rules.
2. Notify the Referees by sounding the buzzer when a violation of the rule occurs.
3. Reset the thirty-second clock on the signal of the Referee of a change of possession or a shot on goal.
4. Stop the thirty-second clock on the referees' whistle. Do Not Reset the Clock unless indicated by the Referee.
5. The shot clock shall not be reset when time outs are called, or a ball lodged in a stick occurs with play in progress, or when play is stopped when the ball-carrier has lost his/her helmet.
6. Assist the Referees in administering the ten-second rule by using the thirty-second clock during a short-handed situation.
7. On a man-short situation, if the short-handed team brings the goalkeeper or a substitute player into the offensive end nullifying the disadvantage, operate the thirty-second clock until a change of possession occurs.

## **4. The Goal Judge (GJ) Rule 27**

Two people, not members of either competing club, may be appointed as Goal Judges. Each (GJ) shall be stationed in the designated areas behind the goal for the duration of the game. They shall not change ends throughout the game and may only be replaced at the Referees' discretion.

At most levels of play (association or league) games do not require the use of (GJ)s. However in tournaments or championships (league, provincial and national) this position should be used.

### **Duties of the Goal Judge**

1. Turn the goal light on if the entire ball has crossed the goal line between the goal posts and below the crossbar, regardless of the situation. Leave the light on for at least five seconds.
2. Review Rule 47: Goals and Assists in the CLA Rule Book.
3. If the goal light is turned on in error, do not hesitate to inform the Referees of the error.
4. When a goal light is turned on inadvertently, and the Referees realize this, they will allow play to continue. Turn the light off immediately.
5. On any goal the decision of the Referee shall be final. Respond to the questions of the Referee with your view on the goal. If there is a disagreement with the Referee on whether a goal was scored, and the Referee gives the washout signal, turn the light off immediately.
6. Do not react, give head or hand signals, or make gestures to the on-floor officials.
7. Refrain from talking to spectators during the course of the game while carrying out duties; concentrate on the task.

## **B: SCORING THE GAME**

### **1. Pre-game Duties**

- (a) Be at the arena 30 minutes before game time.
- (b) Have a pre-game conversation with the Referees and discuss working the game. Ensure the timing and penalty bench area is in proper order.
- (c) Ensure the following items are available:
  - 2 ball point pens;
  - 1 pencil;
  - A small pad for taking notes;
  - A stop watch or wrist watch (in case of clock failure);
  - A whistle (in case of buzzer failure); and
  - A supply of game balls.
- (d) Fill out the general information on the Official Score Sheet always printing using a ball point pen. Give the Official Score Sheet to the visiting team first and then to the home team and have them fill in the rosters and sign appropriately.
- (e) Review the rosters for noticeable errors or omissions and bring them to the attention of the Referees.
- (f) Ensure that goalkeepers, sub-goalkeepers, Captains and assistant-Captains are properly identified on the Official Score Sheet.
- (g) Deliver the Official Score Sheet to the Referees for approval before the game.

## 2. Duties during the Game

- (a) Record in the appropriate location the time the game begins.
- (b) Record all goals completely and accurately as signaled and reported by the Referees.
- (c) Announce, or have announced, on the public address system, all goals, assists, penalties, penalty shots and the reason for any disallowed goals.
- (d) Record all penalties completely and accurately as signaled and reported by the Referees.
- (e) Keep a pad handy to record information such as delayed and multiple penalties, altercations or bench clearing problems. (See Section D on recording penalties and Section I on situations requiring special attention).
- (f) Indicate the completion of each period with a heavy solid line under the last entry in each of the goals and penalty sections for both teams.
- (g) Where applicable, enter the score at the end of the period in the appropriate box in the summary section of the Official Score Sheet.
- (h) Repeat the above steps for each overtime period as applicable.
- (i) Record in the appropriate area any time outs used by the teams.
- (j) Inform the Referees when a player receives, in the game, their:
  - (i) Fifth penalty;
  - (ii) Second major penalty;
  - (iii) Second ten-minute misconduct penalty.
- (k) Watch for Referees needing lacrosse balls, and have replacements ready to give to the officials as they are needed.
- (l) If there is a problem with a player(s) or any of the game timing or scoring devices, notify the Referees immediately.

### 3. Post-game Duties

- (a) Note in the appropriate location the time the game was completed.
- (b) Ensure the Official Score Sheet is properly completed. Indicate the total of all goals scored for each team in the appropriate box in the game summary area, or indicate the final goal total for the respective team in large numbers which are circled, in the unused portion of each goal recording area.
- (c) Void all unused rows in each of the sections for recording goals and penalties with a diagonal slash through the unused areas.
- (d) Ensure that both you and the Game Timekeeper have signed the Official Score Sheet.
- (e) Take the Official Score Sheet to the Referees and have them check and sign it.
- (f) Distribute copies of the Official Score Sheet to the visiting and home teams and forward the original to the appropriate governing body (or follow the procedures for the association or the league).

### 4. Points of Emphasis

- Print the information clearly using a ball point pen, firmly pressing so that multiple copies will be legible.
- Do not fill in information before it has been reported by the Referee.
- Be careful to enter information in the correct team area.
- Use the scratch pad to figure out the order of multiple penalties or other information prior to entering the information on the Official Score Sheet.

- At the end of the game, make sure that all required sections are completed appropriately and the Official Score Sheet is signed by all required personnel.

## C: RECORDING OF GOALS

1. Wait for the Referee to inform you of the team, player who scored and any assist (a maximum of two per goal), prior to marking them on the Official Score Sheet.

**Hint:** You may be able to help the Referee by suggesting additional assists, if requested by the Referee.

2. List the goals, assists, and the time on the clock in consecutive order in the area designated for recording goals.

**Hint:** List the exact time shown on the clock. For example, if the clock shows 9:10 remaining in the period, record 9:10 on the Official Score Sheet. (Do not calculate the time gone by,  $20:00 - 9:10 = 10:50$ ).

3. If the score sheet has a separate scoring summary for the individual players, then fill in the appropriate information using a number 1 for each goal or assist. Total each.

**Hint:** Be careful not to record information on goals which have been washed out by the Referees.

4. Indicate the end of each period and each overtime with a heavy solid line drawn underneath the last goal recorded in that period for each team. If the Official Score Sheet has a separate section for scoring summaries by period, enter the total of the goals scored in that period.

GOALS			
GOAL	ASSIST	ASSIST	TIME
(a) 17	14	(b) -	6:06 (c)
19	5	23	4:31
14	17	-	1:50 (d)
9	12	1	12:36

- (a) Player numbers only are recorded for the goal scorer and assists.  
 (b) Use a dash where no first or second assist has been given.  
 (c) Record the time on the clock. Do not calculate the time expired.  
 (d) Draw a heavy line at the end of each period.

5. At the end of the game enter in large print the total of the goals scored by each team in the unused portion of the area for recording the goals. Circle the number to help identify the total. Total the number of marks for goals in the individual player scoring area. Ensure that the totals listed in the goals area and the individual player area match. Enter the totals in the scoring summary area of the Official Score Sheet.

**Hint:** At the end of each period check the totals in the Goals area and the individual player area to make sure they match.

## D: RECORDING OF PENALTIES

### 1. Minor Penalties

- (a) Minor penalties require the removal of the offending player (other than the designated goalkeepers) without substitute, for two minutes, unless terminated early by a goal.
- (b) If a team is short-handed due to one or more penalties and the opposing team scores, the penalty which made the team short-handed at the time of the goal shall be terminated.

- (c) When minor or major penalties of two players on the same team terminate at the same time, the Captain of the team shall inform the Referee or Game Timekeeper which player shall return to the floor first.

## 2. Major Penalties

- (a) Major penalties require the removal of the offending player (other than the designated goalkeeper) without substitute for five minutes.
- (b) If a team is short-handed due to receiving a major penalty and the opposing team scores two goals, the short-handed team is allowed to substitute for the penalized player from the bench. The penalized player shall serve the full five minutes and will return to the bench on the next dead ball following the expiration of the penalty.

**Note:** A dead ball is defined as a stoppage for a face-off, a penalty or a time out.

**Hint:** Any remaining penalty time on the clock shall be removed as the remainder is administered as a misconduct.

- (c) Any player who receives a second major penalty in the same game, shall be assessed a game misconduct penalty. A substitute player shall serve the major penalty(ies) without charge.
- (d) Any player who receives a third major penalty in the same game shall be assessed a second game misconduct penalty. A substitute player shall serve the major penalty(ies) without charge.
- (e) When a player is assessed a non-coincidental major penalty and one or more minor penalties, the minor penalty(ies) shall be served first. When a player is assessed a non-coincidental major penalty and another player on the same team is assessed a minor penalty at the same time, the minor penalty shall be served first.

### 3. 10 - Minute Misconduct Penalties

- (a) Ten-minute misconduct penalties require the removal of the offending player (other than the designated goalkeepers) for ten minutes. A substitute shall be permitted immediately. The player shall remain in the penalty bench until the first dead ball after the misconduct has expired.
- (b) When a player is assessed a minor/major penalty and a ten-minute misconduct penalty at the same time, a substitute player shall serve the minor/major penalty. The ten-minute misconduct penalty shall commence when the minor/major penalty terminates.
- (c) Any player/goalkeeper who receives a second ten-minute misconduct penalty in the same game shall be assessed a game misconduct penalty.

**Note:** There is no penalty time entered on the clock.

### 4. Game Misconduct Penalties

Game misconduct penalties require the removal of the offending player/goalkeeper for the remainder of the game. Any other penalties incurred by the player shall be served by another player. Ten minutes shall be charged in the records against any player assessed game misconduct penalties.

### 5. Match Penalties

A match penalty shall be a major penalty assessed to a player/goalkeeper and shall be served by a substitute player. Any player/goalkeeper who receives a match penalty shall be suspended until the appropriate governing body rules on the incident.

## 6. Expulsions

- (a) Any player/goalkeeper who is assessed five penalties in the same game shall be expelled from playing the balance of the game.
- (b) Delayed penalties cancelled by goals shall be recorded on the score sheet and count toward the five penalty limit.
- (c) Infractions that cause a penalty shot to be awarded that result in assessing a major penalty, shall count toward the five penalty limit.

**Hint:** In the situation where a Ten-minute misconduct, Game Misconduct, Match Penalty, or Expulsion penalty has been called, if a player has been sent to the dressing room, the intention is that a substitute is only required to serve penalties which cause the team to play short-handed.

## 7. Goalkeepers' Penalties

- (a) The off-floor officials can assist the Referee(s) by recording on a separate sheet of paper, the numbers of the players on the floor when the goalkeeper is assessed a penalty.
- (b) A goalkeeper shall not be sent to the penalty bench for an infraction which incurs a minor, major or ten-minute misconduct penalty. Instead the penalty shall be served by a player who was on the floor at the time of the infraction. The player shall be identified by the coach through the Captain or Alternate Captain.
- (c) A goalkeeper who is expelled, receives a game misconduct or match penalty, is replaced by the substitute (or another player) and any associated minor, major or ten-minute misconduct penalty shall be served by a player who was on the floor at the time of the infraction.
- (d) If a goalkeeper is assessed a second major penalty in the same game, he/she shall also be assessed a game misconduct penalty.

- (e) All penalties assessed to a goalkeeper shall be recorded on the score sheet against his/her name regardless of who serves them.

## 8. Goals Scored Against Penalties

- (a) Where a team is short-handed due to a penalty, a goal scored against the short-handed team will cancel the minor penalty and return the player to the game. If the player is serving a five minute penalty, two goals must be scored against that major to cancel the penalty.
- (b) Where a delayed penalty is called on a team which is already short-handed, and before the stoppage of play a goal is scored against the team being penalized, the goal counts against the penalty which first made the team short-handed (i.e. the player in the penalty bench). The delayed penalty is then served in its entirety, unless another goal is scored against this penalty.

**Hint:** Goals scored against penalties are always counted against the penalty which made the team short-handed.

- (c) Where the two teams are serving penalties and they have an equal number of players on the floor and a goal is scored, no penalties are cancelled. There are some exceptions to this rule, but these are covered in the section on coincidental penalties.

**Hint:** Goals only count against penalties in uneven player situations.

- (d) Where a goal is scored as a result of a penalty shot, the goal will be counted against any penalty, which made the team scored on short-handed.

## E: OFFICIAL SCORE SHEET LANGUAGE

Record the number of the players only. Use the standardized abbreviations listed below either letter or numerical code as specified by the governing body. (MA, Association, etc)

Penalty	L. Code	N. Code
Abuse of Official - Misconduct	AOM	28
Attempt To Injure	ATI	30
Bench Minor *	BM	#
Boarding	BDG	33
Broken Stick / Without Stick	BWS	34
Butt Ending	BE	35
Charging	CHG	37
Checking From Behind	CFB	38
Crease Play	CP	39
Cross Checking	CC	40
Delay of Game	DG	41
Elbowing	ELB	42
Falling on the Ball	FOB	44
Fighting	FI	45
Fighting Aggressor	AGG	45a
Fighting Instigator	INS	45b
Free Hand	FH	46
Game Misconduct	GM	79
Goalkeeper Illegal Equipment	GIE	12
Gross Misconduct	GRM	48
Handling the Ball with Hands	HBH	49
Helmet Infraction	HMI	11
High Sticking	HS	50
Holding	HLD	51
Hooking	HOK	52
Interference	INT	55
Illegal Lacrosse Stick	ILS	6
Illegal Number of Players	INP	14
Kicking	KCK	57

Kneeing	KNE	59
Leaving Player's/Penalty Bench	LPB	60
Match Penalty	MP	80
Misconduct (ten minutes)	MIS	78
Player Illegal Equipment	PIE	13
Refusing To Start Play	RSP	63
Slashing	SL	64
Spearing	SP	65
Third Man in Altercation	TMA	67
Throwing a Stick	TS	69
Too Many Players	TMP	36
Tripping	TR	71
Unnecessary Roughness	UR	72
Unsportsmanlike Conduct	USC	28
Wrap Around	WA	73
*Bench Minor - # Appropriate Infraction Number Code		

## 1. Procedure

- (a) Wait for the Referee to inform you of the player number, team and the specific penalty call before entering information on the Official Score Sheet.
- (b) Record the player number in the appropriate team location on the Official Score Sheet. Verify that the number of the penalized player is correct. Notify the Referee immediately if there is any discrepancy.
- (c) Use the MIN. column to record the amount of time the player is to serve.
- (d) If the player receives more than one penalty, record them on consecutive lines on the Official Score Sheet.
- (e) In the REASON column enter the nature of the penalty. For clarity, use the standard abbreviations or numerical code for the penalties as specified by the governing body (MA, Association, etc).

- (f) Enter the time at which the player is assessed the penalty in the TIME OFF column. In a multiple penalty to one player situation, the same time off is recorded for all the penalties.
- (g) Enter in the TIME ON column the exact time that the penalty ended. It may be 2 or 5 minutes after the time noted in the TIME OFF column, or it may be shorter in the case of penalties cancelled by goals.
- (h) Multiple penalties to the same player will be served consecutively. Refer to the following section on managing penalties being served.

<b>PENALTIES</b>				
<b>NO.</b>	<b>MIN.</b>	<b>REASON</b>	<b>TIME OFF</b>	<b>TIME ON</b>
<b>22</b>	<b>2</b>	<b>SL or 64</b>	<b>11:26</b>	<b>9:26</b>
<b>4</b>	<b>2</b>	<b>HS or 50</b>	<b>8:45</b>	<b>8:22</b>
<b>15</b>	<b>5</b>	<b>FI or 45</b>	<b>3:46</b>	<b>18:46</b>

- Player 22 received a 2 minute penalty for slashing at 11:26 which ended at 9:26.
- Player 4 received a 2 minute penalty for high sticking at 8:45 which ended at 8:22 when a goal was scored.
- Player 15 received a 5 minute major for fighting at 3:46 which ended at 18:46 of the next period.

**Hint:** When recording times, record the **exact time shown on the clock.** (Do not calculate times from 20:00 minutes.)

## F. MULTIPLE AND COINCIDENT PENALTIES

When a minor penalty is called and the player is sent to the penalty bench by the Referee for two minutes it is normally an uncomplicated situation. If no goal is scored against the penalized team during the two minutes of playing time, the penalty is over and the player is released to return to the game. If a goal is scored against the short-handed team, the player will return to the game, the minor penalty being nullified by the goal.

Problems do arise when some of the following situations occur:

- (a) A player gets a double penalty and a goal is scored.
- (b) Players from the same team go off together and a goal is scored.
- (c) A team has more than two players in the penalty bench – when do the penalties start?
- (d) Who returns to the game when a goal is scored against this team?

These are only some of the possible situations. The Referee and OS must be confident enough to handle the situation as it occurs.

If at any time the OS is uncertain or confused as to the order of the penalties or the result of a goal being scored, it is imperative that the matter be cleared up with the Referees prior to the game continuing.

## 1. Multiple Penalties & Situations

- (a) The overriding principle governing multiple penalties is that a team must have at least four players (including the goalkeeper) on the floor at all times.
- (b) If a third player of a team is penalized while two players are serving time penalties, the penalty time of the third player does not commence until one of the running penalties has expired.
- (c) When the third penalty commences, the first player whose time is up must wait in the penalty bench (to prevent a too-many-players situation) until a face-off or until the expiry of penalties in the penalty bench, the team is entitled to more than four players on the playing floor.

**Hint:** This is where having a scratch pad available comes in handy. The OS or GT can write down the progression of penalties and when each player is to return to the floor.

- (d) When a team has more than one player in the penalty bench and a goal is scored, the player that returns to the floor is the first player to make the team short-handed at the time of the goal.

### Multiple Penalty Situations:

**Note:** Times shown are the time remaining in the period. (Clock running down)

	PENALTIES	GOALS	RESULTS
<b>1</b>	A1 minor at 16:00 B1 minor at 15:50 A2 minor at 15:40	B scores at 15:00	A2 returns to the floor
<b>2</b>	A1 minor at 16:00 B1 minor at 15:30 A2 minor at 15:30	B scores at 15:00	A1 returns to the floor
<b>3</b>	A1 minor at 16:00 B1 minor at 16:00 A2 minor at 16:00	B scores at 15:00	Captain of A has option of A1 or A2 returning

	<b>PENALTIES</b>	<b>GOALS</b>	<b>RESULTS</b>
<b>4</b>	A1 two minors at 16:00 B1 minor at 16:00 A2 minor at 15:00	a) B scores at 14:30 b) B scores at 14:00	a) A2 returns b) A1 and B1 return
	HINT: The player that returns to the floor is the first player to make the team short-handed at the time of the goal.		

	<b>PENALTIES</b>	<b>GOALS</b>	<b>RESULTS</b>
<b>5</b>	A1 minor at 16:00 A2 minor at 15:30 A3 minor at 15:00 B1 minor at 15:00	B scores at 14:00	A1 and A3 return to the floor
	HINT: A1 returns as his penalty ended at 14:00. The A3 penalty is not considered coincidental with B1 as they did not start at the same time, refer to situation 1.		

	<b>PENALTIES</b>	<b>GOALS</b>	<b>RESULTS</b>
<b>6</b>	A1 two minors at 16:00 B1 minor at 16:00 A2 major at 15:00	B scores at 14:30 and 13:30	At 14:30 one goal comes off the major to A2 At 13:30 the second goal comes off the major
	HINT: Once you start taking goals off a major you stay with that penalty.		

	<b>PENALTIES</b>	<b>GOALS</b>	<b>RESULTS</b>
<b>7</b>	A1 major at 16:00 A2 minor at 16:00	B scores at 15:00	A2 returns to the floor
	HINT: When a major and a minor are assessed at the same time to different players on the same team, the minor is served first.		

	<b>PENALTIES</b>	<b>GOALS</b>	<b>RESULTS</b>
<b>8</b>	A1 major at 16:00 B1 minor at 16:00 A2 minor at 16:00	B scores at 15:00	One goal comes off the major
	<p>HINT: In this case A2's minor is offset by B1's minor, so the goal is charged to the major.</p> <p>HINT: List the exact time shown on the clock. For example, if the clock shows 9:20 remaining in the period, record 9:20 on the Official Score Sheet. Do not calculate time elapsed.</p>		

## 2. Coincident Penalties & Situations

(a) When cancelling coincident Major/Match penalties the following procedure will be used in the order listed:

- i) Cancel as many penalties as possible.
- ii) Cancel in a way to make the team only one player short.
- iii) Cancel in a way to avoid taking another player off the floor.
- iv) Cancel using the order of penalty occurrence or in the order that the Referee reported them.

In order to apply this rule there must be at least one Major/Match penalty to each team. Cancel as many penalties as possible, including minors using the above order.

When this rule is applied unless it is a time penalty an additional player is not required to sit on the penalty bench.

In the case of unequal penalties with coincident majors, a substitute player shall serve the unequal minor(s) and/or major penalties, and these penalties shall be taken into account for the multiple penalty rule.

When applying the coincidental penalty rule the following three principles are to be applied:

1. For major penalties assessed during one stoppage in play, cancel major for major and minor for minor on each team.

2. When a choice is available as to which player's penalties shall be cancelled, the Captain of the affected team shall have the choice.
3. A player will serve all penalties assessed to him/her, even if the team has put an additional player in the penalty bench to serve one or more of the penalties. The total time span of the penalties may however, be shortened by goals scored. A player whose coincidental penalties carry through to the end of a period may go to the dressing room at the discretion of the Referee.

**NOTE:** For the purpose of the coincidental penalty rule, the word cancel shall denote immediate substitution, (as the penalty is not actually cancelled but is served as a 10-minute misconduct), no penalty time shown on the clock

**Hint:** In a situation where a Ten-minute misconduct, Game Misconduct, Match Penalty, or Expulsion Penalty has been called, if a player has been sent to the dressing room, the intention is that a substitute is only required to serve penalties which cause the team to play short-handed.

#### Coincident Penalty Situations:

	PENALTIES		RESULTS
<b>1</b>	A1 – 5 A2 – 2	B1 – 5 B2 – 2	Immediate substitution for all players.

	PENALTIES		RESULTS
<b>2</b>	A1 – 5+5+GM	B1 – 5	Immediate substitution for B1. A2 goes into the penalty bench to serve one of A1's majors. Team A is short-handed for five minutes or two goals.

	PENALTIES		RESULTS
<b>3</b>	A1 – 5+2 A2 – 5+2	B1 – 5+2 B2 – 5	Team A will put a player in the penalty bench to serve the outstanding minor. Team A is short-handed for two minutes or one goal. The Captain of Team A gets to choose either A1 or A2 minor to be served.

	PENALTIES		RESULTS
<b>4</b>	A1 – 5+2 A2 – 5+2	B1 – 5+2 B2 – 5+2	Immediate substitution for all players. Both teams play at full strength.

	PENALTIES		RESULTS
<b>5</b>	A1 – 5+2 A2 – 5+2+2	B1 – 5+2 B2 – 5+5+GM	Team A puts A1, A2 and A3 in the penalty bench. Team B puts B1 and B3 in the penalty bench. A3 serves the 2 minor penalties. B3 serves the major for B2. Both Teams play one player under strength for four minutes, then Team B plays one player short-handed for the remaining one minute or two goals.

	PENALTIES		RESULTS
<b>6</b>	A1 – 5+5+GM	B1 – 5 B2 – 5	All penalties cancel. B1 and B2 return to the floor following the first dead ball after expiry of their penalties.

	PENALTIES		RESULTS
<b>7</b>	A1 – 5	Goalkeeper B1 - 5+2+10	Team B places two players who were on the floor at the time of the incident in the penalty bench. B2 serves the minor, B3 the major and misconduct. Immediate substitution for A1.

## **G: GAME TIMEKEEPING**

### **1. Pre-game Duties**

- (a) Be at the arena 30 minutes before the start of the game.
- (b) Check that the clock is on and working properly.
  - i) Check the displays on the clock and point out any problems (e.g. burnt out lights) to the Referees.
  - ii) Ensure that you can start and stop the clock properly, and that you can set and operate the time, period, score and buzzer.
- (c) Try to make sure there is a stop watch (in case of clock failure) and a whistle (in case of buzzer failure) available to you.
- (d) Run the time clock fifteen minutes before the game is to begin.

### **2. Duties during the Game**

- (a) Regulation time shall be three 20-minute periods which are stop time (when the Referee blows the whistle to stop play, the clock shall be stopped until the Referee restarts the play with the whistle).
- (b) When playing at the local, tournament or provincial levels (particularly in Minor Lacrosse) the regulation time of a game may vary. Please refer to the local or provincial guidelines as to specific adjustments to regulation time of the game.
- (c) For overtime play, there is a two-minute intermission, and then the clock is set for a ten-minute period, stop time, as directed by the Referees. If the game is still tied after the overtime period, the result is declared a tie. This may also vary by league.

In CLA play downs, if the score is tied after the first ten minute overtime period, there will be a ten minute rest followed by twenty minute stop-time periods, with ten minutes between periods, until a goal is scored.

In round robin play, where the goal differential is used in determining final standings in the case of teams tied, all overtime periods shall be sudden victory.

- (d) Control the official playing time and stop the clock only on the referee's whistle and at the end of each period.
- (e) Inform the Official Scorer of the time of all goals and penalties (this includes start and termination times of penalties).
- (f) Indicate correctly on the scoreboard the status of penalties. Where available, show all penalty times on the game scoreboard.
- (g) Ensure all penalty lights or times are cleared from the board when the penalty terminates.
- (h) Provide information to penalized players on the time remaining in their penalty(ies).
- (i) Inform penalized players when they may leave the penalty bench.
- (j) Advise the Referees immediately of any difficulties in performing your duties.
- (k) Inform the Referees when three minutes remain in the intermission. They will inform the teams.

### **3. Post-game Duties**

- (a) Sign the Official Score Sheet as the Game Timekeeper.
- (b) Report any difficulties with or malfunctions of the timing equipment to the arena staff.

## 4. Points of Emphasis

- You must work closely and effectively with the Official Scorer. Try to maintain a rapport and constant communication.
- Keep your concentration throughout the game. Try not to get caught up in watching the play; but stay focused on the Referees and their calls.
- Try to display an air of authority and confidence when dealing with players and handling situations.
- The Referees may not know your level of experience and assume you are familiar with all signals and times required for penalties. If there is any uncertainty or confusion over what is being called, stop immediately and ask for clarification from the Referees. We all want the game to run smoothly.
- If you and the Referees are unfamiliar with each other, the pre-game talk is that much more important. The Referees need to know your level of experience so they can adjust their directions and communications accordingly.
- Don't distract the players with casual conversation. This does not mean don't be friendly, but try to limit the conversations you initiate to game related matters.
- Do not tolerate profane language or unsportsmanlike conduct in the bench area. Accept that some players may need some leeway to blow off a little steam and vent emotion, but draw the line when behaviour is disruptive or language is unacceptable. Report any difficulties immediately to the Referees.
- Maintain your impartiality. Most Off-Floor Officials have a child playing on one of the teams (particularly in Minor Lacrosse). Make sure you cannot be criticized for favouring one team in performing your duties or by influencing or antagonizing players in the penalty bench. Definitely avoid cheering.

## **H: OFFENSIVE TIMEKEEPING (THIRTY-SECOND CLOCK)**

### **1. Pre-game Duties**

- (a) Be at the arena 30 minutes before the start of the game.
- (b) Check that the clocks are on and working properly.
  - i) Check the displays on the clocks and point out any problems (e.g. burnt out lights) to the Referees.
  - ii) Ensure that you can start and stop the clocks properly, and that you can set and operate the time and buzzer.
- (c) Try to make sure there is a stop watch (in case of clock failure) and a whistle (in case of buzzer failure) available to you.
- (d) Build a rapport with the Referees.

### **2. Duties during the Game**

- (a) Stay focused on the game at all times.
- (b) Reset the clock only on the referee's signal. Don't react too quickly.
- (c) Don't be influenced by others (i.e. players or fans shouting "reset").
- (d) Trust your judgment and work only with the Referees.

### **3. Post-game Duties**

You are required to report any difficulties with or malfunctions of the timing equipment to the arena staff.

## 4. Points of Emphasis

- Running the thirty second shot clock requires full concentration on the game. You must watch the passing and changes of possession very carefully as they can happen quickly.
- Be aware of the penalty situations for both teams because of the ten-second rule when either team is short-handed (covered in a following section). You have to be aware when penalties are elapsing so as to be able to restart the shot clock on a team which has returned to full strength, or now has a man advantage.

## 5. Thirty Second Rule 68

(a) The offensive team (unless short-handed) shall be required to take a shot on goal within thirty seconds of gaining possession. Failure to do so will result in the Offensive Timekeeper sounding a horn. The ball shall be immediately recovered by or possession awarded to the non-offending team.

If, while short-handed, a team's goalkeeper or the substitute player for their goalkeeper enters the attacking zone, the Offensive Timekeeper shall start the thirty-second clock and the thirty-second rule shall remain in effect for that possession.

**NOTE:** In Minor Lacrosse, the offensive team shall be required to take a shot on goal within thirty seconds of gaining possession. Failure to do so will result in the Offensive Timekeeper sounding a horn. The Referees will stop the play and award possession to the non-offending team.

**NOTE:** The thirty-second horn does not stop the play, only the referees' whistle stops the play.

**NOTE:** A shot on goal shall be defined as the ball making contact with the goalkeeper (while the goalkeeper is within the crease), goal posts or crossbar prior to crossing the goal line. The shot must originate from the front or side of the goal.

(b) Any stoppage in play (except for time outs, or a ball lodged in a stick, ball-carrier loses his/her helmet) shall cause the thirty-second clock to reset.

(c) The thirty-second clock shall reset when the defensive team gains possession.

(d) It shall be ruled that the Referee's whistle sounded simultaneously with the Timekeeper's horn if a goal is scored (i.e. the goal shall be disallowed if the horn sounded before the ball was in the goal).

**Hint:** This is where it is easy to get caught up in the game and reset too quickly causing confusion. Be patient and keep your finger off the reset button so you are not tempted to react too quickly.

## 6. Ten Second Rule 66

1. When a team is short-handed due to penalty situations, they have 10 seconds in which to advance the ball into the offensive zone. Run the clock down from 30 seconds to 18 seconds, hold the clock at 18 for a short period of time then reset the clock to 30.
2. Crossing into the offensive zone is defined as crossing the line at centre which is furthest from their goal.
3. The thirty-second clock does not run for the short-handed team during the time they are short-handed and remain in possession of the ball in the offensive zone.
4. The thirty-second clock starts when:
  - i) the other team gains possession.
  - ii) the short-handed team replaces the goalkeeper with another player and that player (or the goalkeeper) enters the offensive zone thus nullifying the disadvantage.
  - iii) the teams have equal players on the floor.
5. If a penalty has elapsed during the running of the clock for the 10 second count (only if this makes the teams even strength), the clock is reset to 30 and then runs as normal.

**Hint:** When there are multiple penalties it can become very confusing as to which team is short-handed at any given moment. Check with the OS or the Referee to be absolutely sure.

## 7. Shot on Goal

- (a) A shot on goal is defined as the ball making contact with the goalkeeper (while in the crease), goalposts or crossbar prior to crossing the goal line, and must originate from the front or the side of the goal.
- (a) When and only when, the Referee signals reset, the clock is reset to 30 and held at thirty until possession is gained by either team.

**Hint:** This is another time where it is easy to get caught up in the game and reset when you think there has been a shot on goal. You must wait for the referee's signal.

## 8. Time Outs

- (a) Where a time out is called with play in progress, there is no reset on the thirty-second clock. On resumption of play, the clock continues from the time it was at on the call. In all other time out situations the thirty-second clock will be at thirty, so there is no concern.
- (b) In some cases the thirty-second clock will be used to control the time out. In this situation the OT has to remember the elapsed time when the time out was called. Before play resumes, the clock has to be run to the time elapsed prior to the time out being called.

## **9. The Thirty-second clock Does Not Run**

- (a) If possession changes or a restart occurs due to an infraction and there is less than thirty seconds on the master time clock, it is not necessary to run the thirty-second clock. Running the clock may give the offensive team a false sense of the time remaining.
- (b) If a short-handed team gains possession with more than 10 second remaining on the master time clock, the thirty-second clock must be run down from 30 to 18 as per the ten-second rule.
- (c) Pay very close attention as the game is winding down. Many games are won or lost in the last few seconds of the competition and your rule may be critical.

# **I: SITUATIONS REQUIRING SPECIAL ATTENTION**

## **1. Removal of Players from the Game**

- (a) There are a number of situations which result in the removal of a player/goalkeeper from the game. The Official Scorer and to some extent all Off-Floor Officials should be aware of these situations.
- (b) The Off-Floor Officials can assist the Referee on the floor by recording on a separate sheet of paper, the numbers of the players on the floor when an altercation takes place or when a goalkeeper is assessed a penalty.

- (c) In all cases, a player who has been removed from a game may not stay, or return to the bench or any area adjacent to the bench. However, the player may return as a spectator as long as he/she does not disturb the game.
- (d) If a player who has been removed from the game is recognized as creating a significant disturbance, the Referees should be notified immediately. The Referees may then require the player's removal from the area, or the arena.

## **2. Five Penalties**

- (a) Any player who is assessed five penalties in the same game shall be expelled from playing the balance of the game.
- (b) Delayed penalties cancelled by goals are recorded on the Official Score Sheet and count towards the five penalty limit.
- (c) Infractions that cause a penalty shot to be awarded that result in assessing a major penalty, shall count toward the five penalty limit.
- (d) A bench minor penalty does not count towards the limit for the person chosen to serve the penalty. Goalkeeper's penalties count against the goalkeeper, not the person serving on his/her behalf.

## **3. Two Major Penalties**

Any player who receives two major penalties in the same game is assessed a game misconduct penalty. Ten minutes shall be charged in the records against any players/goalkeepers assessed game misconduct penalties.

## **4. Two Misconduct Penalties**

Any player who receives a second ten-minute misconduct penalty in the same game also receives a game misconduct penalty.

## **5. Altercations**

- (a) In the event of an altercation on the floor, the first responsibility is to write down on the scratch pad the numbers of the players on the floor.
- (b) One of the most important tasks for the Off-floor Officials is to watch the bench areas to ensure that should player(s) come onto the floor from the bench you write down the number and team of the first player off each bench.
- (c) Do not record what the players may or may not be doing, in either an altercation or a bench clearing incident; just record the numbers of the players from each team involved in the incident.

## **6. Problems in the Penalty Bench Area**

- (a) Problems may occur in the Penalty Bench area due to the behaviour of athletes, team representatives or fans. The most important advice is to do what you can to avoid outright confrontation.
- (b) The Official Scorer is the senior Off-Floor Official (unless there is a Standby Referee) and as such should take the leadership in settling any problems. Should the issue persist or get worse, the Referees should be notified – regardless it means stopping the game.

- (c) The Referees are the final authority in the game and they should deal with any incident or player, representative or fan that will not follow the instructions of the Off-Floor Officials. The Referees have the authority to further penalize or eject a player, or may require the removal of a fan or team representative who will not comply.

## **7. Incident Reports**

- (a) Some organizations may require that an Incident Report be filled out for some or all expulsions. Confirm with the Referees if a report is required when a player/goalkeeper is removed from the game.

# **J: PENALTY SHOTS**

## **1. Overview of the Penalty Shot**

- (a) The purpose of the penalty shot is to restore a scoring opportunity lost due to an infraction.
- (b) If the infraction which caused the penalty shot would have resulted in a minor penalty, the penalty shot is awarded instead of the minor penalty. The minor penalty is recorded on the score sheet and it counts towards the 5-penalty rule.
- (c) If the infraction which caused the penalty shot would have resulted in a major or match penalty, the penalty is assessed in the normal manner. If a goal is scored on the penalty shot, the goal counts against the penalty that made the team short-handed at the time.

## 2. Penalty Shot Procedure

- (a) If the player against whom the infraction occurred is unable to take the penalty shot, due to injury or penalty for retaliation, the shot may be taken by another player who was on the floor at the time of the penalty.
- (b) The Referee places the ball at the centre face-off spot. The goalkeeper must stay within the crease. Players from both sides shall withdraw to their respective benches.
- (c) The Referee blows the whistle to signal the start of the penalty shot. The player picks up the ball and once inside the offensive zone, the player must keep in motion towards the goal line.
- (d) No goal can be scored on the rebound.
- (e) The goalkeeper must stay within the crease until the player has picked up the ball and entered the offensive zone.
- (f) If a goal is scored on the penalty shot, play is restarted with a face-off at centre.
- (g) If a goal is not scored, play is restarted with a face-off at centre.

## 3. Infractions on the Penalty Shot

- (a) If the goalkeeper/player commits an infraction which would not have resulted in a penalty in normal play, the shot is repeated, and a ten-minute misconduct penalty is assessed to the player/goalkeeper committing the infraction.
- (b) If the infraction would have resulted in a penalty, a goal is awarded.
- (c) If a player from the players' bench interferes with the player taking the shot, and the player fails to score, then the shot is retaken and the interfering player is assessed a ten-minute misconduct.

#### **4. Recording the Penalty Shot (Scorekeeper)**

- (a) Enter on the Official Score Sheet the time and the period of any penalty shot(s) awarded, the number of the player taking the penalty shot and the result of the penalty shot.
- (b) Where a public address system is being used, announce or cause to be announced, immediately following the recording of the penalty shot, the team the penalty shot was awarded to, the number and the name of the player taking the penalty shot.

