



General Guidelines for Off-Ice Officials

(Scorebook, Time clock, and Penalty Box Volunteers)

Off-ice officials support the on-ice officiating team by helping manage the game's flow and maintaining control of the off-ice official's box. Aside from the basic task of these roles, the off-ice official will need to familiarize themselves with the information below.

Impartiality and Conduct

- Always remain impartial, even if a family member or close friend is participating in the game, to avoid perceptions of favouritism and maintain a positive environment.
- Show respect to all game participants and refrain from using profane or abusive language (applies to all individuals in the box)
- Do not provoke or incite players or officials.
- Report any unsportsmanlike behaviour by a penalized player towards off-ice officials or rule violations to the Referee at the next stoppage of play. Unsportsmanlike conduct may include provoking opponents, using obscene language or physical contact, or disrespecting officials. Off-ice officials should also report spectator harassment to on-ice officials for appropriate action and potential additional penalties.
- Be familiar with the facility, its operators, and emergency procedures, including how to contact facility staff and emergency medical services (see EAP included in package)

Please also refer to the document on 'Unsportsmanlike Conduct and Response,' included in this package, for further important information and guidance on the roles of the Officials and Off-Ice Officials in the event of unruly participants or spectators.

Managers / Coaches

- Please make sure the game identification is filled in: game #, date, time, rink, teams, category/division (U18, U15, U13, U11, U9) and Tier.
- The manager or coach should fill out names or add roster labels. Please make player names and numbers READABLE.
- The Coach must sign the gamesheet, and by his signature, the coach is guaranteeing that the list of players is accurate. Head Coaches can face suspensions if they neglect to ensure the accuracy of their rosters. They are to refer to the team's HCR for accuracy.
- A player serving a game suspension MUST be listed in their regular place on the roster, but beside the name write "Susp 1 of 1" or "Susp # of #" depending on the number of games to be served.
- If a player is injured or sick, or not taking part in the game, simply cross out the player with a clean line.
- If you are the home team, retain the white and pink copies of the scoresheet. The visiting team will get the yellow copy of the score sheet.
- Check for suspensions right after the referee is through; ask questions if there's something you don't understand.

Scorekeeper

A properly filled-out game sheet is required for all games, be they pre-season, regular season, exhibition or playoffs. Game sheets are often referred to after the game by League and Association personnel for the purpose of recording stats, standings and dealing with penalties and other more severe infractions. Please note that RHL league games will be completed online using the RAMP App.

- Be sure you have at least one working pen at hand.
- Make sure the game identification is filled in: game #, date, time, rink, teams, division, tier/level.
- Note the actual start time and finish time and include warm up time.
- It is often easier to write events down on a separate sheet of paper while the referee is telling you something, then transcribe it carefully onto the score sheet; it's easy to write the right thing in the wrong place if you go directly onto the score sheet. BRING A SCRATCH PAD!
- The score keeper has three main responsibilities during the game: recording goals/assists; recording penalties; recording goalie stats; each poses its own challenges.

Goals / Assists

- Record each goal on a line alone; do not leave blank lines.
- When a goal is scored, immediately note the period and time shown on the clock while you wait for the Referee to determine the scorer.

The number of the player who scored the goal according to the Ref is registered in the first box; one or two players may be credited with assists, or none; **it's the Ref's job to award assists.**

- If a goal is a power play you may mark "pp" near the goal number on the left; also mark "sh" for short-handed, and "en" for empty net.
- After the game, please note the final score in the remaining space of the goal columns.

Penalties

- Start recording penalties in the left penalty column for each team.
- A penalty is 2, 5 or 10 minutes. There are no 4-minute penalties (those are recorded as 2 2-minute penalties) and there are no 12-minute penalties (those are recorded as a 2-minute minor and a 10-minute misconduct).
- The wide blank area is for the actual penalty, if a penalty is being served by another player, that player's number is noted in the "Serv." column.
- The "Off" time and the "start" time are usually the same, but not always. For example, if a player gets a minor penalty, and no one else is in the box, the "off" and "start" times are the same. The "on" time may be 2 minutes later, unless the other team scores a power-play goal, in which case the "on" time is less than 2 minutes later.
- If a player gets multiple penalties on the same play, the "off" and "start" times are different. For example, with 13:00 remaining, player #5 gets 2-and-10 for checking from behind. That is entered on the sheet as 2 separate penalties:
- The (14) says the minor penalty was served by teammate #14. Assuming the other team does not score, #14 re-enters the game at 11:00. Then the 10-minute part of #5's misconduct starts. That player re-enters the game at the first whistle after the 1:00 mark, in this case 0:32.
- Make sure all penalties are completed on the game sheet (#, infraction start and end time, length of penalty)
- If a game has more penalties than will fit, you must start a second blank score sheet and continue penalty stats on that sheet.
- Use the short form references for penalty infractions, as listed at the end of this document.
- **IMPORTANT!** If you are confused during a hectic time in the game, such as when multiple penalties are handed out WHILE PLAY IS STOPPED, get the Referee's attention and ask them to help clarify any confusion for you. It is better to have a slight delay than an incorrect score sheet.
- At the end of the game, summarize the score sheet, sign it and allow the Referee to check and sign it before leaving the box and distributing the copies. If there is a referee write-up to collect, ensure that someone will pick it up from the referees. Please give them time to complete the write up.

Goalie stats

Goalie stats are sometimes quite a challenge to record during a game and therefore are often not recorded.

- To record goalie stats, there are 5 lines for each team's goalie on the game sheet. Add their jersey #, the period they started, the time they went on and off (if there is a goalie change) and the number of shots they faced.
- NOTE: A goal is a shot faced. If a goalie has 25 shots and allowed 5 goals, then there were 20 saves. A "shot" is made by an opposing player that requires intervention by the goaltender to prevent a goal. Please see the additional document in this package to help you achieve accurate goalie stats.
- An empty net goal score with the goalie pulled is not charged as a goal allowed by a goaltender.

Timekeeper

It is a good idea to arrive 10-15 minutes prior to the start of the game to familiarize yourself with the clock functions. If in doubt, ask! It is very important that timekeeping is done accurately to ensure a smooth game with few interruptions.

- Well before the game starts, start the clock and ensure it is working properly, then reset it for the start of the game.
- Ensure that the game time is accurately kept. Check and ensure the clock has been started at the commencement of play and that it is stopped each time a Referee or Linesman blows the whistle.
- Help to ensure that penalized players serve their correct penalty time and return to play when entitled to do so.
- Ensure that all goals and penalties are accurately displayed on the score board.
- Keep the penalty bench and immediate area free of spectators.

The abbreviations for penalties are listed below and should be in the front section of your team's scorebook.

Abbreviation Penalty type

BC Body Checking
BDG Boarding
BM Bench Minor
BR.S Broken Stick
BE Butt Ending
CC Cross Checking
CFB Checking from Behind
CHG Charging
CHKH Checking to the Head
DE/IE Dangerous/Illegal Equipment
DG Delay of Game
DG Delay of Game
ELB Elbowing
FGB Failure to go to bench
FI Fighting
GE Game Ejection
GM Game Misconduct
GLC Goalie Leaving Crease
GRM Gross Misconduct
HC Head Contact
HOOK Hooking
HOLD Holding
HOLD.S Holding the Stick
HP Handling the Puck
HS High Sticking
INST Instigator
INT Interference
INT.G Goaltender Interference
KNEE Kneeing
LPB Leaving the Players Bench
MATCH Match Penalty
MISC Misconduct
PS Penalty Shot
RAW Roughing After the Whistle
RO Roughing
RSP Refusing to Start Play
SL Slashing
SP Spearing
TMM Too Many Players
TR Tripping
TS Throwing the Stick
USC Unsportsmanlike Conduct
USC.D Unsportsmanlike Conduct Diving