

The Central Alberta Hockey League



Off Ice Officials Manual



Scoresheet must be filled in including officials' information. CAHL will impose fines to home team if information is missing. Head Coach must verify roster.

Central Alberta Hockey League Official Score Sheet

Game # _____

Home:		Tier: 1 2 3 4 5 6 7 8 9									Referee		Visitor:	
#	Name (Last, First)	Tiering	Xover	League	Playoff	Tourn.	Ex.	Prov.	Linesman		#	Name (Last, First)		
		Div:	Nov	Atom	PW	Ban	Mid		Linesman					
		Arena:							Timekeeper					
		Date:							Scorekeeper					
		W/U start:	AM/PM	Game start:	AM/PM				Penalty Keeper					
		Clock drop:	AM/PM	Game end:	AM/PM				Other					
		Home Scoring					Visitor Scoring							
		Period	Time	G	A	A	Period	Time	G	A	A			
HC												HC		
AC												AC		
AC												AC		
Tr												Tr		
Mgr												Mgr		

Team Signoff	
H. Coach Name	
Signature	

Home Goalie Stats				
P	#	On	Off	Shots

Time Out		
Team	Period	Time
H		
V		

Visitor Goalie Stats				
P	#	On	Off	Shots

Team Signoff	
H. Coach Name	
Signature	

Home Penalty						
P	#	Srv'd	Offense	Min	Start	End

Home Penalty						
P	#	Srv'd	Offense	Min	Start	End

Visitor Penalty						
P	#	Srv'd	Offense	Min	Start	End

Visitor Penalty						
P	#	Srv'd	Offense	Min	Start	End

WHITE - Governor • CANARY - Visitor • PINK - Home Any Misconduct penalties require an Official's Report

Table of Contents

Table of Contents.....	2
1.0 INTRODUCTION	3
2.0 GENERAL INFORMATION AND RESPONSIBILITIES.....	3
3.0 SPECIFIC SCOREKEEPERS INFORMATION	5
4.0 FINES TO BE REVIEWED AND FINES PROCESS AND PROCEDURES.....	13
5.0 TIMEKEEPERS ADDITIONAL INFORMATION AND PROCEDURES	15
6.0 OFFICIALS INCIDENT REPORT FORM.....	16
Document History	17

1.0 INTRODUCTION

The Local Association Members of the Central Alberta Hockey League (also referred to as the CAHL in this document) requires Parent Volunteers to take care of Home Team Off-ice Officials duties to allow games to be played in an unbiased and efficient manner.

The duties of off-ice officials, as well as instructions to them appear in the Hockey Canada rulebook and off ice official's documentation. This manual is intended to complement the information already available and provide additional information where necessary. It is highly recommended that all off-ice officials review the Hockey Canada documentation as well.

Off-ice officials should know their duties for each game, but should also become familiar with the actual playing rules and regulations.

This knowledge will prove very beneficial in the performance of their roles in assisting the on-ice officials. Official scorers should be familiar with most rules, but should have a thorough working knowledge of the completion of a hockey game.

The Off-Ice Officials are made up of the following:

- Game and Penalty Timekeeper(s)
- Official Scorer
- Penalty Box Door Managers (2)

**NOTE: In some cases, one person may act in more than one of these roles but it does not look very good when the clock is not started and stopped properly when the penalty door is being operated. A minimum number of three (3) people – A Timekeeper, an Official Scorer and 1 person to operate Penalty Box Doors is expected. Not letting a player out at the proper time because you are still writing in the book or running the clock is not acceptable.*

The responsibilities and functions performed by the off-ice officials are very important. Each individual is an integral member of the team. Remember, **you are an off-ice official** and you must act accordingly, remaining neutral just as the officials on the ice. Your direction comes from the Senior On-Ice Official as you are supporting them in making the game a success.

The CAHL will review any dereliction of duty or cases of unacceptable behaviour by any off-ice officials. That review may result in the suspension, removal of any off-ice official from further participation, assessment of a suspension for code of conduct reasons or suspend the person(s) from CAHL games indefinitely pending a review.

2.0 GENERAL INFORMATION AND RESPONSIBILITIES

The following is a list of the responsibilities carried out by each of the off-ice officials. In addition to this these common principles apply:

- Off-ice officials are under the supervision of the Referee, who is the final authority and can overrule any off-ice official.
- Off-ice officials must refrain from criticizing the work of any other official at any time.
- Concentrate on your job and avoid any unnecessary conversation.
- If mistakes are made, report them to the Referee. It is important to correct these mistakes as soon as possible.
- Pursuant to Hockey Alberta regulations as well; anyone in the Timekeepers box understands that they are considered Off Ice Officials. They are to remain unbiased while performing their duties. They should not converse with players in the penalty box except to get information (jersey # for example). They should never make contact with opposing team players on the ice or coaches on the benches unless requested to do so by the On Ice Officials.
- Off – Ice Officials will not behave or dress in a manner to show bias to the home team. For example, wearing team jerseys or cheering in a biased manner

Responsibilities of the Penalty Box Door Managers

- Assist the Official Scorer and Timekeeper with timely information required to manage the off-ice game requirements. Examples are – player number that received a penalty, what penalty was assessed by the Referee, time on the clock, note if the clock did not start or did not stop as the play dictates.
- Allow entry and exit of all penalized players at the time required and confirm the time when the player can be allowed to leave the Penalty Box.
- Maintain a safety watch on the game so the Official Scorers or Time Keepers are not placed at risk when they are managing their duties and not directly watching the action of the game.

Responsibilities of the Official Scorer

NOTE: The CAHL has started a process of switching to another platform (RAMP) that is being coordinated with Hockey Alberta. Teams on the RAMP platform will use electronic game sheets.

- Maintaining a separate note pad to assist you in ensuring the score sheet is recorded properly.
- The Home Team Manager will obtain the line-up Roster of each team and include the name and number of all the team players and the captain and alternate captain(s) of each team. This information must be supplied by the team officials in charge of the teams and the Referee **must** be given this information prior to the start of each game, usually at the score box at the beginning of the game warm-up. The line-up information must be verified and signed by the respective team officials in the proper place on the game sheet. The visiting team usually completes the required line-up first. The game sheet must be signed by a Head Coach or a Coach who appears on the teams official Roster in their absence.
- The official scorer should draw to the Referee(s) attention any case which does not comply with the rules. This would include anytime a team lists more than the maximum number of 17 players and 2 goalies (Novice and Atom may have 19 players listed) or when a team lists more than five (5) team Coaches, Assistant Coaches, Trainer or Managers, or if the team has not indicated a captain and 2 alternate captains or 3 Alternate Captains.
- Once the Team Officials signs the Game sheet and it is reviewed by the Referee at the start of the game, the Official Scorer shall maintain control of the Game sheet and team officials may not alter the game sheet without talking to the Referee first.
- Enter on the official game report a correct record of the goals scored by whom, and to who assists, if any, are to be credited. Where a public address system is used, 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.
- Record all penalties assessed, stating the numbers of all penalized players, the duration of each penalty, the infraction, and the time at which the penalty was assessed. That would be followed by the time the player was allowed out of the penalty box.
- Record, on your notepad, the uniform numbers of the players on the ice when a goaltender is assessed any penalty, when a team is assessed a Bench Minor penalty or again when a player on the ice must serve a time penalty for a teammate, and when an injured player is to be penalized.
- Advise the Referee when the same player has received a second Misconduct penalty during the game or a third Stick Infraction.
- If a bench clearing incident occurs, assist the Referee by noting on the notepad the numbers of the players involved and give that information to the Referee only if there is a request.
- If the goalie is changed, record the time of that change on the game sheet.
- At the completion of the game, ensure the official game sheet is signed by each off-ice official. The Home Team Manager will obtain the copies of the game sheet for distribution to required parties when the On-Ice Officials have completed their review, signed the game sheet and returned any Official Game Reports required for the game.
Once the Referee Signs the Game sheet and returns it after the game with any additional paperwork -No One but the Referee can change those documents.

Goalie Statistics for the Official Scorer

Just as it is important to assign player scoring information it is also important to the goalies to see their data recorded as well. In an effort to help with this data collection please make an effort to collect the following and then record them onto the game sheet.

Maintaining a separate note pad to assist you in ensuring the score sheet is recorded properly. Use it to record and then transfer that data to the official game sheet:

- All shots on goal for the goalies in the game should be collected. A “shot on goal” is defined as any attempt of a player to shoot or direct the puck towards a goal and if that shot would have gone in the net had the goaltender not stopped it, the shot is recorded as a shot on goal. A shot on goal can result in only two things: a goal or a save by the goalie.
- Time played by the starting goalie and the backup goalie during the game. No record is made for the backup goalie if there is not one on the team or if they do not play during the game.

Record the period, the player #, the time they started and when they left the game on the official score sheet. At the end of the game or when they leave the game record the total number of shots on goal during the time they were in the net.

Home Goalie Stats				
P	#	On	Off	Shots
1	31	0:00	20:00	35

Time Out		
Team	Period	Time
H	1	9:10
V	2	15:30

Visitor Goalie Stats				
P	#	On	Off	Shots
1	29	0:00	15:30	22
1	30	15:30	20	37

In the case of a team that changes out the goalies there is sometimes a concern which goalie is credited with the win/loss? If you are asked this is defined as:

WIN: "A goaltender receives a win if he is on the ice when his team scores the game-winning goal."

LOSS: "A goaltender receives a loss if he is on the ice when the opposing team scores the game-winning goal."

TIE: "A goaltender receives a tie if he is on the ice when the game-tying goal is scored."

3.0 SPECIFIC SCOREKEEPERS INFORMATION

When Completing Game Sheets

- Clarity and brevity are important.
- Print clearly and firmly so that all copies are clear and readable.
- Use the standard codes on the back of the front cover sheet so that all information can be understood by league officials for supplementary discipline, statistics, and records.
- There is a visitor and home section of these sheets. Make sure you are recording the correct information on the side with the correct team. Sometimes the official’s box is between the player’s benches so the visitor and home sides of the sheets are the same or different as the team’s placement around you.
- If you have more penalties than what can be recorded on the two columns allowed for each team, start a second sheet and then label them 1 of 2 and 2 of 2 with the dates and event information.

An example of the CAHL games sheet and reference codes page are provided on the next two pages.

Never alter a game sheet or report in any way after the On-ice officials have reviewed it and signed it off. Doing so can result in an appeal or a forfeit of the game as well as the potential of being fined or Suspended by our Governing Bodies.

GUIDE TO FILLING OUT AN OFFICIAL SCORE SHEET PROPERLY

* YELLOW AREAS MUST BE FILLED IN

CIRCLE CORRECT OPTION

Tier =	Level you are playing at (1, 2, 3, 4, 5, 6, 7, 8, 9)
Tiering =	Tiering, Xover, League, Playoff, Tourn, Ex, Prov.
Division =	Division you are playing at (Midget, Bantam, PeeWee, Atom, Novice).
Arena =	Name of Arena (may not be your home town)
Home Team =	Your Association or town/city name.
Visiting Team=	Hockey Association Name or town/city name.

Under visiting team and home team, the first two player positions are goaltenders. Fill in the rest of the spaces with the rest of the players on your team. List in numerical order, last name first.

Line-ups are to be verified and signed as such by the respective head coaches.

Score sheets must have the warm-up, clock drop, game start and game end filled in correctly.

Scoring:

P =	Period the goal was scored in.
TIME =	The time the goal was scored.
G =	Number of the player who scored the goal
A =	Numbers of the players (2) who may have assisted on the goal.

Penalties:

P=	Period the penalty occurred in.
# =	Number of the player receiving the penalty.
Srv'd =	Number of the player serving the penalty. It may not be the same as the penalized player in some instances (game ejection for example).

OFFENSE =	Use supplied abbreviations to record Offence.
Min. =	Number of penalty minutes.
Start =	The time the penalty started. This can be different if the player receives more than one penalty.
End =	The time the player goes back on the ice (this can be shorter than the penalty time if the opposite team scores during the penalty).

TIME OUTS=	Fill in the period time beside the team requesting the time-out (H or V).
	H = Home team
	V = Visiting team

Use a separate score sheet if you have more penalties or goals than you can fit on one sheet. If you make a mistake, cross it out and use another line on the score sheet. Do not try to overwrite your mistake.

The Referee and Linesmen must sign the score sheet and put their Referees' number beside their printed name.

In the case of a two Referee system, one can sign as Referee and one can sign as Linesman.

TIME KEEPER = The person running the time clock. Sign the score sheet.

SCORE KEEPER/AND OR = The person filling out the score sheet. Sign the score sheet.

PENALTY KEEPER = The person filling out the penalties. Sign the scoresheet.

If one person is doing all three jobs, sign in all three places.

Scratch Sheet: make sure transfer of data to scoresheet is transferred correctly.

IF YOU FAIL TO FILL OUT THE GAME SHEET PROPERLY THE HOME TEAM COULD FORFEIT OR HAVE TO REPLAY THE GAME AT THE C.A.H.L. PRESIDENT'S DISCRETION. A FINE WILL BE ISSUED!

OFFENSE

Abbreviations are necessary but you should standardize these. Here are some suggest abbreviations:

AGG	= aggressor
B.C.	= body checking
BDG	= boarding
B.E.	= butt-ending
B.M.	= bench Minor
BR.S.	= broken stick
C.C.	= cross-checking
CFB	= checking from behind
CHG	= charging
D.G.	= delay of game
ELB	= elbowing
FI	= fighting
FOP	= falling on puck
GE.	= game ejection
G.M.	= game misconduct
H.C.	= head contact
HOLD	= holding
H.P.	= handling puck
HKG	= hooking
H.S.	= high stick
INT	= interference
KNEE	= kneeling
L.P.B.	= leaving penalty bench
MISC	= misconduct
M.P.	= match penalty
P.S.	= penalty shot
RO	= roughing
SL	= slashing
SP	= spearing
T.M.	= too many men
TR	= tripping
T.S.	= throwing stick
U.S.C.	= unsportsmanlike conduct
G.R.M.	= gross misconduct

SCOREKEEPER SCRATCH SHEET

VISITING TEAM: _____

ASSOCIATION NAME: _____

VISITING TEAM PENALTIES

Period	No.	Serv.	Offence	Min.	Start	End

VISITING TEAM GOALS

Period	Time	Goal	Assist	Assist	**

TERMINOLOGY
 **SH = Short Handed
 **PP = Power Play
 **EN = Empty Net

VISITING TEAM SHOTS ON GOAL

Period	TOTAL
1	
2	
3	

DATE: _____

START TIME: _____

END TIME: _____

HOME TEAM: _____

ASSOCIATION NAME: _____

HOME TEAM PENALTIES

Period	No.	Serv.	Offence	Min.	Start	End

HOME TEAM GOALS

Period	Time	Goal	Assist	Assist	**

HOME TEAM SHOTS ON GOAL

Period	TOTAL
1	
2	
3	

Additional Game Sheet Information and Instructions

A scratch sheet is provided in the back of each scorebook to help take notes to write down after the information is provided – see previous page.

The game sheet documents all **On-ice and Off-ice Officials** managing the game and the **game start and end** times. The start time is when the warm up time commences and the end time is when the final buzzer has sounded and the Referees have blown the final whistle. The warm-up time for all CAHL games will be set for 5 minutes.

For some associations though they follow a drop clock policy and can drop time off the clock and end the games on time.

There should either be a Referee and 2 linesmen named or Two Referees listed for the on-ice officials, one for the Official Scorer (the person managing the book) and there can be one or two Timekeepers names (person who runs the clock) for the two timekeeper's positions. Normally most places usually just have only one timekeeper and they sign in both places.

It is critical that the start and end times and names of the off-ice officials are recorded at or before the end of the game so the Referees can review the game sheet, complete any additional paperwork if needed and then sign off and return the game sheets to the Home Team Manager to distribute. This will also help with any complaints or appeals of the game as well. Please allow the Referees to record their own names and numbers.

The game sheet also documents all **players and team volunteers** participating in the game. Each team must clearly identify a player's name, number and if they are one of the Captains (C) or Assistant Captains (A). This can be done by the use of adhesive labels on each page or by the team's manager writing the roster in with a pen ensuring the information is legible on all copies.

Any player who is affiliated to the team can be part of the roster if all approvals have been attained and they will be identified as an affiliate player with (AP) by their name.

Any player who is overage for the division can be approved to play and when added to the roster when all the proper approvals will be identified as an overage player (OA).

Each Coach (C), Assistant Coach (AC), Manager (M), and Trainer (T) must be clearly identified and there cannot be more than 5 team volunteers on the roster or the bench at any time. All persons on the bench must be on the HCR roster or they will be deemed ineligible and sanctions will happen. Each player or volunteer must be identified with a line drawn through their name if they are not able or not allowed to play in the game. They must be marked absent (ABS), injured (INJ) or suspended (SUSP 1 / 2) followed by the game number and number of games they are to serve. Do not black out the name, just one thin line through it. People reviewing the game sheet must still be able to tell who is struck from the roster.

Also the starting Goalie for the team must be identified by (S).

Please identify all **players who scored a goal or assisted with the scoring of a goal** participating in the game. Each player will be only identified with their player number information as it is listed on their roster area of the sheet. Only one person will be credited with the goal and there can only be 2 assists granted. It is the discretion of the Referee to assign the goals and assists, but may ask for the assistance of the Off-ice officials or the team volunteers who scored and assisted for accuracy reasons.

When completing information relating to the **Scoring of a Goal**:

- Collect the information from the Referee and record the player who scored (G) and the assisting players (A) columns. Ensure that you show only one player number in each Assist (A) column box. If none or only 1 assist has been given, then the empty boxes should be blocked out with a line in or across the box as you chose.
- Each goal during the game has a number for the visiting or home team for ease of totalling and with each goal the period # and the time of the goal is recorded.
- Do not record players name but use only the number.

At the end of the game it is helpful to record the total goals scored (circling the number helps a busy sheet) and the shots on goal (SOG) if they have been recorded on the clock. Remember a shot on goal is any time a puck is directed at the net in some way intentionally or not that would have had the likelihood of going in the net if a goalie did not stop or prevent it from happening.

Finalize the area so no other information can be added to the rows below the goals scored and also the total goals for each team. The game sheet may then be handed off to the On-ice officials to complete the final review.

This following areas to identify all **players and team volunteers** participating in the game who have been assessed an infraction by the On-ice officials.

Team Signoff	Home Goalie Stats	Time Out	Visitor Goalie Stats	Team Signoff																																																															
H. Coach Name: Brian Sutter	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>P</th><th>#</th><th>On</th><th>Off</th><th>Shots</th></tr> </thead> <tbody> <tr><td>1</td><td>31</td><td>0:00</td><td>20:00</td><td>35</td></tr> </tbody> </table>	P	#	On	Off	Shots	1	31	0:00	20:00	35	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>Team</th><th>Period</th><th>Time</th></tr> </thead> <tbody> <tr><td>H</td><td>1</td><td>9:10</td></tr> <tr><td>V</td><td>2</td><td>15:30</td></tr> </tbody> </table>	Team	Period	Time	H	1	9:10	V	2	15:30	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>P</th><th>#</th><th>On</th><th>Off</th><th>Shots</th></tr> </thead> <tbody> <tr><td>1</td><td>29</td><td>0:00</td><td>15:30</td><td>22</td></tr> <tr><td>1</td><td>30</td><td>15:30</td><td>20</td><td>37</td></tr> </tbody> </table>	P	#	On	Off	Shots	1	29	0:00	15:30	22	1	30	15:30	20	37	H. Coach Name: Tamie Cox																													
P	#	On	Off	Shots																																																															
1	31	0:00	20:00	35																																																															
Team	Period	Time																																																																	
H	1	9:10																																																																	
V	2	15:30																																																																	
P	#	On	Off	Shots																																																															
1	29	0:00	15:30	22																																																															
1	30	15:30	20	37																																																															
Signature: <i>[Signature]</i>				Signature: <i>[Signature]</i>																																																															
Home Penalty	Home Penalty	Visitor Penalty nalty	Visitor Penalty nalty																																																																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>P</th><th>#</th><th>Srv'd</th><th>Offense</th><th>Min</th><th>Start</th><th>End</th></tr> </thead> <tbody> <tr><td>1</td><td>31</td><td>4</td><td>SL</td><td>2</td><td>6:35</td><td>4:35</td></tr> </tbody> </table>	P	#	Srv'd	Offense	Min	Start	End	1	31	4	SL	2	6:35	4:35	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>P</th><th>#</th><th>Srv'd</th><th>Offense</th><th>Min</th><th>Start</th><th>End</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	P	#	Srv'd	Offense	Min	Start	End								<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>P</th><th>#</th><th>Srv'd</th><th>Offense</th><th>Min</th><th>Start</th><th>End</th></tr> </thead> <tbody> <tr><td>2</td><td>6</td><td>4</td><td>CFB</td><td>5</td><td>10:16</td><td>15:16</td></tr> <tr><td>2</td><td>6</td><td>6</td><td>GM</td><td>10</td><td>10:16</td><td>N/A</td></tr> </tbody> </table>	P	#	Srv'd	Offense	Min	Start	End	2	6	4	CFB	5	10:16	15:16	2	6	6	GM	10	10:16	N/A	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr><th>P</th><th>#</th><th>Srv'd</th><th>Offense</th><th>Min</th><th>Start</th><th>End</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	P	#	Srv'd	Offense	Min	Start	End								
P	#	Srv'd	Offense	Min	Start	End																																																													
1	31	4	SL	2	6:35	4:35																																																													
P	#	Srv'd	Offense	Min	Start	End																																																													
P	#	Srv'd	Offense	Min	Start	End																																																													
2	6	4	CFB	5	10:16	15:16																																																													
2	6	6	GM	10	10:16	N/A																																																													
P	#	Srv'd	Offense	Min	Start	End																																																													

WHITE - Governor • CANARY - Visitor • PINK - Home

Any Misconduct penalties require an Official's Report

When completing information relating to a **Penalty**:

- Record the period number the infraction occurred
- Record the number of the offending player or name of the team volunteer assessed with the infraction and in the next columns the player's number who served the penalty, followed by the OFFENCE as identified by the Referee and the short code listed in the game sheet book. Also record the duration of the infraction (usually 2, 4, 5 and/or 10 minutes or a GM for Game Misconduct)
- Record the time the player was sent off the ice, the time the penalty will start and when the player is returned to the game. This may be less than or more than the 2, 4, 5 and/or 10 minutes assessed if the opposing team scores, the game is over; but may be longer if the assessed team already has 2 penalties being served or if the penalties are coincidental. See exceptions below for further descriptions of these events. In any case, record the time they actually returned to the game.

Notable Exceptions:

- When recording double minor penalties ensure that they are recorded as TWO SEPARATE penalties on two separate lines when asked by the Referee to do so. If not, they will be identified as 4 minutes in duration instead of 2 minutes. It is best if they are on two lines though as it makes it easier to identify the remaining penalty time if the other team scores during the first penalty.
- A team may only have 2 penalties being served on the time clock at any one time. If they are assessed a third penalty while 2 are being served, then the third penalty does not start until one of the players has served or the opposing team has scored during the penalty ahead of them. It is entirely possible that the player could remain in the penalty box for 2 minutes before their penalty time starts counting down and then the 2 minutes or more that they are assessed.
- When two players are issued coincidental penalties (assessed penalties at the same time) they are not returned to the ice surface when the opposing team scores and they do not return to the playing surface until the first stoppage in play after the time has been served. These do not have to be added to the score clock.

- When a player has been assessed a 5 minute major penalty the player assigned to serve the penalty serves the entire 5 minutes. They are not returned to the ice surface when the opposing team scores during their penalty duration. All 5 Minute Major Penalties come with a 10 minute game misconduct penalty as well and it must be added to the game sheet.
- When a player has been assessed a 10 minute Misconduct it is recorded on a separate line and if the player received other infractions it is always written below them.

At the end of the game (when the players have left the ice and are in the dressing rooms) it is helpful to record the total penalty minutes assessed. Then finalize the area so no other information can be added to the rows below the last recorded penalty on both sides of the page. The game sheet may then be handed off to the On-ice officials to complete the final review or completion of additional paperwork.

Additional Items recorded on the Game Sheet

- When teams take their time out it must be recorded on the top or bottom of the sheet on the side of the page the team is listed on. So it would be recorded as Time Out or TO – Period #, then the time on the clock it was taken. They are allowed 1 – 30 second timeout per game.
- For when a team has more than one goalie; when the backup goalie enters the game the period # and time is recorded on the top or bottom of the sheet on the side of the page the team is listed on. If space is available this can also be recorded in the area when the rosters are listed.
- Common coding for “specialty goals” are:

SHG	Shorthanded goal	PPG	Power Play Goal
ENG	Empty Net goal		

- Some Common Hockey Abbreviations

AGG	Aggressor	HOLD	Holding
BC	Body Check	HOLDS	Holding the Stick
BDG	Boarding	HS	High Stick
BE	Butt Ending	INSTG	Instigator
BM	Bench Minor	INT	Interference
BRS	Broken Stick	INTG	Goaltender Interference
CC	Cross Checking	KNEE	Kneeing
CFB	Checking From Behind	MP	Match Penalty
CHG	Charging	MISC	Misconduct
CHKH	Checking to the Head	PS	Penalty Shot
DE/IE	Dangerous or Illegal Equipment	RO	Roughing
DG	Delay of Game	SL	Slashing
ELB	Elbowing	SP	Spearing
FGB	Failure to Go to Bench	TMM	Too Many Men
FI	Fighting	TR	Tripping
FOP	Falling On Puck	TS	Throwing Stick
GE	Game Ejection	USC	Unsportsmanlike Conduct
GLC	Goalie Leaving Crease		
GM	Game Misconduct	HC	Head Contact
GRM	Gross Misconduct		

Referee Signals



Boarding



Delayed Calling Penalty



Hooking



Roughing



Bodychecking



Delayed Offside



Icing the Puck



Slashing



Butt-Ending



Elbowing



Interference



Spearing



Charging



Goal Scored



Kneeing



Tripping



Checking from Behind



High Sticking



Match Penalty



Unsportsman-like Conduct



Checking to the Head



Holding



Misconduct



Washout



Cross-Checking



Holding the Stick



Penalty Shot



4.0 FINES TO BE REVIEWED AND FINES PROCESS AND PROCEDURES

It is critical that the Game sheet is properly, accurately, and filled out in its entirety. In the event that you don't or won't fill out the game sheet correctly, the failure to do so properly will result in a fine to the Team.

The following table lists items that the Tier or Lead Governor will take action on when it is noticed or is an issue. The following form on the next page will be used to issue the fine to the team directly unless it is listed as to be reviewed to other volunteers. When the fully completed copy the form to the Team Manager of the team in question, that teams CAHL Director, the CAHL Treasurer.

Fine Table

In an effort to make the actions clear around the recommendation of fines you will only get one warning. After that then the following will be reviewed and considered for fines. This can be avoided just by completing the game sheet and its data entry properly and in a timely manner as identified in the CAHL Policies and Regulations.

Event or Issue
Any Game data entry not completed by Monday at Midnight following a weekend. This allows all of Monday to get it completed.
Home Teams not notifying the visiting team that a Ref or Linesman are a relative of a player
Game issues in section 5 part a, b, c or j of the Regulations
Teams failing to provide a legible, properly filled out and signed game sheet
Teams failing to provide start, drop clock or end times of games on the game sheet
Any noticeable time sheet alterations or complaints there of

In addition to the above table any items forwarded to the Governors group by other CAHL Volunteers will be monitored and communicated as needed.



CENTRAL ALBERTA HOCKEY LEAGUE
Governor Fine Issuance Form

Please complete this form and send it to the Team Manager and CAHL Director of the team, cc the CAHL Treasurer at cahltreasurer@gmail.com with copies to the appropriate Lead Governors and Governor in Chief. Refer all other fine related issues as mentioned below to the GIC, responsible VP's and/or President.

Date: **Name of League Volunteer:** [Click here to enter text.](#)

Fine Issued to: **Role of League Volunteer:** [Click here to enter text.](#)

Name of Association: Team Name: [Click here to enter text.](#)

Home Team: Visiting Team:

Game number: League Tier and Division:

Reason(s):

- Regulation 3-b) - Failure to be available for play or refuse or refuse to play during the tiering round, fined \$100 -forward to the GIC and President for review
- Regulation 3-f) - Failure to be available for play the first two (2) weekends of the regular season schedule and for the last weekend of the regular season schedule -forward to the GIC and President for review – fine to maximum of \$600.00
- Regulation 4 d) –Failure to advise opposing team that an on – Ice Officials is a relative of a player and signed off on the Game Sheet to that fact. Fined a maximum of \$100.00 - forward to the GIC and President for review
- Regulation 5 – Failure to follow a, b, c or j – Drop Clock and Game Management issues. Fined a maximum of \$100.00 - forward to the GIC and President for review
- Regulation 7 a) – Failure to enter completed weekend games results into the website by Monday at Midnight - \$50.00 fine for each game violation
- Regulation 7 b) – Failure to have Game Sheets verified with head Coach or Managers' signature, are not legible, or are not signed by the on-ice and off-ice officials - \$50.00
- Regulation 7 c) – Failure to send a legible copy of the game sheet and/or an Officials Game Report electronically to their Governor within 24 hours of game completion - \$50.00 and forward to the GIC and President for review
- Regulation 7 c) – Unable to verify a Game Sheet due to lack of information - \$50.00 fine
- Regulation 7 e) – Failure to have legible On-Ice Officials names on a Game Report - \$50.00 fine
- Regulation 7 f) – Failure to have legible Game Warm up, Start, End Time of day or drop clock time on the Game Sheet - \$25.00 fine per item missed.
- Regulation 12 – Failure to report any incident of Suspension or potential Suspension to the Governor within 12 hours - \$100.00 fine per item missed.
- Regulation 12 – Coach or Player participated in a game before being advised they have served their suspension by the governor. - forward to the GIC and President for review

Further Comment(s):

Total Fine Amount to be Paid - [Click here to enter text.](#)

Make all fines payable to and mail to: Central Alberta Hockey League, Box 143 Bassano, Alberta T0J 0B0

5.0 TIMEKEEPERS ADDITIONAL INFORMATION AND PROCEDURES

Responsibilities of the Game Timekeeper

- Record the time of the start and finish of each game, and all actual playing time during the game.
- Stop the clock only on the officials whistle and also automatically at the end of the period if needed. If the buzzer does not automatically sound at the end of the period, operate it for 2 seconds.
- Announce or have announced when ONE MINUTE of actual playing time remains in each regulation or overtime period.
- In any dispute regarding time, refer the matter to the Referee for a final decision.
- Possess a sound knowledge of the playing rules, especially those pertaining to responsibilities of off-ice officials.
- Be familiar with the type of clock and public address system used in the arena.
- Ensure the public address system is used only by the responsible people. Speak slowly and clearly. Check the correct pronunciation of unfamiliar names.
- Advise the Referee of any problem pertaining to the required duties.
- Timekeepers should be familiar with the most common length of Minor penalties, Major penalties and for Misconduct penalties.
- Keep the time served by each penalized player during the game and, upon request, inform the penalized player as to the unfinished time of the penalty. Open the door when a time penalty expires (the penalty time disappears from the clock), to avoid players returning early. Ensure the door is closed properly after the player returns to the ice. If a player leaves the penalty bench before the time has expired, note the time and notify the Referee, who will deal with the situation at the first normal stoppage in play.
- If a penalized player verbally or physically harasses any of the off - ice officials, this should be directed to the attention of the Referee at the first stoppage of play.

NOTE: Referees have been instructed to blow the whistle to stop play when a goal has been scored. Do not look for the red light signal or cheering from the stands. The time on the clock shall start when the puck is dropped by the official.

Game Timekeeper Clock Instructions – The time clocks are different in many buildings so people working the facility should be familiar and able to complete the following actions when the clock features are available.

- To set clock time at the start of the warm up and each subsequent period of play
- To add 2, 4 and 5 minute penalties to the clock
- To stack more than 2 penalties at one time for a team
- To clear penalties in situations other than they run out with the clock timer
- To add or remove shots on goal
- To add or remove goals scored
- To complete a 30 second timeout
- To return the clock to time of day at the end of the game

6.0 OFFICIALS INCIDENT REPORT FORM

At any time a penalty with a misconduct penalty, a Major Penalty and a Misconduct Penalty is called the Referee's will also fill out an Officials Incident Report for the game for these infractions.



www.cahlhockey.com

**CENTRAL ALBERTA HOCKEY LEAGUE
OFFICIALS INCIDENT REPORT
(Please Print Legible)**

<i>Home Team</i> _____	<i>Visiting Team</i> _____
<i>Game Played At</i> _____	<i>Date</i> _____
<i>Time</i> _____	<i>Category</i> _____
<i>Level</i> _____	
<i>Game Type: (Circle one)</i> <i>League</i> <i>Playoff</i> <i>Exhibition</i> <i>Tournament</i>	
<i>Referee</i> _____	<i>Number</i> _____
<i>Linesmen</i> _____	<i>Number</i> _____
<i>Linesmen</i> _____	<i>Number</i> _____

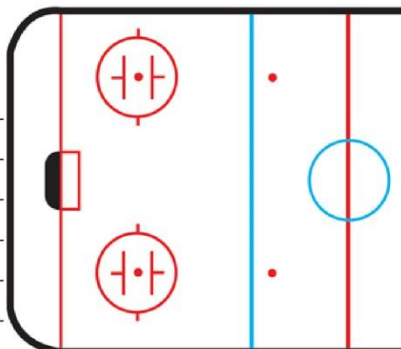
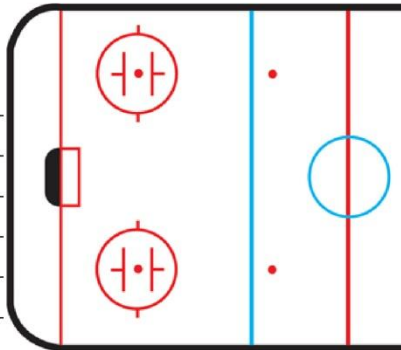
<i>Player</i> _____	<i>Number</i> _____	<i>Team</i> _____
<i>Time of Incident</i> _____	<i>Period</i> _____	<i>Rule (s)</i> _____
<i>Incident Description</i> _____		

<i>Signature</i> _____		

<i>Player</i> _____	<i>Number</i> _____	<i>Team</i> _____
<i>Time of Incident</i> _____	<i>Period</i> _____	<i>Rule (s)</i> _____
<i>Incident Description</i> _____		

<i>Signature</i> _____		

THIS SECTION TO BE COMPLETED BY VP/GOVERNOR	
<i>Game Suspensions</i>	
<i>Coach Player (Including No.)</i>	<i>No. of Games</i>
_____	_____
_____	_____
_____	_____



WHITE - Home Team. To be sent to Governor within 24 hours. **YELLOW** - Home Team **PINK** - Visiting Team **Orange** - Referee Copy

If you have concerns, issues or wish to recommend changes or additions to this manual, please contact the CAHL Secretary with that information. Thank you

Document History

Original approval	This document was originally created and presented to the membership by – Doug Durbano / James Parks / Jason Vincent / Terry Siverson
--------------------------	--

Review history	The following identifies the Membership review of this document	
Date	Reviewed by	Comments
Dec 1, 2014	D. Durbano / J. Parks / J. Vincent / T. Siverson	Initial Review
April 14, 2015	CAHL Executive / CAHL Governors	Final Review and Presentation to CAHL Directors for Approval
June 1, 2016	D. Moulton / T. Siverson	Update Review and addition of CAHL regulation 4 (k)
		Additions of Section 4 the Governor Fine form and information
Sept 30, 2017	T. Siverson	Update forms to new game sheet and scratch sheet
August 15, 2018	T. Siverson	Updated forms and wording
Sept 14, 2023	T. Siverson/C. Rooke/A. Arsenault	Updated wording for clarity and to AB1 requirements version 5