

New Richmond Youth Hockey Association



OFF-ICE OFFICIALS MANUAL **General Information** **2008-2009**

Revised January 4, 2008

Purpose of This Document

This document is intended as a supplement to the USA Hockey Off-Ice Officiating Manual, Third Edition. It does not supercede the USA Hockey (USAH) manual; instead this manual goes into more depth and specifics regarding games played under the auspices of the New Richmond Youth Hockey Association (NRYHA). It also covers games played under National Federation of State High School Associations (NFHS) Hockey rules.

What is an On-Ice Official?

The on-ice officials are the kids, men, and women in striped shirts on the ice. The on-ice officials (referees and linesmen) have the responsibility for the general supervision of the game. Referees call most penalties and have ultimate authority over the game. Linesmen primarily call icing, off-sides, and certain, specific penalties such as too many players on the ice. There are three officiating systems used in NRYHA games: (A) Two Referee, (B) One Referee, Two Linesmen, and (C) Two Referee, One Linesman system.

Two Referee

Both officials have the responsibilities of a Referee and of a Linesman. Neither will be wearing orange armbands.

One Referee, Two Linesmen

The official with the orange armbands is the Referee. The Linesmen will not have armbands.

Two Referees, One Lineman

This system is only used when one of the teams that are playing is a NFHS (WIAA) team, either Varsity or Junior Varsity. The officials with orange armbands are Referees. The Linesman will not have armbands. Any game that is played when at least one of the teams is a NFHS team must be officiated with this system—there are no exceptions. If neither team is a NFHS team, this system may not be used—no exceptions. If one of the teams is USAH and one is NFHS, the officials must be all be certified with both organizations.

What is an Off-Ice Official?

To quote the USA Hockey manual, the “Off-Ice officials are considered an extension of the on-ice officiating team.” The off-ice officials assist the on-ice officials so that the on-ice officials may concentrate on the players and the game. For most youth hockey games, the off-ice officials are volunteers. A minimum of four off-ice officials are needed for a game (game clock operator, Official Scorer, and two penalty box keepers). In NFHS games, the host school may provide the off-ice officials. Off-ice officials are not required to have the same training that the on-ice officials are required to have. However, there are opportunities for off-ice officials to gain more knowledge of the rules and become a more effective off-ice official.

Please see the USA Hockey manual and the USA Hockey web site for more information about becoming an affiliated (non-skating) member of the USA Hockey Officiating Program.

What is Expected From an Off-Ice Official?

The on-ice officials expect the off-ice officials to perform their duties as outlined in this manual. The on-ice officials understand that the off-ice officials are volunteers and want to cheer for their sons, daughters, and friends on the ice. Cheering is fine as long as it is (A) positive and (B) is not excessive. What off-ice officials may not do at all is dispute the rulings of the on-ice officials or disrupt the game by criticizing players, coaches, or on-ice officials. They also may not coach players from the scorer’s bench or the penalty boxes. Off-ice officials are held to a higher standard than the fans in the stands. If an off-ice official is a problem, he/she will be ejected from the game and an Incident Report will be filed.

[New Richmond Youth Hockey Incident Report](#)

The Off-Ice Officials

Game Timekeeper

The Game Timekeeper is responsible for running the clock. Generally speaking, the Game Timekeeper will be a volunteer from the home team because they are more likely to know how to run the clock. Associations have been asked to have training sessions for their teams on the procedures for running the clock. Please make sure that you know how to run the clock before you are a Game Timekeeper.

The on-ice officials are not responsible for teaching you how to run the clock. In fact, they may not know how to run the clock. You should familiarize yourself with:

How to set time on the clock

How to set penalty time on the clock

How to clear penalty time from the clock

How to change the score on the clock

How to change the period

How to start the clock running

How to stop the clock

The length of period, penalties, etc. for the type of game

The rules for penalty termination

At the start of the ice time, promptly arrive at the scoring table. Make sure that penalty timing is enabled; this varies among scoreboard consoles. Put the warm-up time on the clock and start it. At the end of the warm-ups the horn will sound. Set the period to 1 and put the proper time on the clock for the period. When the on-ice official is ready to conduct the face-off at center ice, he/she will point to you to make sure that you are ready. Simply nod your head or give a “thumbs up” signal to acknowledge that you are ready. Note: the on-ice officials will only check to make sure that you are ready to run the clock for the opening face-off of each period. For all other faceoffs they will assume that you are ready and are watching for the puck to drop. If the on-ice officials call a penalty that is to be placed on the scoreboard clock, quickly enter the team, players number (if the console supports player numbers), and the length of the penalty. All games are stop time. Please see the rules regarding running time.

Official Scorer

The Official Scorer has responsibilities before, during, and after the game. Generally the Official Scorer will be a volunteer from the visiting team if the Game Timekeeper is from the home team. The various sections of the score sheet are explained later in this document. You should familiarize yourself with:

The information that is to be recorded on the score sheet

The length of period, penalties, etc. for the type of game

The rules for penalty termination.

Prior to the start of the ice time, the Official Scorer should have a completed score sheet including game information, team information, and coach information. Please have this ready for the inspection by the on-ice officials during warm-ups. The on-ice officials need to count players and verify the information on the score sheet prior to the beginning of the game. If there are problems with the information on the score sheet, the on-ice officials will have to have them corrected before the game can begin. If the score sheet is not ready and correct, the game cannot start until the problems have been rectified. If the game is delayed, the lost time will not be made up (USAH). During the game the Official Scorer records all goals, assists, and penalties. If you are not sure what to enter on the score sheet, please ask for a clarification from an on-ice official. In the event that you are made aware that a player was omitted from the score sheet at the start of play, please get the attention of the on-ice officials at the next stoppage of play. You must have their approval before adding the player to the score sheet and the player's team will be assessed a Bench Minor penalty.

At the end of each period the Official Scorer records the total goals, assists, and saves for the period.

At the end of the game the Official Scorer records the total goals and saves. The Official Scorer signs the score sheet and gets signatures from all on-ice officials. Please be patient waiting for the on-ice officials to sign the score sheet. They have responsibilities that take precedence over

signing the score sheet including watching the players during the handshake, getting the teams safely off the ice. They will come to the scoring table (USAH) and sign the score sheet when they are able to do so. Do not draw lines or X's below the rosters, scoring, and penalties. The on-ice officials will do that when they check the score sheet and sign it. For NFHS games, take the score sheet to the officials in their locker room to have it signed.

Penalty Box Keeper

There are two Penalty Box Operators. The Penalty Box Operators should know the rules for penalty termination and should always know when players come out of the penalty box. If you have a question about the termination of a penalty, ask the on-ice officials. You should familiarize yourself with:

The length of period, penalties, etc. for the type of game

The rules for penalty termination

Some things to remember as a Penalty Box Operator:

As a player's penalty is about to expire and the player is about to return to the ice, count down the last 5 seconds of the penalty and start to open the penalty box door on 1. If you see that an on-ice official is going to be right in front of the penalty box when a penalty expires, please try to warn them that a player is coming out of the box. During running time, you can only allow the penalized player out of the penalty box while play is going on, not during a stoppage of play. If you are going to let a player out of the penalty box during a stoppage of play, ensure that there is no altercation occurring on the ice. If there is, hold the player until the altercation is stopped. If you let the player on the ice during an altercation, he/she will have a tendency to go to the altercation. The penalty for entering an altercation is either Game Misconduct (USAH) or a Game Disqualification (NFHS), so you

are doing the player a favor by keeping them in the penalty box until the altercation is over.

Avoid doing anything to antagonize a player in the penalty box. They generally are not happy about being in the penalty box and will not be appreciative of any criticism from you.

If you are having problems with the conduct of a player in the penalty box, alert the on-ice officials during a stoppage of play. They will deal with the player—that is not your responsibility and you should not attempt to do so. You may not coach players from the penalty box. Penalty box operators are part of the officiating staff, not the coaching staff.

Score Sheet

Score sheets vary in their appearance. However, the information on the score sheet is fairly standard. For purposes of discussion. The sections on this score sheet are:

Section 1 – Game Information

Sections 2 & 3 – Team Information

Sections 4 & 5 – Coach Information

Section 6 – Scoring

Section 7 – Penalty Codes

Section 8 – Penalties

Section 9 – Summaries

Section 10 – Signatures

Prior To Game Start

Some of the sections of the Score Sheet must be completed before the start of the game. Please have these sections completed and the score sheet ready for the inspection by the on-ice officials during warm-ups. The on-ice officials need to count players and verify the information on the score sheet prior to the beginning of the game. If there are problems with the information on the score sheet, the on-ice officials will have to have them corrected before the game can begin. If the score sheet is not ready and correct, the game cannot start until the problems have been rectified. If the game is delayed, the lost time will not be made up (USAH).

Section 1 – Game Information

The following information must be recorded on the score sheet:

The date of the game in mm/dd/yyyy format

The rink at which the game is being played

If the game is a league game, enter the game #; if it is not a league game, just draw a horizontal line.

Enter the scheduled time for the start of the game in hh:mm A/PM format.

Enter the age level, for example Peewee.

Examples

This is a Peewee league game (MN District) played on January 24, 2008 at 10:40 AM. It is being played at the New Richmond Sports Center.

This is a Squirt game played on February 2, 2003 at 2:30 PM. It is being played at New Richmond Sports Center.

Sections 2 & 3 – Team Information

The following information must be recorded on the score sheet (the information that is entered for both the Home team and the Visitor team is the same):

List the team name such as Squirt B.

Each player must be listed.

Goaltenders are listed first—they must be designated as goaltenders.

For each player, record their number and name.

Ideally, the players should be listed on the score sheet by number.

Throughout the game, players are identified by number, not by name. If the players are listed by number, it makes it easier to verify that they are on the score sheet.

If a player is a Captain or Alternate, this should be recorded on the score sheet. Just write either a “C” or an “A” in the margin next to their name. A team may only designate one Captain and up to two Alternates for a game. Only these players may exercise the privileges of the Captain. A goaltender may be designated as a Captain or Alternate, but may not exercise the privileges of a Captain. Designating a Captain or Alternate is not usually necessary at the Mite, Squirt, or U10 level because the on-ice officials will usually do all of their communication with the coaches at these levels.

A player may be listed on the score sheet even if they are not playing for that game (for example due to an injury). If they are not listed at the start of the game and arrive later, the team will be assessed a Bench Minor penalty when the player is added to the score sheet. If you do add a player to the score sheet after the start of the game, you must call it to the attention of the on-ice officials.

If a player or coach is sitting out a Game Misconduct (USAH) or a Game Disqualification (NFHS), this should be noted on the score sheet.

It is permissible to enter the team roster on the score sheet with an adhesive label. Just ensure that the label is on each copy of the score sheet and that the label is the same on each copy.

Examples

The team is New Southwest 2

The goaltenders are Goal Tender and Puck Stopper.

Goal Scorer is the Captain.

Play Maker and Blue Liner are the Alternate Captains.

HOME	
Team Name	Southwest 2
#	Name
1	G. Tender
27	P. Stopper
3	F. Skater
5	D. Rock
C 7	G. Scorer
8	G. Call
11	T. Ball
A 12	P. Maker
16	A. Smith
20	J. Smith
24	P. Killer
28	T. Keeper
37	O. Scorer
A 44	B. Liner
49	B. Check
53	T. Late
82	N. Guy

Sections 4 & 5 – Coach Information

The following information must be recorded on the score sheet (the information that is entered for both the Home team and the Visitor team is the same):

For each coach, list his/her name.

For each coach, list their Coaching Education Program information including (1) CEP number, (2) level, and (3) date the level was earned. On-ice officials may not be verifying CEP information with CEP cards. However, if the required information is not provided, the on-ice officials will make a note on the score sheet and file an Incident Report. All team personnel on the bench must have CEP information listed.

For the Head Coach's, list the phone number.

List the Team Manager's (Team Rep) name and phone number.

Examples

The head coach, H. Coach, is a Level 3; he achieved that level in 2007. His CEP number is 1234 and his phone number is 555-1234.

The assistant coaches, A. Coach and D. Jammer both are Level 2 and they both achieved that level in 2007. Their CEP numbers are 1487 and

The phone number for the team manager, T. Rep, is 555-1234.

H. Coach Head Coach's Name 555-4321 Phone Number 1234-3-2002 CEP Information
A. Coach Assistant Coach's Name 1487-2-2002 CEP Information
D. Jammer Assistant Coach's Name 1488-2-2002 CEP Information
Assistant Coach's Name CEP Information
T. Rep Manager's Name 555-1234 Phone Number

Section 7 – Penalty Codes

The penalty codes listed on the score sheet should be used. If you cannot find a code, ask the Referee. Some codes, such as Body Checking (BC), may not be listed. Do not use MJ for a Major penalty. A Major is determined by the type and length of the penalty.

PENALTY CODES					
BP	BENCH PENALTY	F	FIGHTING	KN	KNEEING
BPU	BENCH PENALTY UNSPORTSMANLIKE	GM	GAME MISCONDUCT	M	MISCONDUCT
B	BOARDING	H	HOLDING	MJ	MAJOR
BE	BUTT ENDING	HB	HEAD BUTTING	MP	MATCH PENALTY
C	CHARGING	HC	HEAD CHECK	R	ROUGHING
CB	CHECKING FROM BEHIND	HF	HOLDING FACEMASK	S	SLASHING
CC	CROSS CHECKING	HK	HOOING	SP	SPEARING
DG	DELAY OF GAME	HS	HIGH STICKING	T	TRIPPING
E	ELBOWING	I	INTERFERENCE	U	UNSPORTSMANLIKE
EQ	ILLEGAL EQUIPMENT	K	KICKING		

Section 8 – Penalties

When the Referee assesses a penalty, he/she will come to the scoring table and report the penalty. Most penalties will be Minor Penalties. The Referee may also assess Major Penalties, Misconduct Penalties, Game Misconduct penalties, Match Penalties (USAH), and Game Disqualifications (NFHS). Generally there will be only one penalty on a player but there are occasions when there will be multiple penalties on a player; these include Checking From Behind, which will be a Minor and a Misconduct or a Major and a Game Misconduct, or a Head Check which may be a double Minor.

Each penalty must be recorded on a separate line.

Record the team (H or V).

Record the player number.

Record the penalty code

Record the period.

Record the time that the player left the ice.

Record the length of the penalty

Record the time that the penalty starts. This will generally be the same time as the "Off" time, which is the remaining time on the clock. However, if a player receives multiple penalties of any type, they will be served consecutively; one will not start until the previous one expires, either by clock time or by a goal being scored.

If a player receives a Minor or a Major penalty with a Misconduct penalty, an additional player will be placed in the penalty box to serve the Minor/Major. The offending player must stay in the penalty box the whole time and the Misconduct penalty does not start until the Minor/Major has expired.

If there are matching (coincidental) penalties on both teams (for example a Minor penalty on each team), no time will be placed on the clock but the penalties must be served. In this case the players do not come out of the penalty box until the first whistle after their penalties expire.

Guidelines for a more detailed explanation of coincidental penalties.

If a team already has two or more players serving Minor or Major penalties with time on the clock, the new penalty does not start until after the expiration of one or more of the penalties. A team may never skate short more than two players.

If a team receives a Bench Minor penalty, record the penalty but do not record the number of the player that is serving the penalty—it does not count towards his/her penalty total.

If this is the fourth or fifth penalty on that player, inform the referee. A player with 5 or more penalties in a USAH game receives an automatic Game Misconduct and must leave the game. A player with 4 or more penalties in a NFHS game must leave the game but does not receive any additional penalties.

Make sure that the Game Timekeeper knows what time to put on the clock, if any. Make sure that the Penalty Box Keeper knows what time to let the player out of the box.

If there is any question, ask the Referee.

When the player returns to the ice, record the time on the clock under “On”.

Examples

The first penalty was Slashing to #16 from the home team with 6:21 remaining in the first period. No goal was scored and the penalty expired at 4:21.

The second penalty was Tripping to #44 from the home team; the third penalty was Roughing to #9 of the visiting team. These penalties were with 3:04 remaining in the first period. Since these were coincidental penalties, no time was placed on the clock, the teams skated at full strength, and the two penalized players had to remain in the penalty box until the first stoppage of play after 1:04—which was at :47.

The game continues to get more physical. #9 from the visiting team gets called for Checking from Behind at 13:22 of the second period; this carries an automatic Misconduct penalty. The penalties are entered on separate lines. A teammate was sent to the penalty box to serve the Minor penalty. At 12:48 the home team scored so the Minor penalty was terminated and the replacement for #9 came out of the penalty box. The time for the Misconduct then began; #9 was allowed to come out of the penalty box at the first stoppage of play after 2:48, which was at 2:31.

The next penalty was Hooking to #7 from the visiting team with 10:29 remaining in the second period. The home team scored at 9:58, so the penalty was terminated.

The next penalty was Cross Checking to #44 from the home team with 1:17 left in the second period. The visiting team did not score on the penalty and the power play carried over to the third period (the periods were 15 minutes in length).

Then the home team lost their composure and took a series of penalties. First, #49 was called for Roughing at 9:28, giving the visiting team a 5-4 advantage.

Next #24 was called for Elbowing at 9:04, giving the visiting team a 5-3 advantage.

Then #20 was called for High Sticking at 8:48. Because the visiting team was already down two players, the penalty to #20 was delayed. At 8:16, the visiting team scored; the penalty to #49 was terminated, #49 came out of the penalty box (because it was during a stoppage of play), the penalty to #20 started, and the on-ice strength remained 5-3.

At 7:04 the penalty to #24 expired, #24 came out of the penalty box, and the on-ice strength became 5-4.

At 6:16 the penalty to #20 expired, #24 came out of the penalty box, and the teams were at full strength.

At 7:12 an altercation occurred. #11 from the home team and #9 from the visiting team were each given a Major for Fighting and a Game Misconduct; the penalties were recorded on separate lines. These penalties gave #9 a total of five penalties, which is an automatic Game Misconduct. Thus #9 was assessed a second Game Misconduct penalty. Each team had to send a player to the penalty box to serve the Major penalties. Since these were coincidental penalties, the on-ice strength remained 5-5. The replacements for the penalized players were allowed out of the penalty box at the first stoppage of play after 2:12, which occurred at 1:49.

At 6:32 the visiting coach was called for a Bench Penalty for abuse of the officials. A player was sent to the penalty box to serve the Minor, but the player's number was not recorded because it was a team penalty not a penalty to the player. No goal was scored so the penalty expired at 4:32.

With :44 remaining, #11 of the visiting team was called for Slashing. That penalty did not expire because the game ended. The penalty did not carry over to the next game.

Game Misconduct Penalty, Match Penalty, Incident Report or Game Disqualification, they will require information from the score sheet.

Once the score sheet has been signed by the on-ice officials, it may not be changed, even by them.

Length of Periods and Penalties

Below are the length of periods and penalties MN District & NRYHA games.

MN District Hockey Game Times

For All Levels

No overtime

6 goals or more differential in 3rd period goes to running time

No time outs are allowed

2 minute penalties

3 penalties = Game Misconduct

Squirts:

5 minute warm-up

3-12 minute stop time periods

1 minute rest time between periods

PeeWee and Bantam C (NRYHA Bantam B)

5 minute warm-up

3-11 minute stop time periods

1 minute rest time between periods

Bantam B (NRYHA Bantam A)

5 minute warm-up

3-17 minute stop time periods

1 minute rest between 1st and 2nd period

Ice Resurfacing between 2nd and 3rd period

U-10 & U-12

5 minute warm-up

3-13 minute stop time periods

1 minute rest time between periods

U-14

5 minute warm-up

3-15 minute stop time periods

1 minute rest between 1st and 2nd period

Ice Resurfacing between 2nd and 3rd period

WAHA Game Times/ any other games

For All Levels

No overtime

6 goals or more differential in 3rd period goes to running time

1 timeout allowed

5 penalties = Game Misconduct

Squirts & U-10

5 minute warm-up

3-12 minute stop time periods

1:30 penalties

1 minute rest time between periods

PeeWee & U-12 & U-14

5 minute warm-up

3-15 minute stop time periods

2:00 minute penalties

1 minute rest time between periods

Bantam

5 minute warm-up

3-15 minute stop time periods

1 minute rest between 1st and 2nd period

2:00 penalties

Ice Resurfacing between 2nd and 3rd period

NRYHA Tournament Game Times

Tournament game times are dictated by the NRYHA Tournament Director

Junior Varsity Games (NFHS)

5 minute warm-up

3-15 minute stop time periods

1 minute rest between 1st and 2nd period

2:00 penalties

Ice Resurfacing between 2nd and 3rd period

Running time goes into affect any time a six (6) goal lead has been established **in the second or third period**. If the lead is cut to less than six (6) goals, stop time resumes. Running time stops for reporting goals, reporting penalties, injuries, or at the direction of the on-ice officials. These are generally the times used for Junior Varsity (JV) games. Warm-up times, intermissions, and resurfacing may vary.

Varsity Games (NFHS)

10 minute warm-up

3-17 minute stop time periods

Ice Resurfacing between each period

2:00 penalties

If the teams are playing 17-minute periods, the warm-ups are 10 minutes, no exceptions.

Running time goes into affect any time a six (6) goal lead has been established **in the second or third period**. If the lead is cut to less than six (6) goals, stop time resumes. Running time stops for reporting goals, reporting penalties, injuries, or at the