

**MCFARLAND YOUTH HOCKEY ASSOCIATION**  
**TEAM MANAGER**

**Off-Ice Officials Training Guide**

*Please note: This is a condensed version of the DCOA's Off-Ice Officials Manual found on MYHA's website within Team Rep Docs.*

**General**

- The Off-Ice Officials are considered part of the officiating team.
- The following roles need to be filled:
  - Timekeeper/Running scoreboard – Home team
  - Official Scorer/Keeping score sheet – Typically Home team
  - Penalty Box – (2) – one from each team
- Expectations of Off-Ice Officials
  - Perform duties
  - If a situation or explanation is unclear, always ask for clarification from the On-Ice Officials
  - Always respect the final decision of the On-Ice Officials
  - You may cheer for your team, however, :
    - Be positive at all times
    - Don't be excessive (bang on boards)
    - Act appropriately
    - Don't criticize On-Ice Officials
    - Will be held to a higher standard than spectators
- On-Ice Officials cannot eject spectators, the coach must.

**Timekeeper/Running Scoreboard**

- Duty of home team because of familiarity with scoreboard
- Arrive early and be sure you know how to run the clock
- An instruction manual is located in our scorekeepers box
- Blow horn on last lap of ice cleaning to warn teams and On-Ice Officials.
- Add a 4 minute warm up time on the clock.
  - On-Ice Officials will go on the ice first & check out everything. They will notify the players when it's ok to go on the ice.
  - Once the last player enters, start the clock for the 4 minute warm-up.
- Clock Duties
  - Set time
  - Set/clear penalties
  - Change score
  - Start/stop clock at the right times
  - Know the time lengths based on the age level playing for periods, penalties, etc.
- Be sure to pay attention when starting/stopping the clock
  - Clock STARTS at the execution of a face-off
  - Clock STOPS when the whistle blows
  - Acknowledge On-Ice Officials with a nod at the start period
- Get penalties up promptly after the On-Ice Official has communicated the penalty with you
- When a power play goal is scored, you can remove the penalty from the clock (in most situations)
- If a game is running long and may run out of ice time, On-Ice Officials may tell you to reduce the remaining time on the clock.

## Official Scorer/Maintain Score Sheet

- Complete score sheet prior to start of game:
  - Players names, numbers and positions (3 stickers are generally used per team & placed on each score sheet)
  - Coaches info and CEP numbers/expiration dates (should be included on Game Stickers)
  - Identify captains (C), assistant captains (A), and goaltenders (G)
- On-Ice Officials will inspect the score sheet before the game & obtain coaches signatures
- Record goals, assists, penalties as reported by the On-Ice Officials
- Record saves each period for each goalie as reported by the Penalty Box Operator
- Record number of goals for each period
- As an Off-Ice Official, you may correct the On-Ice Official if you see a mistake was made in awarding a goal or an assist.
- Penalties:
  - The On-Ice Official will skate to the score keepers box and tell you the penalty. If you don't understand the penalty or time, ask the On-Ice Official.
  - Record the period, jersey number of the skater, length or type (minor, major, misconduct), and actual infraction assessed, time penalty occurred (stoppage of play), time on (time player went back on the ice).
  - A major penalty can never be terminated because a goal is scored
  - Misconduct: Minor served first by another skater, skater cannot get back on the ice until next stoppage of play after penalty time served
  - *Reference page 4 for more on Penalties*
- After the game:
  - Check for accuracy and neatness
  - Don't cross out any unused areas of score sheet
  - Obtain On-Ice Officials signatures after the game
  - Sign the sheet yourself as Official Scorer
  - Distribute copies of score sheet to each team manager, usually last copy. Home team manager should keep the first and second pages and file with Team Documentation.
  - If there is a game misconduct or match penalty, the On-Ice Officials receive the top copy of the score sheet

## Penalty Box Operator

- Work own team's penalty box
- Open/close door for penalized skaters
- Know the penalty terms
- Count down last 5 seconds of the penalty for the skater
- Skater cannot get on ice until after penalty time expired
- Don't antagonize or make comments to the skater
- If skater is misbehaving, notify the On-Ice Official and let them handle it. DO NOT handle it on your own!
- Record goalie saves for the goalie on your side.
  - A save is defined as a shot on the goaltender that would have went in the goal if the goaltender had not stopped it.
  - The goaltender just touching the puck does NOT always count as a save.
  - Confirm with the scorekeeper that you are recording saves for your penalty box end of the ice.
  - Make sure you have a sheet of paper and pen/pencil
  - Tell scorekeeper the number of saves after each period
  - Coincidental AND Major penalties: Skaters cannot get on the ice until after the penalty time expires and then the next stoppage of play.
  - Minor penalties are served first before misconduct penalties.

## Penalties

### Types:

- **Bench Minor Penalty:** A player will serve 2 minutes\* for an infraction that occurs in the bench area. The offending team will play shorthanded for the duration of the 2 minutes.
- **Coincident Penalties:** Occur when player(s) from each team receive penalties of equal duration during the same stoppage of play. When this occurs each time is allowed to substitute on the ice for the penalized players.
- **Major Penalties:** More severe infractions that are considered injury potential. In this case, the offending player will serve 5 minutes\* in the penalty bench and the team will skate shorthanded.
- **Match Penalties:** Are assessed when a deliberate injury or attempted injury to an opponent occurs. The offending player will be removed from the game and additional suspensions may result. The team will also be required to skate shorthanded for 5 minutes\*.
- **Minor:** The player who committed the infraction will be ruled off the ice for 2 minutes \* during which time no substitute will be permitted.
- **Misconduct Penalties:** The offending player will be ruled off the ice for a period of 10 minutes\*, but a substitute will be allowed to take his place on the ice. Game misconduct penalties require removal from the game and possibly additional suspensions.
- **Penalty Shot:** Awarded when an infraction committed denies an opponent a reasonable scoring opportunity.

*\*Penalty length may vary based on age level.*

### Penalty Infractions:

Boarding	High-sticking
Body Checking (in non checking age levels)	Holding
Butt-ending	Holding the face mask
Charging	Hooking
Checking from behind	Interference
Charging from behind	Kicking
Cross-checking	Kneeing
Delaying the game	Roughing
Elbowing	Slashing
Equipment violation	Spearing
Fighting	Too many players on the ice
Head-butting	Tripping
Head contact	Unsportsmanlike conduct