



Guelph Hockey Referees Association

Off-Ice Officials Manual

June 2019

RESPONSIBILITIES OF THE OFF-ICE OFFICIALS

General Information

Remember, you are an official and you must act accordingly, remaining neutral just as the officials on the ice.

Off-ice officials are under the supervision of the Referee. As per rule 40 (d), "the Referee shall have full authority and the final decision in all matters under dispute. His decision shall be final on all questions of judgment and not subject to appeal."

Off-ice officials should refrain from criticizing the work of any other official at any time.

Off-ice officials should report to the Referees room before the game and be at their respective positions promptly at the start of the game and at the beginning of any period when the ice has been resurfaced.

Appearance is important, as you are part of the team.

Concentrate on your job and avoid any unnecessary conversation or distractions such as CD players or cellular phones.

Keep the penalty bench free of spectators. Should there be any trouble advise the Referee immediately.

If mistakes are made, report them to the Referee. It is important to correct these mistakes as soon as possible.

Be familiar with the type of clock used in the arena.

Do not put any penalty time up on the clock until the referee tells you the length of penalty. This is especially important if a player has been sent to the penalty box but there is a question as to whether the penalty is a minor or major.

Know the officials signals for penalty infractions

PROCEDURES FOR THE OFFICIAL SCORER/TIMEKEEPER

General

- Be at arena 30 - 40 minutes before game time
- Have the following equipment:
 - 2 ball point pens, 1 pencil
 - 1 small pad or note paper
 - 1 watch or mobile phone (in case of clock failure)
- Off-ice officials should be at their respective positions promptly at the start of the game and at the beginning of any period when the ice has been resurfaced.
- Understand the coincidental Minor/Major/Match penalty rule.
- Understand the Delayed Penalty procedure.
- Understand the three-stick infraction rule.
- Know the officials signals for penalty infractions.

Pre-Game Duties

- Turn on clock and test. If you are not familiar with the clock, spend some time learning the system.
- Pick up the game sheet from the home team official. Check to ensure that a responsible official from each team has signed and that all team officials' names appear on the game sheet. Make sure that each team has listed no more than the maximum number of players (19) or the maximum number of team officials (5). Ensure that the Captain, 1 only (C) and Alternate Captains, up to 3, (A) have been noted.
- Check to ensure that all pertinent information has been properly recorded on the official Game Report, including the date of the game, league, category, length of periods, name of teams and conveners name and address.
- Deliver the Game Report to the Referee for approval before the game and report any difficulty in obtaining pertinent information.

Game Duties

- Record the start and finish time of each game.

- Enter on the official game report a correct record of the goals scored, by whom they were scored, and to whom assists, if any, are to be credited as well as the time of the game they were scored.
- 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. 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.
- Multiple penalties during the same stoppage of play shall be recorded in their order of occurrence, as reported by the Referee.
- Advise the Referee when the same player has received a second Misconduct penalty during the game.
- Advise the Referee when a player has received a third stick infraction.
- Open the door when a time penalty expires, to avoid players returning early.
- If a player leaves the penalty bench before the time has expired, note the time and inform the Referee, at the next stoppage of play.
- In any dispute regarding time, refer the matter to the Referee for a final decision.
- If the goalie is changed, record the time of that change on the game sheet.
- If a player leaves the game because of injury, record the player's number and the time on the game sheet.
- If a team takes a timeout record the time it is taken on the game sheet.

Post-Game Duties

- After the game and all players and officials have left the ice, ensure that the game sheet has been completed in its entirety; especially the correct recording of all goals and penalties. Correct or explain any errors to the Referee.
- Deliver the official Game Report (all copies) to the on-ice officials for their signatures. Do not cross out any blank spaces as the Referee may have further information to add. Do not write on the game sheet after the on-ice officials have signed it. Ensure that you also sign the game sheet.
- Deliver one (1) copy of the official game report to each team at the conclusion of game. Give the original copy of the game report to the officials so it can be forwarded to the league office.

REFEREES SIGNALS



Boarding

Striking the clenched fist of one hand into the open palm of the opposite hand in front of the chest.



Body-checking

Open palm of the non-whistle hand, with fingers together, comes across body on to the opposite shoulder.



Butt-Ending

A cross motion of the forearms, one moving under the other.



Charging

Rotating clenched fists around one another in front of the chest.



Checking from Behind

A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest at shoulder level.



Cross-Checking

A forward and backward motion of the arms with both fists clenched, extending from the chest for a distance of about 30 centimetres (one foot).



Delayed Calling of Penalty

Extending the non-whistle arm fully above the head.



Delayed Offside

Extending the non-whistle arm fully above the head. To nullify a delayed offside the Linesman shall drop the arm to the side.



Elbowing

Tapping either elbow with the opposite hand.



Goal Scored

Point directly at the goal with an open hand when the puck has legally entered the net.



High Sticking

Holding both fists clenched, one immediately above the other at the height of the forehead.



Holding

Clasping either wrist with the other hand in front of the chest



Holding the Stick

Two stage signal involving the holding signal (shown at left) followed by a signal indicating you are holding onto a stick with two hands in a normal manner.



Hooking

A tugging motion with both arms as if pulling something from in front toward the stomach.



Icing the Puck

The back Referee or Linesman signals a possible icing by fully extending the back arm over her head. The arm should remain raised until the front Referee or Linesman, either blows the whistle to indicate an icing or until the icing is washed out. Once the icing has been completed, the back official will then point to the appropriate face-off spot and skate to it.



Interference

Crossing arms stationary in front of the chest.



Kneeing

Slapping either knee with the palm of the hand while keeping both skates on the ice.



Match Penalty

Patting flat of the hand on the top of the head



Misconduct

Both hands on hips



Penalty Shot

Arms crossed above the head. Give the signal upon stoppage of play.



Roughing

Fist clenched and arm extended out to the front or side of the body.



Slashing

A chopping motion with the edge of one hand across the opposite forearm.



Spearing

Jabbing motion with both hands thrust out immediately in front of the body and then hands dropped to the side of the body.



Tripping

Striking leg with hand below the knee, keeping both skates on the ice.



Unsportsmanlike Conduct

Using both hands to form a 'T' in front of the chest.



Wash Out

A sweeping sideways motion of both arms, across the front of the body, at shoulder level with palms down.

This signal is used:

- (a) by the Referee to signal no goal;
- (b) by the Linesman to signal no-icing and in certain situations, no off-side.



Line Change Procedure

The arm should be raised toward the Visiting Team bench not towards the stands. With the arm still raised, the Referee shall then look to the Home Team players bench making eye contact with the coach. The

Referee shall again allow a five second period during which the Home Team may make a player(s) change. The Referee shall then drop the arm to indicate that the Home Team may no longer change.

Check to the Head

Open palm of the non-whistle hand, on the side of the head.

Too many players

Both hands raised in front of the chest, six fingers showing

RULES SECTION

Length of Penalties:

- Minor Penalties
 - Rep and HL games - Two (2) minutes stop time
- Major Penalties
 - Rep and HL games – Five (5) minutes stop time + game misconduct
- Misconduct Penalties
 - Rep and HL Games – Ten (10) minutes stop time

Time Penalty

A time penalty is where the penalty time is put on the game clock to register the remaining time in the penalty. A non-time penalty is where the player serves the time in the penalty box but there's no time put on the game clock (co-incidental penalty, misconducts are examples of a non-time penalty).

Minor Penalties

Calling a Minor penalty and sending the player to the box for two minutes is easy for a Referee to do. If nothing happens in the next two minutes of playing time, the penalty will be over and the player will return to the ice. If a goal is scored against the short-handed team, the player will return to the ice, the Minor penalty being terminated by the goal.

Problems do arise though when some of the following situations occur:

- A player receives a double Minor and a goal is scored.
- Players from the same team are penalized during the same stoppage of play - goals are scored
- A team has more than two players in the penalty box, serving time penalties. When do penalties start? Who returns, if anyone, when a goal is scored against their team?
- A team is shorthanded by reason of a Minor penalty and the Referee has signalled a delayed Minor penalty to the same team and the non-offending team scores a goal. Which Minor penalty is terminated?

Double-minor penalties

When a player receives a double-minor penalty a separate entry is made on the score sheet for each minor. The start time for the first penalty is the same as the time that the player was sent off. The second penalty does not start until the first penalty is finished, by the non-offending team scoring a goal or the full 2 minutes is served.

If a goal is scored while the player is serving the first 2 minutes, the remaining time of that penalty is washed out; the player remains in the penalty box and the second 2 minutes will start

at the drop of the puck. If a goal is scored while the player is serving the second 2 minutes, the remaining penalty time is washed out and the player returns to the ice. If the non-offending team scores no goals, the player will remain in the penalty box and his team will play short-handed for 4 minutes.

Penalty examples

1) Minor penalty and goal scored

Penalized team	Penalty	Time of penalty	Start time	Situation	Outcome
Team B #7	2 min.	3:00	3:00	Team A scores at 1:40	Team B #7 returns to the ice at 1:40

A goal is scored while team is playing shorthanded due to a minor penalty. The remaining time is washed out with the scoring of the goal

2) Double minor penalty and goal scored during first penalty

Penalized team	Penalty	Time of penalty	Start time	Situation	Outcome
Team B #7	2 + 2 min.	8:00	8:00	Team A scores at 6:15	Balance of 1 st 2 min wiped out. Player starts to serve second 2 min

The first penalty does not expire until 6:00 and the goal was scored at 6:15. The remaining time of the first penalty is washed out by the goal and the second penalty starts at the time the goal was scored.

3) Double minor penalty and goal scored during second penalty

Penalized team	Penalty	Time of penalty	Start time	Situation	Outcome
Team B #7	2 + 2 min.	8:00	8:00	Team A scores at 5:30	Balance of second 2 min penalty wiped out. Player returns to the ice

The full 2 minutes of the first penalty had expired at 6:00 and the second penalty had started at that time. The scoring of the goal at 5:30 washes out the remaining time of the second penalty.

4) Double minor penalty and goal scored during first and second penalty

Penalized team	Penalty	Time of penalty	Start time	Situation	Outcome
Team B #7	2 + 2 min.	8:00	8:00	Team A scores at 6:15 and again at 5:00	Balance of first 2 min penalty wiped out after first goal. Second penalty starts at 6:15 but following goal at 5:00, the balance is washed out and the player returns to the ice

The goal at 6:15 washes out the remaining time of the first penalty and the second penalty starts at the

time of the goal. The goal at 5:00 washes out the remaining time of the second penalty.

5) Double minor penalty and goal scored after first penalty expires

Penalized team	Penalty	Time of penalty	Start time	Situation	Outcome
Team B #7	2 + 2 min.	8:00	8:00	Team A scores at 6:00	Second penalty is washed out and the player returns to the ice

The first penalty expires at 6:00 and the second penalty starts, therefore, the goal washes out the remaining time on the second penalty

Multiple penalties to the same team during the same stoppage of play

If two players from the same team are assessed penalties at the same stoppage of play then they are to be recorded on the game sheet in the order that the referee reports them. Both penalties start at the same time and the team will play two men short. If a goal is scored during the penalties then the remaining time of the penalty that was recorded first is washed out and that player returns to the ice. The second player remains in the penalty box until the penalty time expires or a goal is scored.

Example

Penalized team	Penalty	Time of penalty	Start time	Situation	Outcome
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Team B #7	2 min.	5:00	5:00	Team A scores at 3:40	Balance of time on first penalty is washed out. Remainder of Team B #9's penalty is still served
Team B #9	2 min.	5:00	5:00		

The penalty to B#7 was recorded first on the game sheet and as such the remaining time is washed out with the scoring of the goal. B#9 remains in the penalty box to serve the balance of the time

A team has more than two players in the penalty box, serving time penalties

A team can only have two time penalties being served at the same time. If a team has more than two players in the penalty box at the same time to serve time penalties, the start of the third penalty is delayed until one of the first two penalties has expired or is washed out by a goal. If the time of the first penalty expires while play is in progress, that player must remain in the penalty box until a stoppage of play. The third penalty time starts as soon as the first penalty expires.

If the time expires on the second penalty and the first player is still in the penalty box then he would return to the ice. The player serving the second penalty must remain in the penalty box until the next stoppage of play or the third penalty expires.

If the time expires on the third penalty and the second player is still in the penalty box then he would return to the ice. The player who served the third penalty must remain in the penalty box until the next stoppage of play.

Examples

- 1) No goal scored and all penalties expire with no stoppage of play.

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team B #7	2 min.	8:00	8:00	6:00	5:20
Team B #9	2 min.	7:20	7:20	5:20	4:00
Team B #12	2 min.	7:00	6:00	4:00	First stoppage after 4:00

The penalty to B#7 expires at 6:00 and at that time the penalty to B#12 starts. B#7 must remain in the box until the penalty to B#9 expires at 5:20. B#9 must remain in the box until the penalty to B#12 expires at 4:00. B#12 must remain in the box until the next stoppage of play after 4:00 even though Team B is no longer short-handed.

2) Team A scores at 5:50

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team B #7	2 min.	8:00	8:00	6:00	5:50
Team B #9	2 min.	7:20	7:20	5:20	5:50
Team B #12	2 min.	7:00	6:00	4:00	4:00

The start of the penalty to B#12 is delayed as the team is already serving two time penalties. The penalty to B#7 expires at 6:00 and at that time the penalty to B#12 starts. B#7 must remain in the box, because the penalty to B#9 has not yet expired, until the next stoppage of play, which is the scoring of the goal. The goal washes out the remaining time of the penalty to B#9 and so he returns to the ice as well as B#7. B#12 remains in the box to serve the balance of that penalty

3) Team scores at 6:50

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team B #7	2 min.	8:00	8:00	6:00	6:50
Team B #9	2 min.	7:20	7:20	5:20	5:20
Team B #12	2 min.	7:00	6:50	4:50	4:50

The start of the penalty to B#12 is delayed as the team is already serving two time penalties. The scoring of the goal washes out the remaining time of the penalty to B#7, who returns to the ice. The penalty to B#12 starts at 6:50 and the team is still playing 2 men short.

4) Team A scores at 6:00

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team B #7	2 min.	8:00	8:00	6:00	6:50
Team B #9	2 min.	7:20	7:20	6:00	6:00
Team B #12	2 min.	7:00	6:00	4:00	4:00

The start of the penalty to B#12 is delayed as the team is already serving two time penalties. The penalty to B#7 expires at the same time that the goal is scored and the goal washes out the remaining time of the penalty to B#9. Both B#7 and B#9 return to the ice. The penalty to B#12 starts at 6:00. Team plays one man short.

5) Team A scores at 4:30

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team B #7	2 min.	8:00	8:00	6:00	5:20
Team B #9	2 min.	7:20	7:20	5:20	4:30
Team B #12	2 min.	7:00	6:00	4:00	4:30

The start of the penalty to B#12 is delayed as the team is already serving two time penalties. The penalty to B#12 starts at 6:00 when the penalty to B#7 expires, but B#7 must remain in the penalty box until the penalty to B#9 expires. B#7 returns to the ice at 5:20 when the penalty to B#9 expires. B#9 must remain in the penalty box until the penalty to B#12 expires or the next stoppage of play. The scoring of the goal washes out the remaining time of the penalty to B#12 and team returns to full strength.

Delayed penalty while team is already short-handed

A team is shorthanded by reason of a minor penalty and the Referee has signaled a delayed penalty on the same team. The non-offending team scores a goal while the Referee has the delay on. The goal washes out the remaining time of the player's penalty that is in the box. The delayed penalty is assessed to the player on the ice and he must now go into the box. The team remains shorthanded but a different player is now serving another time penalty.

Example

Referee signals a delayed penalty and non-offending team scores a goal at 7:20

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team B #5	2 min.	9:00	9:00	7:00	7:20
Team B #9	2 min.	7:20	7:20	5:20	5:20

The Referee has a delayed penalty signaled against B#9 while B#5 is serving a minor penalty. The non-offending team scores at 7:20. The goal washes out the remaining time of the penalty to B#5 and that player returns to the ice. The delayed penalty to B#9 is assessed and starts at 7:20. B#9 remains in the penalty box until the penalty expires or a goal is scored.

Coincidental Minor Penalties

Coincidental minor penalties are defined as penalties of equal duration assessed against players on each team during the same stoppage of play. The penalized players go to the penalty box to serve the penalties, unless they have been ejected from the game, and substitutions are made

on the ice. Both teams play at full strength. The penalized players remain in the penalty box until the first stoppage after their penalty time has expired. A player or players on the ice at the time of the infractions must serve any differences in total penalty time. To determine any difference in total penalty time you cancel as many equal duration penalties as possible for each team.

When cancelling penalties, the following guidelines will be used in the order given:

1. **M** - Cancel as Many penalties on each team as possible.
2. **O** - Cancel in a way to make the team only One player short.
3. **T** - Cancel in a way to avoid Taking an extra player off the ice.
4. **O** - Cancel using the Order of penalty occurrence, or in the order that the Referee reported them.

Canadian Hockey Rule Book Reference for Rule 28 (e)

Rule 28 (e) states: When coincident Minors of equal duration are imposed against players on each team during the same stoppage of play, immediate substitutions shall be made for those penalties, and such penalties shall not be taken into account for the purpose of the delayed penalty. Any differences in time or total penalty time shall be served by one or more players on the ice at the time of infraction. Unless they have been ejected from the game, such penalized players shall take their place on the penalty bench and remain there until the first stoppage of play following the expiry of their respective penalties.

Canadian Hockey Rule Book Reference for Rule 38 (d)

Rule 38 (d) states: In cases where Minor penalties are assessed at the same time to more than one player from the same team, those penalties shall be served in order of occurrence. Rule 38(d) does not apply when the coincident Minor penalty rule is applied.

Examples

- 1) Multiple penalties but of equal duration to members of both teams

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team A #6	2 min.	9:00	9:00	7:00	First stoppage after 7:00
Team A #7	2 min.	9:00	9:00	7:00	First stoppage after 7:00
Team B #11	2 + 2 min.	9:00	9:00	5:00	First stoppage after 5:00

Total time for both teams is 4:00. All penalties cancel and no time is shown on the game clock. Team A#6 and #7 return to the ice at the first stoppage after 7:00 minutes. Team B #11 must remain in the penalty box for the full 4:00 minutes and returns to the ice at the first stoppage following 5:00 remaining in the period.

2) Multiple penalties to multiple players but not of equal duration

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team A #6	2 min.	9:00	9:00	7:00	First stoppage after 7:00
Team A #7	2 min.	9:00	9:00	7:00	First stoppage after 7:00
Team B #11	2 min.	9:00	9:00	7:00	7:00
Team B #12	2 + 2 min.	9:00	9:00	5:00	First stoppage after 5:00

B#11 must serve the time penalty to avoid taking another player off the ice (guideline #3) even though the penalty was called prior to the double minor to B#12 (guideline #4).

3) Multiple penalties not of equal duration to two players

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team A #6	2 min.	9:00	9:00	7:00	First stoppage after 7:00
Team B #11	2 + 2 min.	9:00	9:00	5:00	First stoppage after 5:00
Team B #12	Serves time penalty for B#11	9:00	9:00	7:00	7:00

Team B#11 has 4 minutes of penalty time versus only 2 minutes for Team A#6. The penalty for Team A#6 and the first minor penalty for Team B#11 cancel. Team B#12 was on the ice when the penalty was called and will serve the time penalty, the second minor penalty, for Team B #11 (guidelines #1 and #2)

4) Multiple penalties, not of equal duration to multiple players on one of the teams

Penalized team and player	Penalty Time	Time of Penalty	Start time	End Time	Returns to ice
Team A #6	2 min.	9:00	9:00	7:00	First stoppage after 7:00
Team B #11	2 + 2 min.	9:00	9:00	5:00	5:00
Team B #12	2 min.	9:00	9:00	7:00	First stoppage after 7:00

Team B#11 will serve the time penalties in order to place Team B only one player short (guideline #2)

Coincidental Major / Match Penalties

Coincidental major/match penalties are defined as penalties of equal duration assessed against players on each team during the same stoppage of play. The penalized players receive game misconduct penalties and are removed from the game. Substitutions are made on the ice and both teams play at full strength.

A player or players on the ice at the time of the infractions must serve any differences in total penalty time. To determine any difference in total penalty time you cancel as many equal duration penalties as possible for each team.

A player must serve the total of assessed time, except if a goal is scored by the non-offending team that would wash out part of the minor penalty in certain cases. In the case of major penalties, the entire 5 minutes must be served. The scoring of a goal does not wash out any penalty time.

When cancelling penalties, the following guidelines will be used in the order given:

1. **M** - Cancel as Many major/match penalties on each team as possible.
2. **M** - Cancel as Many minor penalties on each team as possible.
2. **O** - Cancel in a way to make the team only One player short.
3. **T** - Cancel in a way to avoid Taking an extra player off the ice.
4. **O** - Cancel using the Order of penalty occurrence, or in the order that the Referee reported them.

Examples

- 1) Major penalties to one player of each team

Penalized team and player	Penalty Time	Time of Penalty	Interpretation
Team A #6	5 min. + GM	12:00	Both teams at full strength with immediate substitution
Team B #11	5 min. + GM	12:00	

Total penalty time for both teams is 5 minutes and both players are assessed game misconducts. No players are required in the penalty box to serve any penalty time

- 2) Major penalty to one team and multiple major penalties to the other

Penalized team and player	Penalty Time	Time of Penalty	Interpretation
Team A #6	5 min. + GM	12:00	Substitute for Team B #17 will have to serve 5 minutes in the penalty box.
Team B #11	5 min. + GM	12:00	
Team B #17	5 min. + GM	12:00	

All players receive game misconducts. A player from Team B that was on the ice must serve the 5 minute penalty for #17. The order of occurrence determines which penalty is served (guideline #4). Team B will play shorthanded for 5 minutes

3) Multiple major penalties plus a minor penalty to one team

Penalized team and player	Penalty Time	Time of Penalty	Interpretation
Team A #12	5 min. + GM + 2 min.	12:00	Substitute for A #4 will serve 2 min. Minor penalty and substitute for Team B #4 will serve 5 minute major penalty.
Team A # 4	5 min. + GM + 2 min.	12:00	
Team B #4	5 min. + 5 min. + GM	12:00	
Team B #16	5 min. + GM + 2 min.	12:00	

Total major penalty time for team A is 10 minutes and for Team B is 15 minutes. Total minor penalty time for Team A is 4 minutes and for Team B is 2 minutes. All of the majors are cancelled except for Team B #16. A player from Team B that was on the ice will have to serve the 5-minute penalty. The minor penalties are cancelled except for Team A #4. A player from Team A will have to serve the 2-minute minor penalty. Teams will play 4 on 4 until the minor penalty expires.