



INSTRUCTIONS TO OFF-ICE OFFICIALS:

Introduction:

Under the Hockey Canada (HC) Official Hockey Rules, the Off-Ice Officials include the Official Scorer (scorekeeper), Game Timekeeper, Penalty Timekeeper, and two Goal Judges. For Minor Hockey games, there are generally two Off-Ice Officials - the Scorekeeper and the Timekeeper. The Off-Ice Officials are officials of the game and are entitled to be treated with courtesy by the participating teams, spectators, and their fellow officials. By the same token, Off-Ice Officials should conduct themselves in a professional manner and refrain from criticizing the work of any of their fellow officials, including the On-Ice Officials.

Off-Ice Officials are under the supervision of the Referee, who is in charge of the game. The Referee shall have full authority and the final decision in all matters under dispute.

General Duties:

SCOREKEEPER:

1. Ensure the "Official Game Report" (scoresheet) is properly filled out by the participating teams, including (i) the date, location, game number, names of participating teams, and other information at the top of the scoresheet; (ii) the names and numbers for all participating players; and (iii) the names of team officials for the participating teams.
2. Enter on the "Official Game Report" (scoresheet) an accurate record of the goals scored, including (i) the time of the goal, (ii) the number of the player who scored the goal, and (iii) the numbers of the players to whom assists are to be credited (if any).
3. Keep an accurate record of all penalties assessed, including (i) the number of the penalized player, (ii) the infraction, (iii) the duration of the penalty, and (iv) the time the penalty was assessed.
4. Advise the Referee when the same player has received his/her second 10-min. Misconduct of the game or third stick infraction penalty of the game.
5. Record goaltender's saves (actual shots stopped).
6. At the end of the game, summarize the scoresheet information, sign the scoresheet, and present it to the Referee for verification and signature.
7. If possible, learn the standard referee signals for the different penalty types.

Equipment - 2 ball point pens (do not use felt pens or pencils), a notepad, and a clipboard or other hard backing on which to place the scoresheet.

TIMEKEEPER:

1. Be familiar with operation of the arena score clock.
2. Ensure the time of the game is accurately kept. Ensure that the clock starts each time play commences and stops each time the referee or linesmen blow the whistle to stop play.
3. Ensure penalized players serve their correct penalty time and return to play when entitled to do so after the expiration of their penalty. Report to the referee if a player leaves the penalty box before he/she is entitled to do so.
4. Ensure the score of the game and penalties are accurately displayed on the score board.
5. Keep the penalty bench and the immediate area free of spectators.

Equipment - ball point pen, notepad, and wrist watch (in case of clock failure).

Scoresheet Language:

- Clarity and brevity are important.
- Print clearly and firmly - you are making 3 carbon or NCR copies.
- Utilize a standard code for penalty types (see abbreviations below).
- Record player numbers only (not names) for goals, assists, and penalties.

Instructions to Off-Ice Officials (cont.)

SCORING:

SCORING				
NO	PER	TIME	SC	ASST
1	1	12:17	9	18
2	1	10:31	3	15, 11
3	2	13:49	7	9, 18
4	3	2:12	14	—
5				

NO = Sequential number of goal.
 PER = Period in which goal was scored (1, 2, 3, or OT).
 TIME = Time of goal (on score clock).
 SC = # of player scoring the goal.
 ASST = #(s) of player(s) awarded assist(s) on the goal.

PENALTIES:

PER	NO	SERV	OFFENCE	MIN	OFF	START	ON
1	7		ROUGH	2	10:24	10:24	8:24
1	30	14	SLASH	2	2:09	2:09	0:09
2	2		INTER	2	3:37	3:37	1:37
3	3	12	CFB	5	9:55	9:55	4:55
3	3		GAME	10	9:55	—	—
3	BEN	11	TMM	2	0:12	0:12	—

PER = Period.
 NO = # of player incurring penalty.
 SERV = # of player serving penalty (if not player who incurred penalty)
 OFFENCE = Penalty Infraction.
 MIN = Duration of penalty in minutes.
 OFF = Time player was sent off.
 START = Time penalty commenced (may be different from "OFF" in the case of a delayed penalty or multiple overlapping penalties).
 ON = Time player returned to the ice.

PENALTIES - SUGGESTED ABBREVIATIONS:

AGGR	Aggressor (in a Fight)
BENCH	Bench Minor
BOARD	Boarding
BODY CHK	Body Checking
BUTT	Butt-Ending (double minor)
CHG	Charging
CFB	Checking From Behind
XCHK	Cross-Checking
DELAY	Delay of Game
ELBOW	Elbowing
F.O. VIOL	Face-off Violation
FIGHT	Fighting
G.E.	Game Ejection
GAME	Game Misconduct
GROSS	Gross Misconduct
HEAD CONTACT	Checking to the Head
HIGH STK	High Sticking
HOLD	Holding
HOLD STK	Holding the Stick
HOOK	Hooking
ILL. EQU.	Illegal Equipment
INSTIG	Instigator (in a Fight)
INTER	Interference

INT G/K	Interference on the Goalie
KNEE	Kneeing
MATCH	Match Penalty
MISC	10-minute Misconduct
PEN SHOT	Penalty Shot
ROUGH	Roughing
ROUGH A/W	Roughing After the Whistle
SLASH	Slashing
SLEW	Slew Footing
SPEAR	Spearing (double minor)
THROW STK	Throwing Stick
TMM	Too Many Men
TRIP	Tripping
UNSPORT	Unsportsmanlike Conduct

When recording a Match Penalty, enter "MATCH" on one line and the specific infraction (e.g., "Checking From Behind", "Attempt to Injure") on the next line.

A Game Ejection may only be assessed for three stick infractions in the same game.

Further Information:

For further information and greater detail on the above, please refer to:

- Hockey Canada Official Hockey Rules, Section 5 - Officials.
- Hockey Canada Official Hockey Rules, Appendix E - Instructions to Off-Ice Officials.
- BC Hockey Guide for Hockey Administration (6th ed.) - Minor Officials.

RESPONSIBILITY FOR SENDING IN SCORESHEETS (PCAHA 4-part Scoresheet)

	GAME TYPE	ORDINARY CASE	REFEREE TAKES WHITE COPY
1.	Teams reporting to same League Manager, including: <ul style="list-style-type: none"> ● League games. ● Playoff games. ● Exhibition games between teams in the same league. 	White - League Manager. Yellow - League Manager. Blue - Visiting team. Pink - Home team. (Home team sends top two copies to League Manager)	White - Referee. Yellow - League Manager. Blue - Visiting team. Pink - Home team. (Home team sends Yellow copy to League Manager)
2.	Home exhibition game against a team from outside the Flight or league.	White - League Manager. Yellow - Other team (for its League Mgr.). Blue - Visiting team. Pink - Home team. (Send White copy to your League Manager)	White - Referee. Yellow - League Manager. Blue - Visiting team. Pink - Home team. (Send Yellow copy to your League Manager)
3.	Away exhibition game against a team from outside the Flight or league (including out-of-district games)	White - Other Team (for its League Mgr.). Yellow - League Manager Blue - Visiting team. Pink - Home team. (Send Yellow copy to your League Manager)	White - Referee. Yellow - Other Team (for its League Mgr). Blue - Visiting team. Pink - Home team. (Send Blue copy to your League Mgr.; retain photocopy)
4.	Tournaments/Jamborees (for all games played)	White - Tournament. Yellow - Tournament. Blue - Visiting team. Pink - Home team. (Send your copy or a photocopy to your League Manager)	White - Referee. Yellow - Tournament. Blue - Visiting team. Pink - Home team. (Send your copy or a photocopy to your League Manager)

PACIFIC COAST AMATEUR HOCKEY ASSOCIATION OFFICIAL GAME REPORT

LEAGUE EXHIBITION TOURNAMENT PLAYOFF
 PLAYED AT Van Troas Beehive A3

GAME NO. 275609

DATE 02/13 MO 2 YR 13

POS NO HOME VAN TROAS BEEHIVE A3 VISITORS Van Troas A2

G	SCORING		NO PER	TIME	SC	ASST	CATEGORY
	1	2					
1	1	10:19	1	11:14			MIDGET JUVENILE (A) C
2	2	14:19	1	18			
3	2	2:49	1	16	10		

SCOREKEEPER HEATH, STEPHEN
 TIMEKEEPER SCOTT, STEPHEN
 HOCKEY FEMALE MIDGET JUVENILE (A) C
 DIVISION PEEWEE
 PERIOD TIMES: 1 1P 15 2P 11 3P 0T
 GOALKEEPERS RECORD
 ACTUAL SHOTS STOPPED

No	1 per	2 per	3 per	OT	TOTAL	No.	1 per	2 per	3 per	OT	TOTAL

GAME SUMMARY

TEAM	GOALS	ASSISTS	STOPS	PENALTIES (MIN)
HOME				
VISITORS				

REFEREE Erwin Seco No. 97 Signed Erwin Seco
 LINESMAN Thomas Hebert No. 10563 Signed Thomas Hebert
 LINESMAN Matthew Ebert No. 10563 Signed Matthew Ebert

PRINT CLEARLY - USE BALL POINT PEN

PER	NO	SERV	OFFENSE	MIN	OFF	START	ON	PER	NO	SERV	DEFENSE	MIN	OFF	START	ON
1	13	2	8	5	8	0		2	6	2	6	0	2	4	0
2	6	2	6	0	2	4	0								

NOTE: This League Manager's copies of this Game Report must be mailed within 24 hours.

LEAGUE MANAGER