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off-ice officials clinic

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## Technical Directors Welcome

As the Technical Director-Referees of the Ontario Minor Hockey Association, I would like to welcome you to the Off-ice Officials development clinic today.

The number one priority for you, the Off-ice Official, is to establish sound skills by using the information provided in this workbook and becoming familiar with the standards and procedures as outlined by the OMHA, OHF and Hockey Canada.

By the conclusion of this clinic, it is my hope that you will be fully aware of the responsibilities involved in being an Off-ice Official with the OMHA.

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 to be very beneficial in the performance of your role.

I hope that you will leave this clinic with a positive attitude, which will strengthen our development program. Accept your games with pride and demonstrate the necessary skills that you have learned today.

Through constant review of your material and practical game experience, you will gain confidence, allowing you to handle this important role in hockey.

Good luck and thank you for your dedication to the Ontario Minor Hockey Association and our great game.

**Dave Wedlake**  
**Technical Director-Referees**  
**Ontario Minor Hockey Association**

## Hockey Canada Rule References

What is important to note here is that Hockey Canada has specifically designated a rule to describe the role and responsibilities for each of the Off-ice Officials.

Listed below are some paraphrased highlights of these rules:

### Game Timekeeper - Hockey Canada Rule 5.7

The Timekeeper shall record the start and finish of each game and all actual playing time during the game.

If the rink is not equipped with an automatic sound device, or if this equipment should fail to operate, the Game Timekeeper shall, by means of a siren or whistle, signal the end of each period, each overtime period and the end of the game.

In the event of any dispute regarding time, the matter shall be referred to the Referee in charge and his decision shall be final.

### Official Scorer - Hockey Canada Rule 5.6

The Official Scorer shall enter on the official Game sheet, all goals scored, by whom they were scored and to whom assists, if any, are to be credited.

She shall also keep a correct record of all penalties assessed, numbers of the penalized players, the duration of the penalty, the infraction, and the time when the penalties were assessed.

At the completion of each game, the Official Scorer shall sign the Official Game Report herself and then have the Referee sign it.

## Role of the Off-Ice Officials

Every hockey game requires the participation of numerous people. Players, coaches, officials, and off-ice officials.

**The game could not take place without someone willing to keep score, operate the time clock or monitor penalty situations.**

As part of the game officiating team, it is important for the off-ice officials to **remain impartial** at all times. This is difficult to do, especially since in most cases a family member or a close friend may be participating in the game.

Another important role of the off-ice official is to **monitor behavior** in and around the area known as the penalty benches and scorer's bench. Players who have been penalized, may behave in an unsportsmanlike manner by trying to incite an opponent, use obscene or vulgar language or be disrespectful to the off-ice officials. In addition, these penalized players may be harassed by spectators. In many instances, this action may be unobserved by the on-ice officials. It is the responsibility of the off-ice officials to **report these incidents** to the on-ice officials during the next stoppage of play. The on-ice officials are then charged to take the appropriate action, including possible assessment of additional penalties.

Finally, the role of the off-ice official includes **undivided attention** to the game in progress. The game clock must be stopped and started at the appropriate times and special attention should be paid as to whether the clock is functioning properly. Goals, assists and penalties, as reported by the referee, must be **recorded accurately** and quickly to minimize unnecessary delays. If there are any questions or uncertainty regarding a situation, the issue must be addressed with the on-ice officials as soon as possible.

## Communicating with The On-Ice Officials

Failure to effectively communicate before, during or after the game will only create confusion and put into question the competency of the entire officiating team. Successful communication will play an important role in developing a positive hockey environment for all participants.

Here are some tips that will help off-ice officials successfully communicate with their on-ice partners.

- 1) Ask any questions or concerns you may have with the on-ice officials prior to the start of the game.
- 2) Be sure to knock on the door and wait to be invited in to the referees room after identifying yourself. Be courteous as you address your questions or concerns.
- 3) If the situation or explanation is unclear, don't hesitate to ask for clarification from the on-ice officials.
- 5) Avoid questioning an official's judgment or showing displeasure with a particular call.
- 6) Be courteous and professional at all times.

# Referee's Signals



## **BOARDING**

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



## **BODYCHECKING**

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 fore-arms, one moving under the other arm.



## **CROSS-CHECKING**

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



## **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.



## **CHARGING**

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



## **DELAYED OFF-SIDE**

Non-whistle arm fully extended above the head. To nullify a delayed off-side the Linesman shall drop the arm to the side.



## **DELAYED CALLING PENALTY**

Extending the non-whistle arm fully above the head.



## **ELBOWING**

Tapping either elbow with the opposite hand.



## **GOAL SCORED**

A single point directed at the goal in which the puck legally entered.



## **HAND PASS**

Pushing motion with the open palm.



## **HEAD CONTACT**

Patting flat (open palm) of the non-whistle hand on this side of the head.



## **HOLDING THE STICK**

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



## **HOLDING**

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



## **HOOKING**

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

**HIGH STICKING**

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

**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 either hand below the knee, keeping both skates on the ice.

**UNSPORTSMANLIKE CONDUCT/DIVING**

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".

**ICING THE PUCK**

The back Referee or Linesman signals a possible icing by fully extending either 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 Referee or Linesman will then point to the appropriate face-off spot and skate to it.



## Things you will need for your job

Pens – Multiple, in case 1 stops working  
Pad of Paper

### **Optional Things:**

Heater  
Sweater  
Blanket

Music – ipod and cable (if requested to play music over public address system, NOT for you to listen to during game)

## Pre-game Duties

Arrive at the arena 20-30 minutes prior to the start of the game  
(If working with a partner – Find them)

Check in with Home Team Manager

Collect Completed Gamesheet from manager

Go to referee's room, Introduce yourself and show referees the gamesheet

After referee has checked sheet, go to Time box and take position

Set clock for warm-up time (need to know how to work clock)

When warm-up is done re-set clock for 1<sup>st</sup> period.

Ready for game to start

### **Clock** – if Applicable

(not all clinics will include the clock portion, as there are many styles of clocks in many arenas around Ontario)

It is up to you, to learn how to work each style of clock you will use. A good suggestion, is to attend a practice and ask if you can “play around” on the clock. As long as you are not sounding the horn, I'm sure any coach will allow you to sit and learn.

Please take out your clock instruction sheet if it was provided to you, and watch the powerpoint presentation.

## Intro to Game Sheet & Codes

Please take out your Game sheet and Code sheet and work along with your Instructor.

Every season, officials make simple mistakes completing game sheets that can have huge impact on the participants in the game. Instances where the incorrect number was recorded for a Game Misconduct translated to the wrong individual being suspended on several occasions last year. In most instances, if the game officials had reviewed the Game Sheet fully, these problems could have been rectified.

As well, not all Officials are taking the time to complete Incident Reports properly when required. As you will see in this lesson, the Hockey Canada Rulebook and the OMHA Membership Handbook clearly indicate that it is the responsibility of the game officials to complete the Game Sheet properly and entirely.

### The Game Sheet

The front of the Game Sheet is divided into 5 parts:

- Header - contains game information: location, level, league, curfew, period lengths. This information must be completed before the game;
- Teams - contains listing of eligible and suspended players and is complete by the participating teams before the game;
- Team Officials - listing of the team officials for the game. Both teams must have a Head Coach listed, and officials who are on bench must sign before start of game;
- Officials' Information - where the game officials print, sign and indicate their HCOP #. This area of the game sheet is the last area to be completed, and is done after the game; and
- Game data - the remaining parts are the Goals/Penalties areas of the sheet where the Official Scorer will clearly record all information which is reported to them by the officials.

Officials must review the sheet before the game to ensure that all the required information has been recorded on the Game Sheet. This is usually done during the pre-game warm-up, and any corrections can be completed by the Team Officials when the officials are completing the Fair Play initiative

Officials have to ensure that the Scorer records all reported penalties neatly and properly. This is done in two ways:

- discuss the neat completion of the Game Sheet with the Scorer before the game; and
- ensure that each penalty is clearly reported to the Scorer by the referee.

## Types of Penalties

There are 9 (nine) Types of penalties in the Rulebook.

In order of least to most severe, they are:

Minor  
Bench Minor  
Major  
Misconduct  
Game Ejection  
Game Misconduct  
Gross Misconduct  
Match  
Penalty Shot

We are going to focus on just a few of these, as they are the most common:

Minor, Major & Game Misconduct, and Penalty Shot.

A **minor penalty is 2 minutes long** and you will record 2 in the minutes column on the game sheet, as well as put 2 minutes on the clock.

A **major penalty is 5 minutes long and ALWAYS gets a game misconduct** along with it. You will record 5 minutes in the minutes column on the game sheet, and put 5 minutes up on the clock. You will also, record the game misconduct on the next lines of the game sheet and record 10 minutes in the minutes column. This 10 minutes, does NOT go on the clock.

A **Penalty Shot** is recorded on the game sheet, as any other penalty does, but nothing goes in the minutes column, and nothing goes on the clock. We would also like you to record goal or no goal in the start and on column (we will cover this further in recording of penalties)

### Quick mentions of other penalties:

Bench minor – exactly the same as a minor penalty

Misconduct – 10 minutes in duration, does not go on clock, player sits in penalty box

Game Ejection – only assessed for 3 stick infractions (**HS, CC, SL, BUTT, SP**)

Gross Misconduct – for travesty of the game (fairly rare)

Match Penalty – most severe penalty a referee can give, 5 minutes goes on clock

## TIME PENALTIES

A Time Penalty is any penalty which is displayed on the clock and the team that got the penalty must play short for that player.

Sometimes Time Penalties are shortened by the scoring of a goal.

To make it easy, there are 2 questions that are very important to know.

1) Is the team that was scored against playing short-handed?

**Yes or No**, if yes move to question 2. If NO, then nothing happens to the penalties.

2) Are they serving a **minor** penalty?

**Yes or No**, if yes then the minor penalty with the least amount of time left is removed. If NO, then nothing happens to the penalties.

When both of these questions have been answered “Yes”, then the Minor penalty with the least amount of time is terminated and that player can return to the game. If the player is serving more than one Minor penalty, then the first/current penalty will be terminated. This means that there will be situations where a team is scored upon and still does not have a penalized player return to the ice.

In the following examples, which player returns to the ice when the goal is scored?

### Example 1

A7 – 2 min @ 4:30

A9 – 2 min @ 4:00

B Scores @ 3:50

Who Returns? \_\_\_\_\_



**Example 2**

A7 – 2 min @ 4:30

A9 – 2 min @ 4:30

B Scores @ 3:50

Who Returns? \_\_\_\_\_


**Example 3**

B8 – 2 min @ 5:00

A7 – 2 min @ 4:30

A9 – 2 min @ 4:00

B Scores @ 3:50


Who Returns? \_\_\_\_\_





**Example 4**


B8 – 2 min @ 4:00  
A7 – 2 min @ 4:00  
A9 – 2 min @ 3:30  
B Scores @ 3:00

Who Returns? \_\_\_\_\_

1. 

2. 


3. 


4. 


**Example 5**


A7 – 5 min @ 6:30  
A9 – 2 min @ 6:15  
B Scores @ 6:10

Who Returns? \_\_\_\_\_

1. 

2. 

3. 

4. 

**Example 6 - Advanced**

A7 – 2 + 2 @ 7:00

A9 – 2 min @ 6:30

B Scores @ 5:30

Who Returns? \_\_\_\_\_



## COINCIDENTAL PENALTIES

There are times in the game where officials call penalties against players from both teams at the same stoppage.

When penalties of equal duration (the same length in time) are called against players from both teams at the same stoppage of play, we call them "Coincidental Penalties".

In these situations, we replace the penalized players on the ice immediately, so neither team must play short.

Referee use a specific process to determine which penalties to cancel. The process is called MOTO and it is listed here for your information. It is the referee's responsibility to apply this process correctly and they will guide you through any tough situation, but the more you know and understand this process, the better it is for all officials.

### MOTO

M – Cancel as Many penalties as possible

O – Cancel in a way to make the team Only One player short

T – Cancel in a way to avoid Taking a player from the ice

O – Cancel in Order of Occurrence or the way they were reported by the referee

### EXAMPLES:

For each of the following penalty situations, please determine the following:

- A) What goes on the clock?
- B) Who is in the penalty box? And for How long?

NOTE: In the following examples, all penalties are assessed at the same stoppage of play.

### Example 1

Team A  
A6 – 2

Team B  
B10 - 2



What goes on the Clock?

---

Who is in the penalty box?

---

And for how long?

---



**Example 2**

 Team A  
 A6 - 2 + 2

 Team B  
 B10 - 2

 What goes on the Clock?
 

---

 Who is in the penalty box?
 

---

 And for how long?
 

---

**Example 3**

 Team A  
 A6 - 2 + 2

 Team B  
 B10 - 2 + 2

 What goes on the Clock?
 

---

 Who is in the penalty box?
 

---

 And for how long?
 

---

**Example 4**

Team A  
A6 – 2 + 2

Team B  
B10 – 2  
B18 – 2



What goes on the Clock?

---

Who is in the penalty box?

---

And for how long?

---

**Example 5**

Team A  
A6 – 2

Team B  
B2 – 5+GM



What goes on the Clock?

---

Who is in the penalty box?

---

And for how long?

---

**Example 6 - ADVANCED**

Team A

A6 – 2

A4 – 5+GM &amp; 2

Team B

B8 – 2

B7 – 5+GM



What goes on the Clock?

Who is in the penalty box?

And for how long?

## DELAYED PENALTIES

Delayed Penalties occur when 2 players from the same team are serving time penalties and additional time penalties are assessed to that same team.

Your instructor will work through the following example with you on the PowerPoint Presentation.

Assume that the only stoppages in play are the penalties, and that no goals are scored.

Example



Player #	Minutes	Off	Start	End	On
A4	2	8:00	8:00	6:00	
A6	2	7:20	7:20	5:20	
A8	2	7:00			

Player #	Minutes	Off	Start	End	On

## Post Game Duties

### Post Game Checks

Once the game is completed, the officials must review the game sheet for accuracy and fill in required data, such as: TOTAL Penalty Minutes, Final Score, and time of game completion. If required, any Incident Reports are completed on the rear of the game sheet and, finally, the sheet is signed by the officials and copies are released to the teams.

### Incident Reporting

The back of the game sheet has 2 areas:

- OHF Penalty Codes; and
- Referee's Report - where officials write the details of any penalty which more severe than a double minor.

## Post-game Checklist

- 1) Did you stay at your post until all the players and On-Ice Officials left the playing surface?
- 2) Did you make sure that all goals, assists and penalties have been recorded properly?
- 3) Did you record the final score of the game and print your name in the appropriate area?
- 4) Did you check the game sheet for any mistakes that you may have made?
- 5) Were you legible in your hand writing or printing?
- 6) Did you deliver the game sheet to the On-Ice Officials immediately following the game for their signatures?
- 7) Did you deal with the White copy of the game sheet? This will vary from town to town. Discuss different options. Ie. Box in room, Manager, box in rink
- 8) Did you distribute a copy of the game sheet to both teams?
- 9) Did you leave the timer's area the way you found it?
- 10) Did you have an enjoyable experience?

## Summary

On behalf of the HCOP Instructional Staff of the Ontario Minor Hockey Association, I would like to thank you for your interest and your desire to become an Off-ice Official. It was a pleasure to start you off in what we hope will be an adventurous hobby. What you have learned here today is only the beginning. I encourage you to continue to review all the material that was presented to you here today.

Each game you work will be a learning experience. By knowing the rules and the procedures of hockey, you will become more confident in your role. Allow yourself time after each game to discuss your game with your fellow officials. Remember that your fellow officials both on and off the ice are one of your most valuable learning tools regardless of how long you intend to be an Off-ice Official with the Ontario Minor Hockey Association.

Again, thank you for your attendance, patience and co-operation today.

Good luck and kind regards.

Chuck Farkas  
OMHA Officiating Program Instructor

Brad Upton  
OMHA HCOP Instructor of Officials



# OMHA Referee School



## Three Locations

Trenton

Guelph

Windsor



**For registration information go to [www.omha.net](http://www.omha.net)**

The extremely successful and popular school format provides new Officials with an opportunity to acquire officiating skills and rule knowledge while completing OMHA and Hockey Canada certification requirements. The intensive, action-packed agenda features classroom instruction including audiovisual presentations, as well as on-ice training.

### **School objectives Include:**

- To teach the methods and procedures of officiating in both the 2 and 3 official systems.
- To instruct uniform interpretation of the rules.
- To provide each official with on-ice sessions to acquaint them with the duties of the referee and linesmen.
- To provide each official with an opportunity to improve overall officiating performance.
- To learn effective communication strategies and techniques.

What others have to say about the course:

"Great school & course. The best I've ever been to.  
All material & delivery of information was very professional."

"If you don't learn from this course,  
you won't learn from any course!"