

# Off-Ice Officials Handbook



## Hockey 2009-10



### Participating Colleges

#### WOMEN

MacEwan College  
Mount Royal University  
NAIT  
Red Deer College  
SAIT Polytechnic

#### MEN

Augustana Faculty, U of A  
Briercrest College and Seminary  
Concordia University College of Alberta  
MacEwan College  
Mount Royal University  
NAIT  
Portage College  
SAIT Polytechnic

*Building Character Through Athletic and Academic Achievement*

**Script for PA Announcers  
PLAYER OF THE GAME AWARDS  
(Soccer / Basketball / Volleyball / Hockey)**

Announce several times during the game:

**"At the conclusion of the game, please remain seated for the presentation of the ACAC PLAYERS OF THE GAME awards.**

**Procedure:**

- Immediately following the game (before the handshake with each team and officials) instruct both teams to line up facing each other approx. 15 - 20 feet apart.
- Announce the purpose of the Award.

**"The Alberta Colleges Athletic Conference and (Host College) are pleased to recognize today's / tonight's Players of the Game."**

**"From the visiting team with (include game stats), number \_\_\_\_\_ (athlete's name).**

**"From our own team (team name) with (include game stats), number \_\_\_\_\_ (athlete's name).**

**"Thank you for your attention. The teams may now proceed to shake hands."**

# ACAC Hockey Game Day Schedule

Event Manager: \_\_\_\_\_  
Home vs. Visitor: \_\_\_\_\_  
Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

## Bus Parking and Team Arrival

\_\_\_\_\_  
\_\_\_\_\_

## Game Night Activities of Note

\_\_\_\_\_  
\_\_\_\_\_

## Team Room Assignments

Home: \_\_\_\_\_  
Visitors: \_\_\_\_\_  
Officials: \_\_\_\_\_

## Gates Open

\_\_\_\_\_

Pre-game run down

Actual	Time on clock	Activity
_____	0:00	Minor & Major Officials arrive
_____	15:00	Flood
_____	15:00	Warm-up begins
_____	0:00	Warm-up ends
_____	15:00	Flood
_____	0:00	Starters introduced
_____	0:00	National Anthem
_____	0:00	Game starts

## **Post Game Player of the Game**

Following the conclusion of the game the player of the game ceremony will be as follows:

- Players will return to their respective sidelines
- As teams return to sidelines announce to audience to remain seated for player-of-the-game
- Present visiting team winner
- Present home team winner
- Both POG winners shake hands with the remaining teammates & file in and shake hands first with each other then with officials

Timeout Policy: One per team at anytime- duration of 30 seconds

Period intermissions will be 15 minutes in length.

Overtime period break is 2 minutes with a period of 5 minutes sudden death- 4 on 4.

If teams are tied after the 4-on-4 then a shootout will determine the OT winner.

Each team will use:

1. Three shooters (1-1) Format
2. 1 Shooter (1-1) until a goal  
(Note: Any player can shoot after 1<sup>st</sup> three attempts)

## **GAME CHOREOGRAPHY (on ice activities during period breaks)**

### **Promotion 1**

1<sup>st</sup> intermission

### **Promotion 2**

2<sup>nd</sup> intermission

# HOCKEY

## INSTRUCTIONS TO OFF-ICE OFFICIALS

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### **GENERAL REMARKS:**

1. Off-ice officials are under the general supervision of the referee for the playing of each game. The referee, linespersons and minor officials must strive to work together as a unit.
2. Off-ice officials should refrain from criticizing the work of any other official at anytime.
3. All off-ice officials should be at their respective positions promptly at the start of each game.
4. Several copies of the ACAC's "Official's Game Report" form should be available at the scorekeeper's desk in the event that match, misconduct or major penalties are called during the game.
5. Off-ice officials should follow those instructions as stated in the CHA Rule Book, current edition, related to timekeepers, scorekeepers, and goal judges.

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# DUTIES OF OFF-ICE OFFICIALS

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## A. OFFICIAL SCOREKEEPER

1. Prior to the start of the game, the Official Scorekeeper shall obtain from the coach or manager of each team their complete lineups, verified and signed by the TEAM OFFICIAL IN CHARGE. The captain and alternate captains (name and number) of each team shall be duly noted on the official game report. This information should be available to the referee prior to the start of the game. If the Official Scorer encounters any difficulty in obtaining the line-ups of the competing teams, he shall report to the Referee.
2. The Official Scorer shall enter on the "ACAC Official Score Sheet" a correct record of the goals scored, the time, by whom they were scored and to whom assists, if any, are to be credited.  
**NOTE: For recording the time of scoring (or for penalties), score keepers should refer as necessary to the "Time Conversion Table" on p. 10. For example, if a goal is scored with 11:45 showing on the score clock (at the 8:15 minute mark), it should be recorded as the time expired in the period, 8:15.**
3. With respect to goals scored, the Scorekeeper will find a special column at the extreme right hand side of the scoring section on the ACAC score sheet. In this column, the Scorekeeper indicates whether the goal was a shorthanded goal (SH), a power play goal (PP), a goal scored in an empty net (E), or a goal scored on a penalty shot (PS).  
**NOTE: A goal scored while a team is playing with a two-man advantage must be indicated by 2PP or 2SH depending on which team scores.**
4. The Official Scorekeeper shall note on the "ACAC Official Score Sheet" the time each penalty is assessed, for what infraction the penalty has been assessed, the duration of the penalty and the team and jersey number of the penalized player.  
**NOTE: If a player goes off with 14:28 showing on the score clock (the 5:32 mark), the time should be recorded as 5:32 ... not as 14:28 (the time showing on the clock).**
5. The Official Scorekeeper shall advise the referee when the same player has received his/her second misconduct penalty, or his/her third stick infraction during the same game.

6. Where a public address system is used, the Official Scorekeeper shall announce, or cause to be announced, immediately following the scoring of each goal, the jersey number and the name of the player who scored the goal and the jersey number and name of each player who received an assist.
7. At the completion of the game:
  - The Official Scorekeeper shall sign the "ACAC Official Score Sheet" and then shall have the Referee sign it.
  - He/she shall turn the ORIGINAL COPY over to the athletic director of the home institution without delay.
  - If a match penalty and /or a game misconduct penalty was assessed, make available to the referee a copy of the "Officials' Game Report".

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## Miscellaneous Comments

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1. On occasions when several penalties are assessed at the same time, the Official Scorekeeper should be satisfied that all information has been recorded accurately before allowing play to resume.
2. In the interests of accurate "goals against" averages, the Official Scorekeeper must be sure to note on the game report (in the "Goaltender's Record" section) any change(s) in the goalkeepers made during the course of a game. The "Time Played" is noted as the time elapsed in the period and not the time remaining.
3. If a penalty shot is awarded, make a brief notation in the Penalty section of the score sheet (minutes, OFF and ON) to indicate that a penalty shot was taken for the penalty assessed.
4. The two-minute minor penalty infraction for "hitting from behind" automatically invokes a game misconduct penalty against the offending player according to CHA rules. The scorer should indicate, for ACAC purposes only, that the penalty is in fact considered a "game ejection" and not a "game misconduct" on the score sheet.
5. The Official Scorekeeper shall attempt to write down who was on the ice at the time of stoppage, which involves an altercation. They should also note the numbers of any players leaving the players bench during the altercation, and report who left first.

(Note: Generally the referee will do this and may not ask for the Scorekeeper for this information).

## **B. TIMEKEEPERS**

The CHA rule book provides separate guidelines for a Penalty Timekeeper and a Game Timekeeper, therefore, they will be handled separately here. However, actual practice throughout the ACAC has been to have one person carry out both functions.

### **1. Penalty Timekeeper**

- a) The Penalty Timekeeper shall keep the time served by each penalized player during the game and, on request, inform the penalized player as to the unfinished time of his/her penalty.
- b) If a player leaves the penalty bench before his/her time has expired, the Penalty Timekeeper shall note the time and signal that to the referee, who shall stop the play as soon as possible.
- c) Where public address systems are used, the Penalty Timekeeper shall announce or have announced the name of each penalized player, the nature of the offense, the penalty assessed, and the time at which the penalty was assessed.
- d) The Penalty Timekeeper should keep the penalty bench free of spectators; should there be any trouble in this respect, the matter should be reported to the referee, arena staff or to arena security.

### **2. Game Timekeeper**

- a) The Game Timekeeper shall record the time of the starting and finishing of each game, and all actual playing time during the game.
- b) The Game Timekeeper shall signal the referee for the commencement of the game, the start of the second and third period, and each overtime period. If the rink is not equipped with an automatic gong or siren, or if this equipment should fail to operate, the Game Timekeeper shall, by means of gong, siren, or whistle, signal the end of each period, each overtime period, and the end of the game.
- c) The Game Timekeeper shall announce or have announced when **ONE MINUTE** of actual game time remains in each regulation or overtime period. In the event

of any dispute regarding time, the matter shall be referred to the referee, and his decision shall be final.

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### **C. GOAL JUDGE** (this section does not apply to Women's Hockey)

1. There shall be one Goal Judge behind each goal. They shall not be members of either competing club, nor shall they be replaced during the process of the game, unless it becomes apparent that either Goal Judge, on account of partisanship or any other cause is guilty of giving unjust decisions. In such cases, the referee in charge may appoint another Goal Judge to act in his place.
  2. Each Goal Judge shall be stationed in the designated area behind the goal for the duration of the game, and they shall not change ends at any time after the game begins. Their jurisdiction is limited to that game only.
  3. In the event of the goal being claimed, the Goal Judge of that goal shall decide whether or not the puck has passed between the goal posts and entirely over the goal line. His decision will simply be "goal" or "no goal." He may also answer questions posed by the Referee concerning the circumstances of a play.
  4. In the event a dispute arises, the Referee shall have the final decision.
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### **D. OVERTIME RULES**

1. In **regular season play**, a five-minute sudden victory, 4 on 4, overtime period will be played. If the score remains tied then the game is officially a tied game. There is to be a one-minute timeout allowed prior to the overtime.
2. In **playoffs**, the overtime format is a one-minute time out followed by ten minutes of sudden victory. If teams remain tied, the ice is resurfaced and 20 minute sudden victory periods are played until a winner is determined.
3. In the standings there will be two extra columns, titled overtime win (OW) and overtime loss (OL).

**Note:** For the purpose of breaking ties at the end of league play, the team with more wins in regulation time places higher, if the teams are still tied then the ACAC Operating Code tie-breaker procedure is applied.

4. Points for overtime are awarded as follows:

- tie after regulation, one point each team
- tied after overtime, no additional points
- winner of overtime receives one additional point

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## **E. PUBLIC ADDRESS ANNOUNCER GUIDELINES** (for all sports)

1. The following duties of the public address announcer at the ACAC competitions include the following:

- a) Announcing a welcome to the game including reference to the Alberta Colleges Athletic Conference.
- b) Announcing the starting line ups for the game beginning with the visiting team. The introductions shall include the coaches and on ice officials for the game.
- c) During the game, the announcer shall announce the number and name of players who score and are assessed penalties. These are announced for both the home team and the visiting team.
- d) Announcers may announce the game/period scores and the game scoring summary and the final score and scoring summary.
- e) If there is a Player of the Game Award, the announcer shall assist with the ceremony. At this time, (and at other times during the event) sponsorship announcements shall be made.
- f) After the game and presentations are completed, the announcer should thank the spectators for attending and remind them of upcoming action.

2. Post Competition Handshake Protocol

At the conclusion of each contest, the teams shall acknowledge each other, the game officials, and the spectators at the event for their effort and support as per OC, Article I, Section 3 – Ethics:

**5.1** At the conclusion of each contest, the teams shall acknowledge each other, the game officials and the spectators at the event for their effort and support. This important aspect of the contest is the very essence of the competitive experience

and therefore, should be of high profile. The following sequence shall be undertaken by all Conference teams at the conclusion of a contest:

- 5.1.1** At the conclusion of the contest, the teams will congregate at their respective areas.
- 5.1.2** The teams (including coaches and staff), will then move to the centre of the playing surface (they must be a significant distance from the players' benches) and line up in a single file. If a Player-of-the-Game award is to be presented, this is an opportune moment to make this presentation.
- 5.1.3** The team members will proceed to shake each opposition team member's hand. This includes the coaches and staff of each team as well.
- 5.1.4** If it is possible to involve the game officials in this ritual, they too should be included in the handshake process. The captains of the teams could approach them and shake their hands to acknowledge their work in the contest.
- 5.1.5** If a public address announcer is available for the contest, she/he could ask the spectators to remain seated until the game-ending event is completed.
- 5.1.6** It is important to keep the team members of the subsequent game from entering the playing area until the hand shake process is completed. This is particularly necessary in basketball and volleyball.

- 3. The duties of the public address announcer at the ACAC competitions **DO NOT INCLUDE** the following:
  - a) Providing play-by-play coverage of the game (i.e. making comments like "what a great save!")
  - b) Providing color commentary for the event (e.g. "a bad pass by #11...)
  - c) Providing a cheerleading role for the home team. It is assumed that encouraging fans to cheer is the responsibility of someone other than the public address announcer.
- 4. Example announcement:

Suggested announcement by all PA Announcers at ALL games:

E.g. "To Our Fans.

The ACAC, Augustana Athletics and the Vikings are very happy to have your support during our games. We hope that this game will provide you with the opportunity to encourage and support the home team, our visiting team guests, and the officials. All of these individuals have put in great efforts to be able to participate – they deserve respect and to be treated with dignity. Remember – good sports make good sport !  
Thank you."

This may be announced approximately four or more times during games.

These guidelines are intended to create a positive atmosphere at ACAC events and at the same time allow competition to proceed and be of great interest to fans. It is assumed that the public address announcer can be part of this interest by adding some special inflections of voice for the home team in introductions and scoring. At all times the public address announcer should refrain from utilizing the microphone to demean, degrade, or distract the visiting team.

As well, it is understood that these guidelines will vary from sport to sport depending on the venue and competition.

# TIME CONVERSION TABLE

Time remaining on clock

Minutes of Play into Period

20-19	0
19-18	1
18-17	2
17-16	3
16-15	4
15-14	5
14-13	6
13-12	7
12-11	8
11-10	9
10-9	10
9-8	11
8-7	12
7-6	13
6-5	14
5-4	15
4-3	16
3-2	17
2-1	18
1-0	19

## MEN'S HOCKEY

**Competitive Format:**

League Schedule

**Sport Facilitator:**

Greg Ryan (Augustana)

**Phone:**

780-679-1564

**Length of Season:**

October to March

**Championship Dates:**

March 12-21, 2010  
(Best of 5)

**Participating Colleges:**

- Augustana
- Briercrest College
- Concordia
- MacEwan University
- Mount Royal College
- NAIT
- Portage College
- SAIT Polytechnic

**2008-09 Team Champions:**

SAIT Trojans

## WOMEN'S HOCKEY

**Competitive Format:**

League Schedule

**Sport Facilitator:**

Greg Ryan (Augustana)

**Phone:**

780-679-1564

**Length of Season:**

October to March

**Championship Dates:**

March 11-21, 2010  
(Best of 5)

**Participating Colleges:**

- MacEwan College
- Mount Royal University
- NAIT
- Red Deer College
- SAIT Polytechnic

**2008-09 Team Champions:**

U of C Dinos

The ACAC gratefully acknowledges our sponsors:



This guide is updated and published each year by the Alberta Colleges Athletic Conference. Any comments, questions, or suggestions can be forwarded to the ACAC Office at:

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