

2025 - 2026

Off-Ice Officials Guide



*'MAKING HOCKEY FUN AND REWARDING,
FOR ALL PARTICIPANTS'*

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Officiating is a significant component of the game of hockey. Without Officials, there is no game.

Each individual is an integral member of the team, and the responsibilities and functions performed by the Off-Ice Officials are also very important.

Remember, you are an 'Official' and you MUST act accordingly, and remain NEUTRAL!

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1.0 **DEFINITIONS**

The following words and phrases shall have the following meanings in this document:

“CRRC” or “CR”	Means Central Region Referee’s Committee. CRRC’s website is: http://czrc.ab.ca/
“HA”	Means Hockey Alberta. Hockey Alberta’s website is: http://www.hockeyalberta.ca/
“HCAL”	Means Hockey Calgary. Hockey Calgary’s website is: https://www.hockeycalgary.ca/
“Off-ice Officials”	Are there to assist the on-ice Officials (Referees) in the conduct of the game. They assist with Scorekeeping, Timekeeping & Penalty Box. It is expected they will conduct their duties in a manner that displays sportsmanship & fair play with respect to everyone.
“Officials”	Are the Referee’s and Linesmen
“SW”, “SWH” or “SWHA”	Refers to Southwest Hockey Association

2.0 **GENERAL**

2.1 **PURPOSE**

These guidelines are intended to further define the conduct and procedures of the Off-Ice Official and will be used in conjunction with the SW Policies and Procedures, and the CRRC Policies and Procedures; as required.

Where a conflict exists between the Off-Ice Officials Guide and the SW Policy and Procedures, then the Policy and Procedures will take precedence. Where there is a conflict between the SW Policies and Procedures and the CRRC Policies and Procedures, the CRRC Policies and Procedures MAY take precedence depending on the situation.

NOTE: These guidelines may be amended from time to time as required.

2.2 **INTERPRETATIONS**

The insertion of headings and the provision of an Index are for convenience of reference only and shall not affect the construction or interpretation of these guidelines. Words importing the singular number only include the plural and vice versa, and words importing the use of any gender include all genders. If any provision of the guidelines shall be found to be or deemed to be invalid, the remainder of the guidelines shall not be affected thereby. These guidelines shall be interpreted according to the ordinary and usual meaning of the words thereof, notwithstanding any usage or custom to the contrary.

3.0 **WHAT’S NEW?**

- There are no new processes introduced as of July 21, 2023.



4.0 INTRODUCTION

This manual is intended to complement the information already available and provide additional information when necessary. 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 very beneficial in the performance of their roles.

5.0 RESPONSIBILITIES

General Information

- Off-Ice Officials are under the supervision of the Officials, and should refrain from criticizing the work of any other Official at any time.
- Off-Ice Officials should be at their respective positions promptly 10 minutes before the start of the game and at the beginning of the second, third and any overtime period.
- Concentrate on your job and avoid any unnecessary conversation.
- If mistakes are made, report them to the Officials.
- Officials, and Off-Ice officials shall be treated with courtesy at all times by players and team officials.
- All Off-Ice Officials are responsible for conducting their duties in a manner ***that displays sportsmanship and shows fair play and respect to all participants.***
 - As neutral Off-Ice Officials assisting the Officials in proper conduct of the game they are significant contributors to the management of the game. Should their behavior warrant disciplinary action, they may be relieved of their duties by the Officials or other Hockey Calgary Official.

5.1 OFFICIAL SCOREKEEPER

Rule 5.6; Section 5 of Hockey Canada Official Playing Rules

- a. 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. They shall also keep a correct record of all penalties assessed, stating the names and numbers of the penalized players, the duration of the penalty, the infraction, and the time when the penalties were assessed. ***Print CLEARLY & FIRMLY, as there are multiple copies.***
- b. The Scorekeeper shall request that all affiliated players dressed for the game, be designated on the Official Game Report by the use of the symbols “AP” after their name (similar manner to that used to designate the Captain and Assistant Captains).
- c. At the completion of each game, the Scorekeeper shall sign the Official Game Report, and then have the Officials sign it.
- d. The Captain and Assistant Captains of each team shall be duly noted on the Official Game Report.
- e. Check to ensure that all pertinent information has been properly recorded on the “Official Game Report”; i.e., Date, League, Category, Length of Periods etc. Report any difficulty in obtaining pertinent information to the Official at the start of the game.
- f. Inform the Official when the same player has received his/her; SECOND MISCONDUCT PENALTY or his/her THIRD STICK INFRACTION PENALTY during the same game.
- g. Multiple penalties during the same stoppage of play shall be recorded in their order of occurrence, as reported by the Officials.



- h. Where a public address system can be used, the Official Scorer can make an announcement immediately following the scoring of each goal, the name of the player who scored the goal and the name of each player who received an assist.
- i. After the game and all players and Officials have left the ice, ensure that the “Official Game Report” (game sheet) has been completed in its entirety. **Do not make changes unless approved by the Officials.**
- j. Deliver the “Official Game Report” to the On-Ice Officials for their signatures. DO NOT cross out any blank spaces as the Officials may have further information to add. **DO NOT write on the game sheet after the On-Ice Officials have signed it.**
- k. At the completion of the game, ensure the “Official Game Report” is signed by each Official, as well as yourself.
- l. **Please treat any disrespect with respect.**
- m. Ensure that the WHITE/YELLOW copies go to the Manager Representative from the HOME TEAM and the PINK goes to the Manager Representative from the VISITING TEAM.
- n. Scorekeepers should be familiar with the penalty signals and the common abbreviations for each penalty. Refer to [SECTION 6](#).

5.2 OFFICIAL TIMEKEEPER

Rule 5.7; Section 5 of Hockey Canada Official Playing Rules

- a. Timekeepers shall be responsible for running the score clock, and record the start and finish time of each game and all actual playing time during the game.
- b. Be familiar with the type of clock and public address system used in the arena. ***If you are not familiar with the clock, spend some time learning the system. Don't be nervous, most arenas have instructions on how to use the clock.***
- c. Timekeepers should be familiar with “Length of Periods” as listed below; in [SECTION 9.0](#)
- d. Will watch the Officials for the commencement of the game, the start of the second and third periods and for any overtime periods.
- e. Stop the clock only on the Official's whistle and at the end of the Period.
- f. Advise the Official of any problem pertaining to the required duties.
- g. In the event of any dispute regarding time, the matter shall be referred to the Officials in Charge and their decision is final.

5.3 HOME & VISITOR PENALTY BOX

- a. Open the door when a time penalty occurs, to allow the player to enter the box.
- b. Open the door when a time penalty expires, to avoid players returning early.
- c. If a player leaves the penalty bench before the time has expired, note the time and signify to the Officials, who will stop play as soon as possible.
 - a. Example: If there is an issue with a player, notify the Officials **AT THE NEXT STOP OF PLAY. Do not blow the horn when this happens.**
- d. Keep the penalty bench free of spectators. If there is trouble, then advise the Officials immediately.

6.0 GAME REPORT LANGUAGE

- Clarity and brevity are important.
- Print clearly and firmly. You are making multiple copies.
- Do not record players name but **use only their numbers**. A common code is:
 - SHG = short-handed goal
 - PPG = power play goal
 - ENG = empty net goal

6.1 PENALTIES

Record the numbers only. Please follow Hockey Calgary Codes/abbreviations. Here are some suggested abbreviations:

AGG	Aggressor	FI	Fighting	LPB	Leaving Bench
BC	Body Checking	FOP	Falling on Puck	MISC	Misconduct
BDG	Boarding	GE	Game ejection	MP	Match penalty
BE	Butt-ending	GLC	Goalie leaving crease	RO	Roughing
BM	Bench Minor	GM	Game Misconduct	SL	Slashing
BRS	Broken Stick	HOLDS	Holding the Stick	SP	Spearing
CC	Cross-checking	HOLD	Holding	TMM	Too Many Men
CFB	Check from Behind	HP	Handling the Puck	TR	Tripping
CHG	Charging	HS	High Stick	TS	Throwing Stick
DG	Delay of Game	INT	Interference	UNS	Unsportsmanlike Conduct
ELB	Elbowing	INTG	Interference on the goalie	GRM	Gross Misconduct
FGB	Failure to go to bench	KNEE	Kneeing	RAW	Roughing after Whistle

NOTE: *Stick infractions (cross-checking, high sticking, slashing, butt-ending and spearing) should be indicated with a circle around the offending players number in the penalties section of the Official Game Report (e.g. (10) Slashing.). By doing so, you will be able to easily notify the Referee once a player has received his/her third stick infraction in the same game. Double Minor penalties for butt-ending and spearing only count as one stick infraction.*

7.0 ABUSE OF AN OFFICIAL

Hockey Canada has provided Officials with several tools to deal with abuse on Officials. As a result, Off-Ice Officials are called upon to conduct themselves with a higher standard when confronted by situations of abuse by players, coaches or spectators. Accordingly, situations where Officials abuse players, coaches or spectators will not be tolerated.

***** ABUSE of OFFICIALS WILL BE TOLERATED *****

8.0 SUSPENSION OF OFF-ICE OFFICIALS

Should any Off-ice Official be removed from their duties, repercussions and/or suspension(s) will follow Hockey Calgary Rules and Regulations, as well as any SW Hockey Policy and Procedure that may be applicable.

9.0 PERMIT LENGTH AND LENGTH OF PERIODS

Permit Length of 1st, 2nd and 3rd periods respectively:

1-hour Permit	Minutes: 13, 13 & 13
1 ¼ hour Permit	Minutes: 15, 15 & 15
1 ½ hour Permit	Minutes: 15, 20 & 20

NOTE:

1. All games are stop time.
2. No "time outs" permitted
3. There will be a 3-minute warm-up before each game.
4. Floods between periods will only occur for 1 ¾, 2-hour & 2 ¼ hour permits.
5. For games of 1 hour and 1¼ hour duration, players will NOT leave the ice between periods.
6. For games of 1 ¼ hours or more, players will NOT leave the ice between periods when no flood occurs.
7. Hockey Calgary reserves the right to make special changes to the number & length of periods. The respective League Chairperson will duly notify teams of such changes.
8. No game will exceed the permit time. If undue delays occur for any reason, and the game cannot be completed within the permit time, the following procedure will be followed:
 - a. At the first stoppage of play after time reached 5 minutes left on the permit, the Timekeeper will notify the Officials.
 - b. At this stoppage of play, the clock will be reset to 2 minutes and the remainder of the game completed with stop time.

10.0 CONCLUSION

This Off-Ice Officials Manual was prepared to assist the many volunteers who help make amateur hockey an enjoyable sport for all those who participate. You as an Off-Ice Official play a very important part in the smooth operation of each hockey game.

The records you compile, assists the Leagues in producing their statistics and the media in reporting this sporting event. The Southwest Hockey Board hopes this manual will make your job much more enjoyable.

APPENDIX - OFFICIALS SIGNALS



BOARDING

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

BDG



BUTT-ENDING

A cross motion of the fore-arms, one moving under the other arm.

BE



CHARGING

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

CHG



ELBOWING

Tapping either elbow with the opposite hand.

ELB



HOLDING

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

HDG



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.

HDG STK



KNEEING

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

KN



MISCONDUCT

Both hands on hips.

MISC

(referee may give you a code for example M20)



BODYCHECKING

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

BC



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.

CC



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.

CFB



HEAD CONTACT

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

HC



ROUGHING

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

RO



SPEARING

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

SP



UNSPORTSMANLIKE CONDUCT/DIVING

Using both hands to form a "T" in front of the chest.

USC



HIGH STICKING

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

HS



INTERFERENCE

Crossing arms stationary in front of the chest.

INT



HOOKING

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

HK



MATCH PENALTY

Patting flat of the hand on the top of the head.

MAT



SLASHING

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

SL



TRIPPING

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

TR