



INTERNATIONAL
ICE HOCKEY
FEDERATION

OFF ICE OFFICIALS' HANDBOOK

Contents

| | |
|---|----|
| PREFACE | 4 |
| Section 1 – General Information | 5 |
| Section 2 – Duties and Responsibilities..... | 6 |
| 2.1 Scorekeeper | 6 |
| 2.1.1 Scorekeeper's Duties before the Game..... | 6 |
| 2.1.2 Scorekeeper's Duties during the Game..... | 6 |
| 2.1.3 Communication with On-Ice Officials during the game | 7 |
| 2.1.4 Scorekeeper's Duties after the Game | 8 |
| 2.3 Scorekeeper's Assistants | 8 |
| 2.4 Timekeeper | 8 |
| 2.4.1 Timekeeper's Duties before the Game | 9 |
| 2.4.2 Timekeeper's Duties during the Game..... | 9 |
| 2.5 Announcer..... | 11 |
| 2.5.1 Pre-game Preparations..... | 11 |
| 2.5.2 Announcements During the game..... | 11 |
| 2.6 Penalty Box Attendant | 12 |
| 2.7 Goal Judges | 12 |
| Section 3 - SCOREKEEPER'S BENCH | 13 |
| 3.1 Off-Ice Officials on the Scorekeeper's Bench | 13 |
| 3.2 Equipment required at the Scorekeeper's Bench..... | 13 |
| Section 4 – Interpretations and Guidelines..... | 14 |
| 4.1 Guidelines for Awarding Assists on a Goal | 14 |
| 4.2 Guidelines for Releasing Penalized Players Following a Goal..... | 14 |
| 4.3 Guidelines for Canceling Out Penalties..... | 15 |
| Section 5 – Special arrangements for IIHF Competitions..... | 15 |
| 5.1 Local Statistics Coordinator..... | 15 |
| 5.2 Additional Arrangements at the Scorekeeper's Bench | 16 |
| 5.2.1 Computer Statistical Service..... | 16 |
| 5.2.2 Video Goal Judge Telephone Operator | 16 |
| 5.2.3 Commercial Break Coordinator | 16 |
| 5.3 Guidelines for Completing the IIHF Official Game Sheet | 17 |
| 5.4 Guidelines for IIHF Timekeeping and Scoreboard Systems. | 17 |
| ANNEX 1 – Team Composition Form..... | 18 |

OFF-ICE OFFICIALS' HANDBOOK



| | |
|---|----|
| ANNEX 2 – IIHF Official Game Sheet | 19 |
| ANNEX 3 – Suggested Procedures for Completing the Game Sheet..... | 21 |
| ANNEX 4 – Examples for Completing the Official Game Sheet..... | 23 |
| ANNEX 5 – IIHF OFFICIAL GAME SHEET (Filled in example) | 26 |
| ANNEX 6 - Abbreviations for Offences | 27 |
| ANNEX 7 Guidelines for the IIHF Timekeeping and Scoreboard System | 28 |
| ANNEX 8 – Overtime Operations | 30 |
| ANNEX 9 – Penalty-Shot Shootout Procedure | 32 |
| ANNEX 10 - Television Commercial Breaks | 34 |
| ANNEX 11 – Video Goal Judge System Operation Procedure | 37 |

PREFACE

This publication is intended to provide suggested structures, personnel, responsibilities and procedures for the operation of a hockey game by the assigned Off-Ice Officials. We believe that this publication will be useful to Member National Association (MNA's), leagues, clubs and organizers operating games under the jurisdiction of a member national association. As such, any MNA, league or club can alter any portion of this document to conform to their own needs and purposes.

The Off-Ice Officials' Handbook provides guidelines for the responsibilities, duties and procedures to be followed and applied for a Scorekeeper, a Timekeeper, an Announcer, the Goal Judges and the Penalty Box Attendants.

Off-Ice Officials should be familiar with their duties and procedures. In addition, they should become familiar with the playing rules. With a good understanding of their duties, plus a basic knowledge of the playing rules, Off-Ice Officials can be of the great assistance to the Game Officials working a hockey game

This publication has been updated to be consistent with the 2014 IIHF Rule Book.

The responsibilities, duties and procedures for the Off-Ice Officials assigned to an IIHF competition are contained in separate documentation that is available from the IIHF Office.

Section 1 – General Information

For each hockey game the following Off-Ice Officials there should be appointed for duty:

- One Scorekeeper (with up to two assistants)
- One Timekeeper
- One Announcer
- Two Penalty Bench Attendants
- Two Goal Judges

In general, appointed Off-Ice Officials may include game officials, regional or local Referees-in-Chief; representatives from the regional or national associations' Referee Committee or trained volunteers.

Appointed Off-Ice Officials should have a good knowledge of the rules and must understand delayed penalty situations, coincidental penalty rules, and should be familiar with the Referee signals.

During preparations for the game or competition, the Scorekeeper should meet with the representative of the league, club or local organizer to discuss:

- Specific regulations covering this competition (commercial breaks, beginning of the games, video goal judge, etc).
- Contact telephone numbers during competition
- Equipment and measuring tools on the Scorekeeper's Bench.
- Dress code for Off-Ice Officials
- Meal plan for Off-Ice Officials
- Compensation for the work
- Accreditation

Prior to a game or an event, the Scorekeeper should organize a meeting with all assigned Off-Ice Officials to discuss the following:

- General Information about the competition and organizational details
- Role and responsibilities of the Off-Ice Officials
- Nomination process for the games
- Pre-game, game and post-game procedures
 - Work plan and timeline for the assigned Off-Ice Officials
 - Meal plan
 - Dress code
 - Compensation for the work
- Co-operation with the statistics group (if arranged)

All assigned Off-Ice Officials should arrive at the ice rink at least 90 minutes before the scheduled start of the game. Individual arrival times may be requested and arranged through the Scorekeeper. All appointed Off-Ice Officials are under supervision of the Scorekeeper.

Section 2 – Duties and Responsibilities

2.1 Scorekeeper

2.1.1 Scorekeeper's Duties before the Game

Before the game, the league, club or local organizer must provide the Scorekeeper with original, blank Game Sheets.

Sixty (60) minutes before start of the game, the Scorekeeper shall obtain from the manager or coach of both teams a list of all eligible players. He should obtain the full names of the assigned Referees and Linesmen for each game

Prior to the start of the game, the Scorekeeper should complete the Game Sheet with the following information:

1. Name, position and jersey number of each player participating in the game
2. All data concerning the game, such as the name of the competition, location, date, time, names of the home and visiting team and the names of assigned Game Officials and the Off-Ice Officials

Twenty (20) minutes before the game is scheduled to begin, the Scorekeeper shall obtain from the manager or coach of both teams the names of the captain and alternate captains and indicate them by letters "C" and "A" in front of their names on the Game Sheet.

The Scorekeeper must bring a copy of the completed and signed Game Sheet to the Referee's Dressing room at least 10 minutes prior to the start of the game.

Teams have the right to add or delete players on the Game Sheet up to the opening face-off at the start of the game.

2.1.2 Scorekeeper's Duties during the Game

During the game the Scorekeeper shall record the following information on the Game Sheet:

1. The goals scored
2. The number of the goal scorers and players to whom assists have been awarded
3. The players of both teams who are on the ice when the goal is scored.
4. All penalties assessed by the Game Officials with the numbers of the penalized players, the infraction, the time at which it has been assessed and the duration of each penalty
5. Each penalty shot awarded with the name of the player taking the shot and the result of the shot.
6. The time of entry into the game of any substitute goaltender.

An example of a completed IIHF Game Sheet can be found in **ANNEX 4** and **ANNEX 5**.

The scorekeeper shall be responsible to:

1. Determine the players entitled to receive assists on a goal
2. Correct posting of the penalties and goals scored on the scoreboard
3. Ensuring that the time served by all penalized players is correct.
4. Promptly calling to the attention of the Game Officials any discrepancy between the time displayed on the game clock and the correct official time.
5. Making any adjustments as ordered by the Referee.
6. Advise the Referee when the same player has received his second Misconduct penalty in the same game
7. Notify the Referee if a player, not listed on the Game Sheet is participating in the game
8. Be a liaison between the Off-Ice Officials and Game Officials on the ice.

2.1.3 Communication with On-Ice Officials during the game

During the game, the Off-Ice Officials on the Scorekeeper's bench receive information that may be useful to the Referee. The Referee may ask the Off-Ice Officials, through the Scorekeeper, questions concerning disputed situations. They should respond to the Referee through the Scorekeeper.

The Scorekeeper is the only Off-Ice Official authorized to provide information and discuss game related issues with the Referee during the course of the game.

The Scorekeeper may be of assistance to the Referee in the following situations:

- Team and/or goaltender penalty:
 - The Scorekeeper should record the jersey number of the players on the ice when a goaltender is assessed a penalty and provide this information to the Referee if requested.
 - If the Referee wishes to be informed, the Scorekeeper should have recorded all the jersey numbers of the players on the ice at the time that the penalty was assessed.
- Altercations:
 - If the Referee wishes to be informed, the Scorekeeper should have recorded all the jersey numbers of the players on ice and the numbers of the players entering the ice from players' bench to participate in the altercation.
 - In case of a bench-clearing incident, the Scorekeeper may assist the Referee by noting the jersey numbers of the players involved, but will provide the information to the Referee only at the Referee's request.
- Connection to the Video Goal Judge (If it in use):
 - When the Referee must discuss a scoring situation with the Video Goal Judge, the Scorekeeper at the Scorekeeper's Bench will provide him with a telephone directly connected to the Video Goal Judge.

When the Off-Ice Officials are discussing a situation with the Referee, they should refrain from using any head or hand signals as this can lead to confusion and controversy.

2.1.4 Scorekeeper's Duties after the Game

The first priority of the Scorekeeper following the game is to verify the completed Game Sheet and have it signed by the Referee.

The Scorekeeper should review and, if necessary, correct the Game Sheet with the Referee at the conclusion of each period.

After the completion of the game, the Scorekeeper shall complete the Game Sheet, prepare it for signature by the Referee(s) and forward it to the proper authorities.

No request for changes in any awarding of points shall be considered unless they are made by the Captain before the conclusion of the actual play in the game or before the Referee has signed the Official Game Sheet.

2.3 Scorekeeper's Assistants

The Scorekeeper usually has up to two assistants, who help him before, during and after a game. Before the game, the scorekeeper should have a brief meeting with his assistants to discuss their co-operation.

The Scorekeeper may suggest the Assistants help with the following items:

1. Check the equipment and measuring tools on the Scorekeeper's Bench.
2. Provide information about the participating players and goaltenders during the game.
3. Record the jersey numbers of the players on the ice when the goaltender is assessed a penalty.
4. Record the jersey numbers of the players of both teams who were on the ice when a goal has been scored
5. Record the jersey numbers of the players entitled to receive assists
6. Record the jersey numbers of the players in a bench clearing incident (if players leave the player's bench during the incident to participate),
7. Other duties upon the request of the Scorekeeper.

Scorekeeper's Assistants are under the supervision of the Scorekeeper.

2.4 Timekeeper

The game clock is the only official timekeeping system in the ice rink. All activities are initiated from this one timing device. The Timekeeper is at all times - prior to a game, during a game and immediately following a game - responsible for the time displayed on this device.

The Timekeeper shall record and manage the:

1. Game countdown before the game
2. Start and finishing time of each period and of each game
3. 15 minute intermission between each period
4. All actual playing time during the game
5. Start time and finish time of all penalties
6. Start time and finish time of all time-outs

All timekeeping system procedures shall be initiated and managed by the Timekeeper.

The Timekeeper is under the supervision of the Scorekeeper.

2.4.1 Timekeeper's Duties before the Game

Prior to the start of the game, the Timekeeper must:

1. Discuss with the local organizer or hosting club any special arrangements for the game (opening ceremony, presentations, intermissions, etc)
2. Discuss with the Scorekeeper the co-operation with Off-Ice Officials if the game clock malfunctions.
3. Become acquainted with the timekeeping system and its functions.
4. Verify that the timekeeping system is functioning properly:
 - Put the game time on the clock,
 - Put the penalties on the clock (2, 2+2 and 5 minutes) and remove them,
 - Start and stop the clock,
 - Put up the time of the time-outs and check its count down
 - Check the buzzer,
5. Check additional functions of the timing devices.
6. Prepare and check that the stopwatch works properly.
7. Record the telephone number and check that the telephone line to the technicians responsible for maintaining the timekeeping system works properly.
8. Be in place to begin the countdown procedure 60 minutes prior to the start of the game.

2.4.2 Timekeeper's Duties during the Game

Prior to the start of the game, the second and third periods plus any overtime period(s) when the Referee and both teams are ready for the first faceoff at center ice, the Referee will raise his hand to signal to the Timekeeper that he is ready to drop the puck.

The Referee should receive the OK from the Timekeeper, indicating that the timekeeping system is ready to start of the game. From this point on, the Timekeeper must focus all of his attention on the Referee(s).

When the Referee drops the puck, the Timekeeper must immediately start the operation of the game clock.

During the game, the Timekeeper should start the game clock with the drop of the puck by any on ice official and stop the clock upon hearing the Referee or Linesman's whistle.

While operating the timekeeping system, the Timekeeper must simultaneously use a stopwatch to time the game. The stopwatch is a backup timing device in case the timekeeping system malfunctions and should be operated manually during the game to maintain the correct time. Only one person should operate both the timekeeping system and the stopwatch for consistency and in case the game officials or the teams ask questions about the correct time.

If the arena is not equipped with an automatic signaling devise or, if such device fails to function, the Timekeeper shall signal the end of each period or overtime period manually by buzzer, siren or blowing a whistle.

The Timekeeper shall initiate the announcement over the public address system with one minute remaining in the first or second period that there is one (1) minute remaining to be played in the period and with two (2) minutes remaining to be played in the third period.

For the purpose of keeping everyone informed of the time remaining in any intermission, the Timekeeper shall use the game clock to record the length of intermissions. The game clock should start for the intermission immediately at the conclusion of the period.

The Timekeeper shall give a preliminary warning by signal to the Game Officials and the Off-Ice Officials and both teams before the start of each period as follows:

- Three minutes remaining on the game clock - one blast of the buzzer to indicate that in one minute the teams will be called to the ice surface.
- Two minutes remaining on the game clock - two blasts of the buzzer calling for the home team to immediately leave their dressing room and return to the ice surface.

If there is a problem with the timekeeping system, or if the dressing rooms are not equipped with buzzers, the information may be relayed to the teams by the Timekeeper blowing the whistle, while maintaining control of the activities by stopwatch at all times. If this procedure is to be used, the information should be relayed to the team officials through the Scorekeeper or his assistants as soon as the problem arises.

In the event of any dispute regarding time, the matter shall be referred to the Referee(s) for adjudication and their decision shall be final.

The following summary shows the various activities and timing sequences for display on the game clock and actual duration in real time for the game:

| Activity | Timing Sequence | Actual Duration |
|---------------------------------------|----------------------------|---|
| Countdown to warm-up | Game time minus 60 minutes | 20 minutes running time |
| Pre-game warm-up | Game time minus 40 minutes | 20 minutes running time |
| Countdown to game time/broadcast time | Game time minus 20 minutes | 20 minutes running time |
| First period | 20 minutes | 20 minutes stop time |
| First period intermission | 15 minutes | 15 minutes running time immediately from the end of the first period |
| Second period | 20 minutes | 20 minutes stop time |
| Second period intermission | 15 minutes | 15 minutes running time immediately from the end of the second period |
| Third Period | 20 minutes | 20 minutes stop time |
| Overtime intermission | 3 minutes | 3 minutes running time immediately from the end of the third period |

2.5 Announcer

The Announcer is responsible for announcing information over the public address system.

The Announcer is under the supervision of the Scorekeeper.

2.5.1 Pre-game Preparations

Prior to the start of the game, the Announcer should:

- Obtain a list of all eligible players from both teams and the names of the assigned on-ice game officials.
- Study the names of players, team officials, Referees and Linesmen.
- Learn to pronounce the names correctly.
- Meet with the Scorekeeper to discuss the game.
- Review all announcements that must be broadcast before, during and after the game.
- Check that the microphone on the Scorekeeper's Bench is functioning properly
- Be in place on the Scorekeeper's Bench at least 45 minutes prior to the start of the game and be ready to begin the announcements.

2.5.2 Announcements During the game

During the game the announcer shall announce by means of a public address system:

1. The awarding of goals and assists
2. Penalties
3. End of penalties
4. When one (1) minute remains in the first and second period
5. When two (2) minutes remain in the third period

OFF-ICE OFFICIALS' HANDBOOK

In the event that the game clock malfunctions, the Announcer must:



1. Upon the Scorekeeper's request, immediately inform the spectators and the teams through the public address system.
2. Announce the playing time in the game or the penalty time of any penalized players during stoppages.
3. Announce to the spectators and teams when the game clock begins working again.

Examples of the announcements used in IIHF competitions can be found in the Public Announcer Script.

2.6 Penalty Box Attendant

One Penalty Box attendant shall be appointed for each team penalty box.

The Penalty Box Attendant shall be responsible for:

1. Providing a penalized player, upon request, with correct information as to the time remaining in his penalty.
2. Allowing the penalized player to return to the ice at the appropriate time upon completion of the penalty.
3. Notifying the Scorekeeper if a player leaves the penalty box before the end of the penalty.

The Penalty Box Attendants are under the supervision of the Scorekeeper.

During the game, the Penalty Box Attendants should record the start time and the end time of a penalty and the time that a penalized player returns to the ice.

An example of how the information should be recorded is shown below:

| Player # | Substitute Player # | Penalty Duration (min) | Offence | Start | End | Return to the Ice |
|----------|---------------------|------------------------|---------|-------|-------|-------------------|
| 8 | | 2 | H-ST | 18.05 | 20.05 | 19.45 (goal) |
| 10 | | 2 | CH-B | 18.20 | 20.20 | 20.20 |
| 10 | | 10 | MISC | 20.20 | 30.20 | 30.20 |

During the game, the Penalty Box Attendants must open the door of the penalty bench immediately after the expiration of the penalty time on the game clock to indicate that the penalty time is over and that the player can return to the ice.

2.7 Goal Judges

There shall be one Goal Judge stationed behind each goal net during the progress of play, in properly protected areas, if possible, so that there can be no interference with their activities. The Goal Judges shall not change ends of the ice during the game.

They shall not be replaced during the game, except due to sickness or some other unforeseen circumstance.

The Goal Judge shall decide only if the puck has passed between the goal posts and completely over the goal line, and shall then give the appropriate signal.

When the puck is deemed to have completely crossed the goal line, between the goal posts, the Goal Judge shall turn on the red goal light and leave it on for a minimum of five (5) seconds.

In the event of a power failure, each goal judge must be equipped with a red flag, which will act as a back up to the electronic red light. The Goal Judge must raise the flag to indicate that the puck completely crossed the goal line between the goal posts.

The Referee may consult with the Goal Judge, but the Referee will give the final decision in matters of a disputed goal.

The Goal Judges are under the supervision of the Scorekeeper.

Section 3 - SCOREKEEPER'S BENCH

3.1 Off-Ice Officials on the Scorekeeper's Bench

The Scorekeeper, the two Scorekeeper Assistants, the Timekeeper and the Announcer must be positioned on the Scorekeeper's Bench while the two Penalty Box Attendants should be located in their assigned penalty bench.

The Penalty Box Attendants should have special seats within their assigned penalty bench. They should have a good view of the entire ice surface and should be able to clearly see the time on the game clock to carry out their duties properly.

Off-Ice Officials should refrain from conversing with spectators during the course of the game.

3.2 Equipment required at the Scorekeeper's Bench

The following equipment must be kept at the Scorekeeper's Bench during a game. These items are the responsibility of the Scorekeeper and must be available at any time during a game:

1. Two (2) stop watches
2. One approved stick measuring gauge
3. One small notepad and sharp pencil
4. One extra game official's whistle
5. Three (3) full water bottles for game officials
6. Three (3) towels for game officials
7. One metric tape measure

Section 4 – Interpretations and Guidelines

4.1 Guidelines for Awarding Assists on a Goal

The Scorekeeper or his Assistants are responsible for the awarding of assists for each goal. The following are guidelines to be used in awarding assists on goals:

1. Player A8 passes the puck to A9, who passes to A10 who scores a goal.

Ruling: Goal scored by A10 and assists to A8 and A9

2. Player A8 shoots the puck in the direction of the net but not at the goalie. A9 retrieves the puck and passes to A10 who scores a goal.

Ruling: Goal scored by A10 and assists to A8 and A9 as no player of Team B had control of the puck

3. Player A8 passes the puck to A9 but the puck deflects off the body, stick or skate of a Team B player, then it is retrieved by A9 who passes to A10 who scores a goal.

Ruling: Goal scored by A10 and assist to A8 and A9 as no player of Team B had gained control or possession of the puck

4. Player A8 shoots the puck at the goaltender who stops the shot but the puck rebounds out and A10 shoots the puck into the goal.

Ruling: Goal scored by A10 and assist to A8.

5. Player A8 passes the puck to A9 who attempts to pass the puck to A10. However, a player of Team B intercepts the pass. A10 checks the B player with the puck then shoots the puck into the goal.

Ruling: Goal scored by A10 but no assists because a player of the opposing team had possession and control of the puck prior to the goal being scored.

6. Player A8 passes to A9 who passes to A10. A10 shoots at the goaltender who stops the shot but the puck rebounds back out and A10 shoots the puck into the goal.

Ruling: Goal scored by A10 and assist shall be awarded to A8 and A9

4.2 Guidelines for Releasing Penalized Players Following a Goal

For the interpretation of the rule where a goal is scored against a team that is short-handed the following guidelines shall be taken into consideration:

OFF-ICE OFFICIALS' HANDBOOK



Three questions shall be asked with reference to a Minor penalty:

- Is the team serving a Minor penalty?
- Is the team below the numerical strength of the opposing team on the ice?
- Is a goal scored against the team?

If the answer to all three questions is yes, the first Minor penalty being served expires after the goal has been scored, except if the goal is scored on the Penalty Shot or unless otherwise expressly provided by Rule 114 – Delayed Penalty Call.

If the team is shorthanded and a goal is scored on a Penalty Shot no player returns to the ice.

Examples of situations that will assist the Penalty Bench Attendants in determining the penalized players that are to return to the ice following the scoring of a goal you can find in IIHF Case Book – Rule 114.

4.3 Guidelines for Canceling Out Penalties

During a game it may happen that Rule 112, Coincident Penalties should be applied. Examples of coincidental penalties can be found in IIHF Case Book under Rule 112.

Section 5 – Special arrangements for IIHF Competitions

5.1 Local Statistics Coordinator

For IIHF competitions the IIHF will assign an additional person or a group of persons to manage and operate the statistical program such as a Result Manager(s), a Result Operator(s) and Spotters based on the category and the level of IIHF competition. This is arranged with the organizer by the IIHF in advance of the competition.

The local organizer hosting an IIHF competition must nominate a Local Statistics Coordinator, who coordinates and supervises the work of the statistics group and serves as a liaison between the IIHF Result Manager, the statistic group and the Off-Ice Officials.

The requirements for the person to be assigned to fill the role of the Local Statistics Coordinator and his responsibilities shall be as follow:

- Must be able to speak English fluently
- To be the liaison between the statistics group and the IIHF Result Manager
- To set up the assignment plan for the local statistics group
- To coordinate local technical support/technicians for statistics related matters
- To coordinate the distribution of statistical output (teams, media, broadcasters, VIP, LOC, IIHF, etc)

A more detailed description of the responsibilities of the Local Statistics Coordinator and his responsibilities in managing the statistics group and his cooperation with the Off-Ice Officials can be found in a special IIHF Statistics Regulation.

5.2 Additional Arrangements at the Scorekeeper's Bench

5.2.1 Computer Statistical Service

For an IIHF competition where the IIHF will assign an IIHF Result Manager to operate the statistic program, the local Organizer must provide an office with fast Internet access, a computer and printer within the ice rink preferably as close as possible to the Scorekeeper's Bench, allowing the assigned IIHF Result Manager to work in a manner that allows him easy access to the Scorekeeper's Bench.

The computer operator entering game actions (Orion Operator) needs to be seated next to the Scorekeeper located on the Scorekeeper's Bench. The computer operator entering shots-on goals and face-offs (Gemini Light Operator) should be seated in a position that offers a clear view to the field of play. Both positions should have sufficient space to operate the results system hardware.

The Organizer must provide the technical installations for a cabled Internet connection, the power supply and adequate working space on the Scorekeeper's Bench. This should be discussed with the Organizer well in advance of the event to ensure that it is operational.

Additionally, in top category IIHF Championships and the Olympic Winter Game tournaments, their function is to immediately advise the Scorekeeper of the jersey number(s) of the player(s) involved in a goal scoring or penalty situations.

5.2.2 Video Goal Judge Telephone Operator

In top category IIHF Championships and the Winter Olympic Games tournaments and other specified IIHF competitions, the local Organizer must provide a direct telephone line between the Scorekeeper's Bench and the Video Goal Judge Booth.

The Video Goal Judge Telephone Operator must be seated in front of the telephone on the Scorekeeper's Bench, and the telephone must be equipped with a flashing light signal that works simultaneously with the ring to avoid missed calls from the Video Goal Judge Booth.

5.2.3 Commercial Break Coordinator

In IIHF competitions where television commercial breaks will take place, a Commercial Break Coordinator must be assigned and positioned at the Scorekeeper's Bench to activate the red light that signals a commercial break. The Commercial Break Coordinator should be in a position at the Scorekeeper's Bench to provide visual information to the Referee on the timing of the commercial break.

The television commercial breaks procedure for an IIHF competition and the duties of the Commercial Break Coordinator are described in ANNEX 10.

5.3 Guidelines for Completing the IIHF Official Game Sheet

See ANNEX 3 to ANNEX 6.

5.4 Guidelines for IIHF Timekeeping and Scoreboard Systems.

See ANNEX 7.

ANNEX 1 – Team Composition Form

TEAM COMPOSITION FORM

Event U20A Team SwitzerlandDate 2000 – 12- 26 Place Luzhniki Minor Sport Arena.

Switzerland Vs Russia.
 Home Team (A) Visiting Team (B)

Composition of the team: Switzerland Date: 2000 – 12-26 Game № 4.

| Position/Function | Family and Given name | Jersey № |
|-------------------|-----------------------|----------|
| GK | Sievert Paskal | 1 |
| GK | Zerzuben Martin | 30 |

| | | | |
|-----------------|----|---------------|----|
| 1. BLOCK | LD | Gerber Beat | 2 |
| | RD | Hirschi Steve | 8 |
| | LW | Niggli Stefan | 18 |
| | CE | Nussli Thomas | 23 |
| | RW | Camichel Duri | 24 |

| | | | |
|-----------------|----|------------------|----|
| 2. BLOCK | LD | Jobin David A | 6 |
| | RD | Stephan Fabian | 15 |
| | LW | Sutter Fabian | 10 |
| | CE | Duca Paolo C | 19 |
| | RW | Lakhmatov Vitali | 28 |

| | | | |
|-----------------|----|-------------------|----|
| 3. BLOCK | LD | Aeberli Patrick | 17 |
| | RD | Helbling Timo | 3 |
| | LW | Neff Claudio | 14 |
| | CE | Camenzind Andreas | 21 |
| | RW | Heberlein Marc A | 9 |

| | | | |
|-----------------|----|-----------------------|----|
| 4. BLOCK | LD | Blindenbacher Severin | 5 |
| | RD | Forster Beat | 11 |
| | LW | Reuille Sebastien | 22 |
| | CE | Helfenstein Sven | 27 |
| | RW | Monnet Thibaut | 7 |

| TEAM OFFICIALS | Position | Family and Given Name | |
|-----------------------|-------------------|-----------------------|--|
| | Head Coach | Kolliker Jakob | |
| | Assistant Coach | Lautenschlager beat | |
| | Team Leader | Mazzetti Roberto | |
| | Equipment Manager | Rutishauser Jorg | |
| | Physiotherapist | Ritter Thomas | |
| | Doctor | Gahler Ernst | |
| | | | |

60 minutes before start of the game the official scorekeeper or his assistant obtains the preliminary team composition form from the manager or coach on this form and hands it over to the statistical service who will fill in the official Game Sheet and issue the information to the press and game officials

20-15 minutes before start of the game the team manager or coach confirms the final team composition on the official Game Sheet

Signature of the Team Manager or Coach

ANNEX 2 – IIHF Official Game Sheet



IIHF

OFFICIAL GAME SHEET

INTERNATIONAL ICE HOCKEY FEDERATION

Fillable Form



| Explanations of abbreviations | | Penalty abbreviations | |
|-----------------------------------|---|-----------------------|---|
| Event | Abbreviation of the tournament (e.g. WS, W18, WWI or W20II...) | ABUSE | Abuse of Official by Players/Team Officials |
| Place | Name of the city or the ice rink where the game takes place | AD-EQ | Measurement of equipment |
| Date | Date when the game takes place | ATTUE | Captain and Alternate Captain Complaint |
| Start | The time that the game is scheduled to start | BD-CK | Women Body Checking |
| Spectators | Number of spectators | BENCH | Bench Minor Penalty |
| Game No. | Number of the game listed in the schedule | BLOOD | Prevention of Infections by Blood |
| Home Team (A) (jersey colour) | Abbreviation of the home team with jersey colour (in brackets) (e.g. SUI (red), USA (blue), ...) | BOARD | Boarding |
| Visiting Team (B) (jersey colour) | Abbreviation of the visiting team with jersey colour (in brackets) (e.g. SUI (red), USA (blue), ...) | BR-ST | Broken Stick |
| No. | Jersey number of the player | BUT-E | Butt-Ending |
| Family and Given Name (+BP+C/A) | Name of the player, followed by comma, and given name(s); add BP = best player of this game, C = Captain or A = Assistant Captain | CH-PL | Infringement of Change of Players Procedure |
| Pos | Position (GK = goalkeeper, EG = emergency goalkeeper, D = defenseman, F = forward) | CHARG | Charging |
| L | Number of lineup (1 = starting line, 2 = second line, 3 = third line, 4 = fourth line) | CHE-B | Checking from Behind |
| SOG | Sum of shots on goal (shots saved by goalkeeper plus scored goals) of this player | CHE-H | Checking to the Head and Neck Area |
| # | Number of the goal (- for penaltyshot missing the goal) | CLIPP | Clipping |
| Time | Time the goal is scored | CROSS | Cross-Checking |
| No. | Jersey number of the player scoring the goal | DELAY | Delaying the Game |
| Min | Jersey number of the player awarded the first assist | DIVE | Diving |
| Offence | Jersey number of the player awarded the second assist | ELBOW | Elbowing |
| Start | Game situation (EG = equal, +1 = powerplay 5:4, +2 = powerplay 5:3, -1 = shorthand 4:5, -2 = shorthand 3:6, PS = penalty shot, EN = empty net goal) | EQ-INF | Illegal or Dangerous Equipment (Equipment Infraction) |
| End | | EX-RP | Excessive Roughness |
| P1 P2 P3 P4 P5 P6 | Positive participation (all players on ice of the team scoring the goal) | FAL-P | Falling on the Puck by the Player / Goalkeeper |
| N1 N2 N3 N4 N5 N6 | Negative participation (all players on ice of the team being scored upon) | FIS-TI | Fistculling |
| Time | Time the penalty is called by referee | GA-MI | Game Misconduct Penalty |
| No. | Jersey number of the penalized player | GK-PEN | Goalkeeper Penalties |
| Min | Number of penalty minutes (2, 5, 10, 20 or 0 (only for penalty shot)) | H-BUT | Head-Butting |
| Offence | Abbreviation of Penalty (explanation see next column) | HAND-P | Handling the Puck with the Hands By a Player / Goalkeeper |
| Start | Time the penalty starts | HI-ST | High Sticking |
| End | Time the penalty ends | HO-ST | Holding the Stick |
| Team Manager | Name and given name of the team manager | HOLD | Holding an opponent |
| Head Coach | Name and given name of the head coach | HOOK | Hooking |
| A. Coach | Name and given name of the assistant coach | INT-S | Interference With Spectators |
| Period | Period 1, 2, 3, OTV = overtime GWS = game winning shots | INTRF | Interference |
| Total | Total sum of all entries in the columns | KICK | Kicking |
| G:A:B | Number of goals scored by team A : team B (listed by period) | KNEE | Kneeing |
| SOG:A:B | Number of shots on goal plus scored by team A : team B (listed by period) | L-BCH | Leaving the Bench |
| PIM:A:B | Number of penalty minutes for team A : team B (listed by period) | MATCH | Match Penalty |
| PPGF:A:B | Sum of powerplay goals scored for team A : team B (listed by period) | MISC | Misconduct |
| SHGF:A:B | Sum of shorthand goals scored for team A : team B (listed by period) | OTHER | Other Penalties |
| GKA1 | Sum of shots saved by goalkeeper for the first goalkeeper of team A (depending on period) | PS | Penalty shot |
| GKA2 | Sum of shots saved by goalkeeper for the second goalkeeper of team A (depending on period) | REFUSE | Refusing to Start Play – Team on / Not on the Ice |
| EGA | Sum of shots saved by goalkeeper for the emergency goalkeeper of team A (depending on period) | ROUGH | Roughing |
| GKB1 | Sum of shots saved by goalkeeper for the first goalkeeper of team B (depending on period) | SLASH | Slashing |
| GKB2 | Sum of shots saved by goalkeeper for the second goalkeeper of team B (depending on period) | SPEAR | Spearing |
| EGB | Sum of shots saved by goalkeeper for the emergency goalkeeper of team B (depending on period) | T-BCH | Team Officials Leaving the Players Bench |
| GKA | Jersey numbers of the goalkeepers of team A | THR-ST | Throwing a Stick or any Object |
| GKB | Jersey numbers of the goalkeepers of team B | TOO-M | Too Many Players on the Ice |
| MIP | Minutes in play of each goalkeeper | TRIP | Tripping |
| GA | Goals against each goalkeeper | | |
| Start of game | Time the game actually starts | Goalkeepers Changes | |
| End of game | Time the game actually ends | Time | GKA |
| Timeout A: | Time the home team A takes a 30 second timeout | | GKB |
| Timeout B: | Time the visiting team B takes a 30 second timeout | | |
| Game Supervisor: | Name of the Supervisor | | |
| Time | Time the goalkeeper comes in or goes out of the game | | |
| GKA | Jersey number of the goalkeeper of team A coming in or going out | | |
| GKB | Jersey number of the goalkeeper of team B coming in or going out | | |
| Referee | Name and given name of the referee for this game | | |
| Scorekeeper | Name and given name of the scorekeeper for this game | | |
| Linesman | Name and given name of the linesman for this game | | |
| Goal Judge | Name and given name of the goal judge for this game | | |
| Timekeeper | Name and given name of the timekeeper for this game | | |
| Sign. | Signature of Referee, Scorekeeper, Manager of Team A and Manager of Team B | | |
| A | Jersey number of the player of team A (marked with * when he starts the game winning penalty shot) | | |
| B | Jersey number of the player of team B (marked with * when he starts the game winning penalty shot) | | |
| GKA | Goalkeeper of team A for this penalty shot | | |
| GKB | Goalkeeper of team B for this penalty shot | | |
| GF:GA | Goals scored after this game winning shot of each team | | |
| End | Time of the end of the game | | |



July 2010

ANNEX 3 – Suggested Procedures for Completing the Game Sheet

1. Ninety (90) minutes before start of the game the Scorekeeper or his Assistant should begin the process of completing the Game Sheet by both teams, beginning with the Visiting team and then by the Home team.
2. The Team Coach or Team Manager is required to provide the names and numbers of the players to participate in the game
3. Sixty (60) minutes before start of the game the Scorekeeper or his assistant will receive back from the coach or team manager, the completed and signed Game Sheet. (*Note: In situations where a statistical data system is available and in use, the procedure should be modified to suit the local system and documents.*)
4. Twenty (20) minutes before the start of the game, or immediately after the pre-game warm-up, the Scorekeeper or his Assistant will obtain from the Coach or Team Manager of each team the captain and alternate captains (C, A, A) and his signature. The Visiting Team begins the process.
5. Ten (10) minutes before the start of the game, the Scorekeeper will provide a copy of the completed Game Sheet to the Referee, to both teams and, if in operation, to the statistical and information/media service.
6. During the game, the Scorekeeper records the goals, assists, penalties and the participation of goaltenders on the Game Sheet. Any overtime period will be recorded beginning at 60.00.
7. The Scorekeeper also completes the plus / minus of the players on the ice when a goal is scored including the goaltender.
8. Only the player scoring the goal during the Penalty-Shot Shootout and the goaltender defending the net during the shot will be recorded in the plus / minus column on the Game Sheet.
9. The Scorekeeper also records any change of goaltender during the game, minutes played by the goaltenders, empty net goals plus shots on goal during the game. The decisive goal of the Penalty-Shot Shootout will also be recorded on the Game Sheet
10. At the end of the game the Scorekeeper marks on the Game Sheet the best player of each team (if such is operated) as selected by the authorities, with the letters 'BP' beside his name.
11. After the game the Scorekeeper signs the Game Sheet and obtains the Referee's signature and any Game Report prepared and submitted by a Referee or a Referee Supervisor.

OFF-ICE OFFICIALS' HANDBOOK



12. No request for changes for goals and assists shall be considered by the Scorekeeper unless they are made by the captain through the Referee before the conclusion of the game.
13. The Scorekeeper provides a copy of the signed Game Sheet to the Team Coach or Team Manager of each team once signed by the Referee.
14. If there are no special procedures set up between the statistic group and the Scorekeeper, then it is the responsibility of the Scorekeeper to keep all of the original Game Sheets until the end of the competition and then forward them to the organiser who will forward them for the proper authorities.
15. When a game is decided by Penalty-Shot Shootout then only the decisive goal counts and is recorded for the game result and for the individual records of the scoring player and the goaltender. The Penalty-Shot Shootout procedure shall be finished immediately after the decisive goal is scored. Examples for the decisive goal situations:

| | | | |
|----|--------------|--------------|-------------|
| a) | 1: 0 2: 0 | No more shot | First goal |
| b) | 2: 1 3: 1 | No more shot | Second goal |
16. A copy of the Official Game Sheet from all international club games must be distributed by the organizer also to the respective national associations.
19. The Referee Game Report together with the Game Sheet for international games where a match penalty, game misconduct penalty for abuse of officials was imposed, must be sent by the organizer to the national association of the penalized player. Where the game officials of international games were physically or verbally abused and their safety endangered, the Game Sheet and the Referee Game Report must be sent to the respective national association and also to the IIHF for possible disciplinary action.

ANNEX 4 – Examples for Completing the Official Game Sheet

| No. | Situation | Time | # | Minutes | Offence | Start | End | Remarks |
|-----|---|-------|----|---------|---------|-------|-------|--|
| 1 | Minor penalty, no goal | 25:00 | 15 | 2 | TRIP | 25:00 | 27:00 | |
| 2 | Minor penalty, no goal | 59:00 | 15 | 2 | CHARG | 59:00 | 60:00 | |
| 3 | Minor penalty, goal | 25:00 | 15 | 2 | DELAY | 25:00 | 25:30 | |
| 4. | Coincident. Minor, Goal scored or not | 25:00 | 15 | 2 | CHARG | 25:00 | 27:00 | |
| 5. | Double minor, no goal | 25:00 | 15 | 2 | ROUGH | 25:00 | 27:00 | |
| | | | | 2 | ROUGH | 27:00 | 29:00 | |
| 6. | Double minor, goal at 26:00 | 25:00 | 15 | 2 | ROUGH | 25:00 | 26:00 | |
| | | | | 2 | ROUGH | 26:00 | 28:00 | |
| 7. | Double minor, two different fouls, goal at 28:00 | 25:00 | 15 | 2 | HOOK | 25:00 | 27:00 | |
| | | | | 2 | TRIP | 27:00 | 28:00 | |
| 8. | Bench minor, no goal | 25:00 | T | 2 | TOO-M | 25:00 | 27:00 | |
| 9. | Misconduct | 25:00 | 15 | 10 | ABUSE | 25:00 | 35:00 | |
| 10. | Minor plus Misconduct, no goal | 25:00 | 15 | 2 | CHE-B | 25:00 | 27:00 | 2 min. served by another player |
| | | | 15 | 10 | MISC | 27:00 | 37:00 | |
| 11. | Major penalty plus Automatic Game Misconduct | 25:00 | 15 | 5 | CROSS | 25:00 | 30:00 | 5 minutes served by another player |
| | | | 15 | 20 | GM | 25:00 | 60:00 | |
| 12. | Second misconduct to the same player, same game | 25:00 | 15 | 20 | GM | 45:00 | 60:00 | |
| 13. | Double minor plus misconduct, no goal | 25:00 | 15 | 2 | SPEAR | 25:00 | 27:00 | 4 minutes served by another player |
| | | | 15 | 2 | SPEAR | 27:00 | 29:00 | |
| | | | 15 | 10 | MISC | 29:00 | 39:00 | |
| 14. | Match penalty for spearing, injury | 25:00 | 15 | 25 | SPEAR | 25:00 | 60:00 | 5 minutes served by another player |
| 15. | Match penalty for kicking | 25:00 | 15 | 25 | KICK | 25:00 | 60:00 | |

OFF-ICE OFFICIALS' HANDBOOK



| <u>No.</u> | <u>Situation</u> | <u>Time</u> | <u>#</u> | <u>Minutes</u> | <u>Offence</u> | <u>Start</u> | <u>End</u> | <u>Remarks</u> |
|------------|--|-------------------------|----------------|----------------|-------------------------|-------------------------|-------------------------|-------------------------------------|
| 16. | Major offence, (Penalty-Shot) | 25:00 | 15 15 15 | PS 5 20 | HOOK HOOK GM | 25:00 | 30:00 60:00 | 5 minutes served by another player |
| 17. | Too many players, (Penalty-Shot) | 58:30 | T | PS | TOO-M | - | - | |
| 18. | Goaltender Penalties | | | | | | | |
| | a) Minor, no goal | 25:00 | 1 | 2 | DELAY | 25:00 | 27:00 | 2 minutes served by another player |
| | b) Major plus Game Misc. | 25:00 | 1 1 | 5 20 | SLASH GM | 25:00 25:00 | 30:00 60:00 | 5 minutes served by another player |
| | c) Misconduct | 25:00 | 1 | 10 | ABUSE | 25:00 | 35:00 | 10 minutes served by another player |
| | d) Game misconduct | 25:00 | 1 | 20 | ABUSE | 25:00 | 60:00 | |
| | e) Match penalty | 25:00 | 1 | 25 | HI-ST | 25:00 | 60:00 | 5 minutes served by another player |
| 19. | Penalty after a period: a) b) c) | 20:00 20:00 40:00 | 15 15 15 | 2 10 25 | SLASH ABUSE FISTI | 20:00 20:00 40:00 | 22:00 30:00 60:00 | 5 minutes served by another player |
| 20. | Penalty after a game: a) b) | 60:00 60:00 | 15 15 | 25 4 | FISTI ROUGH | 60.00 60.00 | 60:00 60.00 | |

OFF-ICE OFFICIALS' HANDBOOK



| <u>No.</u> | <u>Case</u> | <u>Time</u> | <u>GAA</u> | <u>Pos.Part</u> |
|------------|--|----------------|----------------|------------------|
| 21. | Time out | 58:30 | TA | t-out |
| 22. | Overtime: 10 minutes 20 minutes | 60:00 60:00 | p-off p-off | Ovt 10 Ovt 20 |
| 23. | Decisive goal, PSS after ovt 10 after ovt 20 | 70:00 80.00 | 15 15 | PSS PSS |

Note:

1. A substitute player serving a penalty for a goaltender, for another player, for an injured player or for his team does not appear in the penalty records.
2. Where a Bench Minor Penalty is assessed, it is to be displayed as "T" and is to be marked in the jersey number field along with the corresponding penalty. BENCH itself is not a penalty (See Example 8 above).
3. Where a Misconduct (10) is assessed in combination with another penalty, it is to be displayed as a separate penalty. (See Example 10 above)
4. Where Game Misconduct (20) is assessed in a combination with other penalty, it is to be displayed as a separate penalty. (See Example 11 above)
5. Where only MISCONDUCT (10), GAME MISCONDUCT (20) or MATCH (25) penalties are assessed, then the infraction should be listed in the line "Offence" and "10", "20" or "25" in the line "Minutes". (See Example 16 above) as only then only that penalty will show. (See Example 9,14, 18e above)
6. When penalty has been determined to be a Penalty Shot, then the infraction should be listed in the line "Offence" and "PS" in the line "Min". (See Example 17)

Examples to Fill in the Penalty-Shot Shootout & Goaltenders Record:

| <u>Penalty-Shot Shootout</u> | | | | | <u>Goaltenders Record</u> | | | | | |
|------------------------------|----|-----|-----|---|---------------------------|-------|-------|-------|-------|-------|
| A | B | GKA | GKB | A | B | TIME | GKA | GKA | GKB | GKB |
| *12 | 18 | 1 | 1 | 0 | 0 | 00:00 | 1 | | 2 | |
| 14 | 20 | 1 | 2 | 0 | 1 | 40:00 | | 20 | | |
| 16 | 10 | 1 | 2 | 1 | 2 | | | | | |
| 18 | 15 | 20 | 2 | 1 | 3 | | | 59:40 | | |
| | | | | | | MIP | 40:00 | 19:40 | 60:00 | 00:00 |

* Starting Shot

ANNEX 5 – IIHF OFFICIAL GAME SHEET (Filled in example)

ANNEX 6 - Abbreviations for Offences

| Rule # | Rule Book Offence | Abbreviation |
|-----------|--|--------------|
| 116 | Abuse of Officials | ABUSE |
| 117 | Bench-Minor | BENCH |
| 118 | Biting | BITE |
| 119 | Boarding | BOARD |
| 120 | Broken Stick | BR-ST |
| 121 | Butt-Ending | BUT-E |
| 122 | Charging | CHARG |
| 123 | Checking From Behind | CHE-B |
| 124 | Checking To the Head or Neck | CHE-H |
| 125 | Clipping | CLIPP |
| 126 | Closing Hand On Puck | CLOS |
| 127 | Cross-Checking | CROSS |
| 128 | Dangerous Equipment | DANG |
| 129 - 137 | Delay of Game | DELAY |
| 138 | Diving or Embellishment | EMBEL |
| 139 | Elbowing | ELBOW |
| 140 | Engaging With Spectators | ENG-S |
| 141 | Fighting | FIGHT |
| 142 | Head-Butting | H-BUT |
| 143 | High-Sticking | HI-ST |
| 144 | Holding | HOLD |
| 145 | Holding The Stick | HO-ST |
| 146 | Hooking | HOOK |
| 147 | Illegal Stick-Stick Measurement | ILL-ST |
| 148 | Incorrect Access To or From Penalty Box | INCAC |
| 149 | Injured Skater Refusing To Leave The Ice | INJUR |
| 150 | Interference | INTRF |
| 151 | Interference On A Goaltender | GK-INT |
| 152 | Kicking | KICK |
| 153 | Kneeing | KNEE |
| 154 | Leaving The Penalty Box Prematurely | L-BCH |
| 155 | Playing Without A Helmet | HELM |
| 156 | Pulling Hair, Helmet, Cage | PULL |
| 157 | Refusing To Start Play | REFUSE |
| 158 | Roughing | ROUGH |
| 159 | Slashing | SLASH |
| 160 | Slew-Footing | SLEW |
| 161 | Spearing | SPEAR |
| 162 | Spitting | SPIT |
| 163 | Taunting | TAUNT |
| 164 | Team Official Entering The Playing Area | T-BCH |
| 165 | Throwing A Stick or Object | THR-ST |
| 166 | Too Many Men | TOO-M |
| 167 | Tripping | TRIP |
| 168 | Unsportsmanlike Conduct | UN-SP |
| 169 | Illegal Hit (Women) | ILL-H |

ANNEX 7 Guidelines for the IIHF Timekeeping and Scoreboard System

(Extract from IIHF Sport Regulations. May 2014)

The Timekeeping and Scoreboard Guidelines are a recommendation to organizers of international events showing what information is needed and useful to the teams, game officials and spectators during an ice hockey game.

In the arenas where the existing scoreboard system cannot provide full information on the game, it is suggested that an electronic information board for additional game data be installed. It is suggested that the following information be shown on an electronic scoreboard system in an arena:

1. Name of the home team on the left and of the visiting team on right part of the scoreboard device.
2. Periods using numbers, 1, 2 or 3 plus OVT for overtime and PSS for Penalty-Shot Shootout.
3. Game result in two number positions for each team, home team left and visiting team right.
4. Goal scorer and maximum two assistants by jersey number on the scoreboard, home players left, visiting players right and by names on the information board.
5. Game time in minutes and seconds counting down from 20.00 to 00.00.
6. The final minute of each period to be counted down in whole and tenths of a second.
7. Overtime in minutes and seconds and counted down from the length of the Overtime period to 00.00.
8. Penalized player by number and penalty time in minutes and seconds on the scoreboard, home player left, visiting player right.
9. Penalty time counts down from total time to 00:00. Each team with three positions for 2 and 5 minute penalties.
10. Time-out counted down from 00:30 seconds to 00:00 and appears in the game time position on the scoreboard, which reappears automatically once the 30 second count-down is completed.
11. The Penalty-Shot Shootout standing appears shot-by-shot in the position of the game result. After the last shot, the game result including the decisive goal appears in its position.
12. Intermission count-down of 15 minutes after the first and second period which starts automatically when the period is finished.
13. Game countdown shown by timekeeping system on the scoreboard:

- 60 min Siren sounds, team representatives provide the completed team composition form to the Scorekeeper.
- 43 min One buzzer sound to the team dressing rooms.
- 42 min Two buzzer sounds to the team dressing rooms.
- 40 min Teams enter the ice for warming up.

OFF-ICE OFFICIALS' HANDBOOK

| | |
|----------|--|
| - 20 min | Teams leave the ice. Team representatives provide captain and alternate captains to the scorekeeper. |
| - 06 min | Full team compositions appear on the information board. |
| - 03 min | Buzzer sounds in the Referee Dressing Room and the game officials enter the ice |
| - 03 min | One buzzer sound to team dressing rooms. |
| - 02 min | Two buzzer sounds to teams dressing rooms and teams enter the ice. |
| - 15 sec | Referee calls the teams to face-off. |
| 00:00 | Game starts. |

14. Intermission countdown by scoreboard system before the second, third period and a twenty minute overtime period:

| | |
|----------|---|
| - 15 min | Appears on the scoreboard automatically when the period ends. |
| - 03 min | Buzzer sounds in the Referee's dressing room and the officials enter the ice. |
| - 03 min | One buzzer sound to team dressing rooms. |
| - 02 min | Two buzzer sounds to teams dressing rooms and teams enter the ice. |
| - 15 sec | Referee calls the teams to face-off. |
| 00:00 | Period starts. |

15. Intermission countdown by scoreboard system before any overtime period of less than 20 minutes:

| | |
|----------|--|
| - 03 min | Appears on the scoreboard automatically after the third period ends. |
| - 15 sec | Referee calls the teams to face-off. |

00:00 Overtime starts.

16. Synchronization of the red and green lights: when the game is stopped and green light on, it shall be impossible for the goal judge to turn the red light on.

17. Backup power supply to timekeeping system should ensure its uninterrupted functioning for cases of commercial power failure.

Note:

A revised countdown process may be utilised for the opening and closing ceremony such as introducing the teams at the IIHF World Championship. This is only to be applied when done in co-operation with the IIHF.

ANNEX 8 – Overtime Operations

(Extract from IIHF Sport Regulations. May 2014)

If in a Preliminary Round, Second Round, Final Round or Relegation Round game, the game is tied at the end of regulation time, a five-minute overtime period shall be played immediately after an intermission of three minutes. The teams will change ends for the overtime period. The game will end when the five minutes has expired or when a goal is scored; the scoring team will be declared the winner. If no goal is scored in the overtime period then the Game Winning Shots Procedure will apply.

If a relegation playoff game, a placement playoff game, a Quarter Final game, a Semi-Final game or a Bronze Medal game is tied at the end of regulation time, then a ten-minute overtime period shall be played immediately following the completion of an intermission of three minutes. The teams will change ends for the overtime period. The game will end when the ten minutes has expired or when a goal is scored; the scoring team will be declared the winner. If no goal is scored in the overtime period then the Game Winning Shots Procedure will apply.

If a Gold Medal Final Game is tied at the end of regulation time, then a twenty-minute overtime period shall be played immediately following the completion of a 15-minute intermission during which the ice will be resurfaced. The teams will change ends for the overtime period. The puck will be faced off at centre ice. The game will end when the twenty minutes has expired or when a goal is scored; the scoring team will be declared the winner. If no goal is scored in the overtime period then the Game Winning Shots Procedure will apply.

All overtime periods of any IIHF game shall be played with each team at the numerical strength of four (4) skaters and one (1) goaltender. Specific rules for this procedure are as follows:

1. If a team is penalized in overtime, the teams will play 4-on-3. Coincidental penalties do not affect the on-ice strength when assessed in overtime.
2. In overtime, if a team is penalized such that a two-man advantage is called for, then the offending team will remain at three (3) skaters while the non-offending team will be permitted a fifth skater.
3. At the first stoppage of play after the two-man advantage is no longer in effect, the numerical strength of the team will revert back to either a 4-on-4 or a 4-on-3 situation, as appropriate.
4. If there is a manpower advantage situation, which carries over from regulation time to overtime, the above criteria will be applied at the start of the overtime. Accordingly, if at the end of the regulation time, the teams are 5-on-4, overtime begins at 4-on-3.

OFF-ICE OFFICIALS' HANDBOOK



5. When the regulation time ends with an on-ice manpower strength of 5-on-3, teams will commence the overtime with a strength of 5-on-3. With the expiration of penalties, due to continuous action, player strength may get to 5-on-5 or 5-on-4. At the first stoppage of play following, player strength must be adjusted to 4-on-4 or 4-on-3.
6. If at the end of regulation time teams are 3-on-3, overtime starts 3-on-3. Once player strength reaches 5-on-4 or 5-on-5, at the next stoppage player strength is adjusted to 4-on-3 or 4-on-4, as appropriate.
7. If at the end of regulation time teams are 4-on-4 with a player or players in the box serving non-coincidental penalties, overtime starts 4-on-4 and players exit the penalty box as normal to 5-on-4 or 5-on-5. At the first stoppage of play, teams are adjusted to 4-on-3 or 4-on-4, as appropriate.

ANNEX 9 – Penalty-Shot Shootout Procedure

(Extract from IIHF Sport Regulations. May 2014)

If following the completion of regulation time in any IIHF Championship game and the score of such a game is tied, the teams will then play a 4-on-4 overtime period with the team scoring first declared the winner.

If no goal is scored in the overtime period then the Penalty-Shot Shootout Procedure will apply. The following procedure will be utilized:

1. Shots will be taken at both ends of the ice surface. The 14-meter wide longitudinal centre section of the rink, between the Face-Off Spots in the neutral and end zones, will be dry-scraped by the ice-resurfacing machine prior to the Game Winning Shots during the time required to organize the program accordingly.
2. The procedure will begin with three different shooters from each team taking alternate shots. The players do not need to be named beforehand. Eligible to participate in the Penalty-Shot Shootout will be the four goaltenders and all players from both teams listed on the official Game Sheet except as specified in article 3 below.
3. Any player whose penalty had not been completed when the overtime period ended is not eligible to be one of the players selected to take the shots and must remain in the penalty box or in the dressing room. Also players serving penalties imposed during the game winning shots must remain in the penalty box or in the dressing room until the end of the procedure.
4. The Referee will call the two captains to the Referee Crease and flip a coin to determine which team takes the first shot. The winner of the coin toss will have the choice whether his team will shoot first or second.
5. The goaltenders shall defend the same goal as in the overtime period and may remain at their goal creases while the opposing team is taking a shot.
6. The goaltenders from each team may be changed after each shot.
7. The shots will be taken in accordance with rule 509 of the IIHF Official Rule Book.
8. The players of both teams will take the shots alternately until a decisive goal is scored. The remaining shots will not be taken.

OFF-ICE OFFICIALS' HANDBOOK



9. If the result is still tied after 3 shots by each team the procedure shall continue with a tie-break shoot-out by one player of each team, with the same or new players and with the other team starting to take the tie-break shots. The same player can also be used for each shot by a team in the tie-break shoot-out. The game shall be finished as soon as a duel of two players brings the decisive result.
10. The Official Scorekeeper will record all shots taken, indicating the players, goaltenders and goals scored.
11. Only the decisive goal will count in the result of the game. It shall be credited to the player who scored and to the goaltender concerned.
12. If a team declines to participate in the game winning shots procedure the game will be declared as a loss for that team and the other team will be awarded 3 points for a win. If a player declines to take a shot it will be declared "no score" for his team.

ANNEX 10 - Television Commercial Breaks

(Extract from IIHF Sport Regulations. May 2014)

During each regular period of the games in an IIHF Championship there may be two (2) commercial breaks, each with the duration of seventy (70) seconds. This commercial format will be followed during all televised championship games to ensure consistency for the teams and broadcasters alike.

Commercial Co-ordination Policy:

Commercials may only be granted when teams are at equal strength when a stoppage in play occurs (4 on 4, 5 on 5, or 6 on 6). The determination of equal strength is the manpower on the ice at the time of the whistle. Therefore, if Team A is a man down, and a penalty is called on Team B, a commercial break is not allowed.

The only exception is a five-minute (con-coincidental) major penalty. When a team is a man down due to a five-minute major penalty, the commercial break will be administered by the commercial co-ordinator in the normal fashion. However, if a two-minute minor penalty is assessed to the same team during the five-minute major penalty (creating a 5 on 3 situation), no commercial break shall be taken until the minor penalty ends.

Commercial breaks will be taken at the first stoppage of play after the following times on the game clock as it counts down:

| | |
|-----------------------|--------------|
| Break number 1 | 14:00 |
| Break number 2 | 08:00 |

The only exception to the commercial break being taken at these stoppages of play are 1) when a goal is scored, 2) when there is a call for a penalty shot, 3) when an icing infraction is called, except when a penalty or penalties are assessed at the icing call that affect the on-ice strength of either team, or 4) when a fight has happened on ice.

In the event that a commercial break is not taken during the prescribed time slot, because of penalties or the flow of the game, the missed commercial opportunity will be made up at the first stoppage of play in the next commercial break time slot. The second commercial break will then be taken at the third stoppage of play following the first commercial break. If there is another incident where the second commercial is missed, this procedure will continue to repeat itself until all breaks are taken.

Procedures:

The procedure for taking these breaks is as follows:

- A Commercial Co-ordinator will be nominated by the Organiser
- At the whistle a red signal lamp will be immediately illuminated by the Commercial Co-ordinator at the Scorekeepers Bench, signalling that the commercial break is in progress
- Penalty Box Attendants open doors for the duration of the commercial break
- The Commercial Co-ordinator signals the TV truck that there is a commercial and immediately starts his/her watch
- One linesman places the puck on the ice where the next face-off will take place while the Referee proceeds quickly to the Scorekeepers Bench. The players proceed to their respective benches while the other linesman stands between the player benches.
- With twenty seconds left in the break, the Commercial Co-ordinator cues the Referee to blow the whistle to indicate that the players proceed to the face-off spot.
- With five seconds left in the break the back linesman gets a cue from the Commercial Co-ordinator to blow the whistle to drop the puck.
- The puck should drop at the seventy (70) second mark.

The only permitted exceptions to additional commercials being taken during a time slot are:

- player(s) injury,
- damage and/or repair to the playing surface (glass, boards, net),
- any abnormal delay which may require excessive time to sort out.

Any extra commercial taken during a time slot must follow the commercial procedure described above and will be eliminated from the last remaining time slot of that period. It will not be used to create extra commercial inventory for broadcasters. However, in such instances, the Commercial Co-ordinator will be instructed to turn on the light and signal the truck that an optional commercial opportunity is being taken.

No commercial breaks will be taken in the final thirty seconds of the first and second periods, and the final two minutes of the third period. No commercial breaks will be granted in overtime.

Team Considerations:

Teams should be aware of the following during these commercial stoppages:

OFF-ICE OFFICIALS' HANDBOOK



- Goaltenders will be allowed to go to their respective players bench
- Teams are allowed to change lines once the Referee blows the whistle signalling the teams to return to the face-off with 20 seconds remaining in the commercial stoppage
- These line changes will follow the same protocol as a normal line change during a stoppage of play
- Teams will be allowed to request their official time-out from the Referee once they are called back to the ensuing face-off by the Referee's whistle with 20 seconds remaining in the commercial stoppage
- The Referee will immediately advise the Official Scorekeeper of the time-out request and the official time-out will follow the normal protocol

ANNEX 11 – Video Goal Judge System Operation Procedure

(Extract from IIHF Sport Regulations. May 2014)

The use of the Video Replay of disputed goals is approved by the IIHF and is included in the Rule Book. All available television pictures must be provided and used by the Video Goal Judge for this system.

Procedure:

i) When the Referee requests a video review of a disputed goal, the Referee will contact the Video Goal Judge from the official scorekeeper's bench using a telephone system which has been installed for this purpose.

ii) When the Video Goal Judge requests a review, the Video Goal Judge will contact the official scorekeepers bench using the telephone system during the first stoppage of play after the incident has occurred in order to inform the Referee that the play is under video review.

iii) When a video review is requested by either the Referee or by the Video Goal Judge, the public address announcer will make the following announcement.

“The play is being reviewed.”

iv) If the video review is inconclusive then the Video Goal Judge will report this to the Referee who will then make the final decision.

v) Following the review and the subsequent decision one of the following announcements is to be made:

*“A goal has been scored at”
(time)*

“No goal has been scored.”

vi) A team does not have the authority to request a video review of a play.

vii) If the puck enters the net and play is stopped, the Referee or the Video Goal Judge are to ask for a review during this stoppage of play. If there is no review during this stoppage of play then the result is final and no review of the play will be permitted at a later time.

viii) If the puck enters the net and play was to continue, then the review would take place during the first stoppage of play following the incident. If no review is performed during this first stoppage of play then no review of the play will be permitted at a later time.

- ix) When a Referee or a Video Goal Judge indicates that there is to be a video review, then all players must go to their respective team benches.
- x) A video review of the play may be called even though the first stoppage of play signals the end of a period or the end of a game.

Situational Examples:

Situation 1

A questionable play at the net (with respect to the puck entering the net) but play continues. During the first stoppage following this situation there is a video review of the play. The video review indicates a goal. The goal is awarded, the clock is reset and any penalties assessed during the time that play was in progress will start at the reset time.

Situation 2

A questionable play at the net (with respect to the puck entering the net) but play continues with a goal being scored at the other end causing a stoppage of play. There is a video review of the questionable play (requested by the Referee or by the Video Goal Judge). The video review indicates that a goal was scored on the questionable play. The goal is awarded. The clock is reset to the time of the questionable goal and the goal causing the stoppage of play is washed out.

Situation 3

A situation similar to 2 above and the same team scores again. A review of the play indicates that the team scored on the first play, but play continued. A goal is awarded at the time of the first play. The clock is reset, and play is to continue from the time of the first goal.

Video Goal Judge Guidelines for Referees:

1. When an in-the-net camera is used, be aware of the fact that the puck may hit the camera and come out of the net quickly.
2. Should the situation arise where the game clock has to be reset following a video review of a play, allow the timekeeper sufficient time to reset the correct time on the game clock.
3. Following a goal on televised games, provide a little extra time to allow the broadcaster to show replays of the goal.

OFF-ICE OFFICIALS' HANDBOOK



4. If a penalised player comes out of the penalty box and the clock has to be reset following a Video Goal Judge review, then it may be necessary that the player return to the penalty box to serve the balance of the penalty time.
5. Should the first stoppage of play be the end of a period or the end of a game, the questionable play must be reviewed before teams leave the ice if a video replay is requested by the Referee or by the Video Goal Judge.
6. If a delayed penalty was to be assessed before the goal but play continues and a video replay determines a goal, then the penalty is washed out as it was to be assessed before the goal. However, if the penalty was to be called after the goal but before the stoppage of play then the penalty is to start at the reset time on the game clock.