# METRO NORTH HOCKEY LEAGUE
# MINOR OFFICIALS DUTIES
# 2011-2012

**A. The team Manager, or some other individual that is appointed by the organization, shall be responsible for all minor official activities for that team, including the following:**

1. Appointing either a scorekeeper or a timekeeper (as required), a penalty box door attendant, and two (*2*) security personnel to serve at each game.

2. Assuring that all minor officials and security personnel have a written explanation of their responsibilities and are capable of fulfilling them.

**B. Security Personnel**

1. For each game, each Club shall have a minimum of two (*2*) security personnel wearing league identification jackets (currently yellow) who shall make their presence known in the rink and stands. The assigned security personnel should arrive one half hour before game time.

2. Spot check admission procedures to prevent leakage and to let ticket takers know you are concerned. The HOME team is responsible for collecting the gate.

3. Each Club is responsible for security at each game its team participates in. While the primary responsibility is for the Club's own persons and fans, the security personnel are Metro North Officials and are responsible for all security.

4. Security Personnel shall coordinate with the Security Personnel from the other team, Rink Personnel, Police, and any League Officer or Director.

5. Do not permit students to move from end to end when teams change goals at the close of each period. The fans should sit on the side where their team bench is located (*i.e.*,either Home or Visitor).

6. Do not fight or get into an argument with an unruly fan or parent. If action is needed, Security Personnel should request Rink Personnel to initiate action and assist in defusing potential trouble before it erupts.

7. Generally speaking, do not call the police unless instructed to do so by the rink's personnel or security. It is their responsibility to call the police, not the person wearing the yellow jacket.

8. Should the game start to get out of hand, consult with the other Security Personnel, minor officials, coaches and I.H.O.A. officials. **If the referees agree in the assessment of the situation, they should clear the stands or stop the game if necessary.**

9. At the end of the game, the Security Personnel should make sure that the team locker rooms are open and that the teams have a clear path to their locker rooms. This is particularly important at those rinks where the stands exit into the same area the players must traverse to get to the locker rooms because, if the crowds are large, the resulting congestion can be threatening to the players.

**C. Timekeepers / Scorers / Penalty Door Attendants**

1. Have correct rosters available one half hour prior to game time to facilitate filling out the score sheet. Home team provides the score sheet.

2. Generally the team most familiar with the clock will do the time keeping and the other team will prepare the score sheet.

3. Score sheet should be prepared at least 15 minutes prior to game time, including coaches names and other required information. Use preprinted roster stickers. Check during pre-game warm-up to ensure there are no duplicate uniform numbers and that all jerseys have name tags and "STOP" patches.

4. Timekeepers are responsible for being familiar with the clock operation. If necessary, use the time immediately following the preceding game to reacquaint yourself. Do not delay the warm-up period or the start of the game.

5. It is your responsibility to help get the game started on time. Give the teams and referees a two-minute warning before the game and when ice is being resurfaced between periods to insure promptness.

6. Consult with the other team's minor officials to ensure all security personnel and minor officials are available. If a full complement of minor officials is not present, the matter is to be reported to the Club's League Representative. **A fine of $25.00 per missing minor official per game will be assessed by the League.**

7. If the ice is available prior to the start of the scheduled game time, teams may warm-up if they wish. For Varsity games, it is strongly suggested that games start earlier than the scheduled time.
   - each period is stop time; 14 minutes for Junior Varsity and 15 minutes for Varsity regular season league and Metro North playoff games. **This rule shall not apply to Chicago Metro PLAYOFF GAMES.**
   - Ice is resurfaced every two (*2*) periods for Varsity, and prior to the start of the game only for Junior Varsity.
   - For a Varsity game, if less than thirty (*30*) minutes remains in the ice slot at the end of the second period, there will be no resurfacing of the ice between the 2nd and 3rd periods. **This rule shall not apply to PLAYOFF GAMES.**

8. Each team should provide two pucks prior to the start of the game.

9. Penalty door attendants are responsible for insuring correct player departure from the penalty box in accordance with time and sequence. Coordinate with the scorekeeper or referee if unsure as to the rules.

10. The score sheet must be signed by both of the coaches and the I.H.O.A. officials at the conclusion of each game. Home team to send white copy to league statistician:
    - Yellow Copy - Home Team
    - Pink Copy - Visiting Team
    - Goldenrod Copy - Referees

**D. Requirements**

1. All minor officials should be individuals 20 years of age or older, unless prior written agreement is received from the League.

2. All minor officials at the ice are under the direction and control of the referee in all matters relating to the conduct of the game.

3. Remember, you are the officials of the Metro North Hockey League during the game. Impartiality and adult conduct is required.

# SCORE SHEET INSTRUCTION

**A. Score sheets**
Identification of team players on the score sheet should be completed 15 minutes before game time, not as teams take the ice for warm-ups. Use preprinted roster stickers.

**B. Player Numbers / Identical Numbers**
All players names and uniform numbers should be clearly marked. If on a rare occasion two players are wearing the same jersey number, either this fact shall be brought to the attention of the referee, who shall instruct some temporary alteration for identification purpose prior to the game, or the score sheet shall be clearly marked to show the difference. (*Identify difference in scoring, saves and penalties each time the duplicate number appears.*)

**C. Suspended Player**
Any player sitting for a suspension should have his/her name and information of his/her non-participation placed on the score sheet in the place provided.

**D. Goalie Saves**
The number of saves for each goalie should be accurately kept. In the event more than one goalie is used by a team, the period, time of the change, and the number of saves for each goalie used should be recorded in the spaces provided.

**E. Referee Decides Goals and Assists**
The referee decides goals and assists, not the team or scorekeeper. If an error is brought to the scorer's attention, it must be approved by the referee before being changed on the score sheet. Wait for an appropriate break, like the end of a period, to request this change.

**F. Minor Officials Shall Not Cheer**
Cheering in the scorers box is not permitted. It leads to too many arguments and conflicts. Once you assume the role of a minor official, you cease to be a fan for your team, but a league official. Further, pennants, hats, jackets, buttons, etc. that identify an official with a team should not be worn. This identifies you with one side. Although you may think it not important, too many tense moments have occurred because of these issues.
**A final note:** Do not talk about plays, missed calls, obvious penalties, etc. in the box. You are not in the stands, and your comments might be heard by people who are emotionally involved in the game.

# GENERAL TEAM INFORMATION

**A. Metro North Board Meeting**
The Metro North Board normally meets the third Sunday of each month at the Northbrook Park District Ice Center at 8:00 a.m. The meeting room is normally the board room located on the south side of the building near the east end. Individuals should confirm the time and place with their Metro North Representative, Club President, or the Metro North web site at www.metronorthhockey.com.

**B. Game Cancellation**
Once the Metro North Schedule has been approved, no game can be canceled or rescheduled except for an act of God (*i.e. weather*). Guidelines for cancellation of a game due to severe or hazardous weather are as follows:

1. Cancellation should only be considered when travel to the game presents hazardous driving for the team members, such as blizzards, whiteouts, flooding, rain, fog, etc. Before any game is canceled, some of the things that the managers should consider are weather conditions, any state highway police reports, radio announcements, distance traveled, and the time it would take to get to and from the game.

2. The decision should be discussed a minimum of two (*2*) hours before the game. Both Managers should talk with their coaches and, if they agree, a call should then be placed to the League Scheduler and Vice President/Operations of Metro North to advise them of their decision.

3. The Home team has the responsibility of finding a new ice slot. The make-up game must be played at the earliest opportunity within the same part of the season (*first half or second half*).

4. Cost of the new ice will be split by both teams. Metro North will pay for the canceled ice slot.

5. Referees for the new game must be arranged by the League Scheduler once the new game is posted to the ahai2.org website. The cost of the referees will be absorbed by Metro North.

6. It should be understood that we must try to see that the regularly scheduled games are played as planned, if at all possible. It will be the responsibility of the Managers to notify their respective teams. Metro North assumes no responsibility if some of the team are not notified of the cancellation.

**C. Metro North Addition to Metro Rule II B**
Any team not going directly to their bench after coming on the ice after a resurfacing of the ice shall be given a two (*2*) minute delay of game penalty. Any team not returning to the ice within a reasonable time after the horn has sounded shall be given a two (*2*) minute delay of game penalty.

**D. Metro North Addition to Metro Rule II D - Time-out**
Each team shall be allowed one (*1*) time-out per game. Such time-out must be called by the captain of the team during a stoppage of play. Time-outs will be thirty (*30*) seconds in duration. A team may use their time-out to warm-up their spare goalie. This rule does not apply when a game is being played under running time. This rule does not apply to non-Metro North, Playoff, or AHAI State Tournament Games.

**E. Metro North Addition to Metro Rule II E - Running Time.**
Should a team accumulate a five (*5*) goal lead at the end of the second period or at any time during the third period, the resumption of play at the center ice face-off spot shall commence running time **for the duration** of the game regardless of any further goals scored by any team. Penalty times shall be the same as for stop time. The clock may be stopped ***if necessary*** to put penalty time up and then immediately resume running time. Should a Varsity team accumulate a five (*5*) goal lead at the end of the second period, the ice shall not be resurfaced and the 3rd period of play shall commence after a two (*2*) minute rest. **These rules shall not apply to PLAYOFF GAMES. (There are no EXCEPTIONS).**

**F. Rules and Ethics / Team Meeting**
Each Club shall hold a team and parents meting prior to the 1st league game. At this meeting the rules of USA Hockey, AHAI, Metro, and Metro North shall be reviewed, a copy of the Metro and Metro North rules handed out and a member of the Metro North Rules and Ethics Committee and a Referee Coordinator will be permitted to address the meeting.

**G. Presidents / Coaches / Minor Officials Meeting**
Metro North will host a combined Coaches and Minor Officials meeting and each Club **must have the following persons or their designee attend:**

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| Club President | Varsity Manager |
| Varsity Coach | Junior Varsity Manager |
| Junior Varsity Coach | Metro North Representative |

*A fifty ($50) dollar fine will be imposed for each attendee who fails to attend the meeting unless excused prior to the meeting date by the President.*

**H. Officiating Evaluation Form**
Coaches are required to complete and submit an Officiating Form after each game indicating the good and bad qualities of the officiating for that game. If for any reason an Officiating Form is not submitted within seven (*7*) days of the game in the manner prescribed by the AHAI Officiating Committee, the coach, or the Club, will be fined twenty-five (*$25*) dollars.