

**BC Lacrosse Association**  
**Bench Officials (Minor Officials) Handbook**  
**For Use in Minor Box Lacrosse**  
**BCLA Officials Technical Support Group**  
**Updated March 2023**

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**ANY HARASSMENT OF OFFICIALS BY PARENTS  
WILL ABSOLUTELY NOT BE TOLERATED**

The purpose of this document is to aid minor officials, otherwise known as (bench officials), in understanding their role within the game and to provide an outline of their duties and responsibilities.

**As outlined by Rules 22 and 23 in the Lacrosse Canada rulebook, the referees in the game shall have full control of the game. This means that the referees have the final say on all matters pertaining to the game. Minor officials are there to assist the referees in their duties and are required to defer to the referee's judgment. If for any reason the referee feels compelled to replace a minor official, they may do so.**

- As these positions are considered game officials, it is necessary that they be conducted with a degree of impartiality. Minor officials should refrain from cheering or coaching the teams on the floor or in the penalty box.
- Minor officials are entitled to the same protection offered referees regarding abuse. If a minor official is abused in any fashion by player, coach, or spectator, sound the horn and ask the referee for assistance. The on-floor referee will then apply the appropriate rule, if required. Try to remain calm and polite and let the referees deal with the situation.

There are three **Minor Official** positions listed in the Lacrosse Canada rulebook. These positions are outlined below as they appear in the rulebook, and as they pertain to minor lacrosse:

1. Game timekeeper: Controls the main time clock and displays goals and penalties as required.
2. Official Scorer: Records penalties, goals, and assists on the score sheet.
3. Offensive Timekeeper: Controls the 30 second clock.

## 1. Game Timekeeper (Score clock operator)

Shall have control of the official playing time and all penalty times. The game timekeeper shall also indicate to the official scorer the times at which all penalties start and terminate. He shall also inform penalized players as to the unexpired time of his penalty and shall have sole authority of informing penalized players when they may leave the penalty bench. In situations with multiple penalties, the Timekeeper shall defer to the referee for when a player may come out of the penalty box.

**Note: In some situations, floor time may be strictly limited to the scheduled time allotted for that game. It may be necessary to end a game early due to the expiry of the allotted floor time for that game. If this situation becomes apparent, the officials should inform the benches prior to the start of the 3<sup>rd</sup> period if at all possible.**

### a. Timing of the game:

	# of Periods	Period Lengths	Stop time in last 5 minutes **	Intermission	Scoreboard	Score Sheet Completed
U7	3	16 Min	No	2 Min	No	Yes - no goals recorded
U9	3	15 Min	No	3 Min	Yes / 5	Yes
U11	3	20 Min	No	5 Min	Yes / 5	Yes
U13	3	20 Min	Yes	5 Min	Yes	Yes
U15	3	20 Min	Yes	5 Min	Yes	Yes
U17	3	20 Min	Yes	5 Min	Yes	Yes

**\*\* Final 5 minutes of play:** If the score in the game is 5 goals or less **and if time allows** the last 5 minutes of the third period are stop time. This means that the main clock is stopped for every interruption in play, once stop time has been initiated, **it cannot be changed back to straight time. If stop time is not initiated, it shall continue to be straight time.** Including penalty calls, possession calls, goals, etc...

\*Note: In some special circumstances, such as tournaments and outdoor play, these times may vary. When in doubt please consult the referee.

### b. Time Outs

Applies to all levels in minor lacrosse. Timeouts are administered by the official. Timeouts will be indicated on the scoresheet.

- Time outs are **60 seconds** in duration (run the shot clock twice if possible)
- The thirty second clock **shall not** reset when a time out is called for a play in progress.
- The referee may at any time call a time out for their own purposes, i.e., injury or to deal with an extraordinary situation.

## Official Scorer: (Scorekeeper) (see example score sheet provided in Appendix A)

The Official Scorer shall keep an accurate record of all penalties, goals and assists and appropriate times, as provided for on the score sheet. **He or she shall also indicate on the score sheet the**

**time and period the substitute goalkeeper(s) entered the game for the first time and when team time outs are called.**

The Official Scorer shall inform the referees, in the game, when a player/goalkeeper receives his:

- Fifth penalty (inform the referee when a player receives their 4<sup>th</sup> penalty so that they may receive a warning)
- Second major penalty
- Second ten-minute misconduct penalty

\*(Note: all the above situations result in the affected player being removed from the game)

#### **Recording Penalties:**

Penalties are recorded on the sheet in the provided space for the appropriate team, from top to bottom, **in the order they occur**. When recording penalties, the following information must be entered in the provided space:

- Player number.
- Number of minutes: i.e., 2, 5 or 10
- Type of infraction: (See abbreviation key provide on the sheet)
- Period: i.e., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>
- Time off: (The time displayed on the clock when their penalty began. i.e., when play starts)
- Time on: (The time displayed on the main clock when the player returns to the floor)
- Note: The time a player returns to the floor may be determined by a goal, they may not always serve the full 2 or 5 minutes)

If a player receives multiple penalties, each penalty is recorded separately in the order they are reported. It is imperative that penalties are recorded correctly and legibly.

#### **Double Minors (4-minute penalty) – Checking from Behind:**

Players receive a 4-minute penalty for checking from behind. This infraction is **recorded on the game sheet as 2 separate 2 minute penalties** and counts as 2 penalties toward the 5 penalty limit.

**Bench minors:** These are penalties assessed to a team as a whole and are served by a player on the bench, (not a goalkeeper). These penalties also do not count toward a player's 5 penalty limit.

#### **Recording Goals and Assists:**

- a) When a goal is scored, a referee will report to the scorekeeper the number of the player who scored and the numbers of up to 2 players who assisted on the goal. These numbers are recorded in the provided space for that team and are recorded from top to bottom as they occur. Scorekeepers are also requested to note the time on the main time clock and record this time in the space provided.
- b) At the conclusion of the game, the Official Scorer shall complete all information including summaries of penalties, goals, and assists as provided for on the score sheet. The Official Scorer shall acquire all minor official's names and signatures **and submit the official score sheet to the Referees for their signatures.** He shall then distribute copies of the score sheet to the appropriate governing body, visiting team and home team as soon as possible.

**Additional Notes: Only the Referee may sign their name on the score sheet.**

<b>Official Timekeeper: (30 second clock)</b>
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**The Offensive Timekeeper shall operate the thirty-second clock during all possessions.**

In most cases the thirty-second clock will be administered by a carded official, who will be considered the senior official in the timebox. In the chance that there is not an official present, a parent may operate the thirty second clock.

**Resets:**

a) Following a shot **on net** (the ball striking the goal post or the goalie while he is in his crease) the 30 second clock is reset **and is not restarted until a team regains possession and control following the shot.** For example, after a shot the ball could roll down the entire length of the floor, the 30 second clock would not start until the ball is picked up. Similarly, following a face off, the 30 does not begin until a team has control of the ball.

**b) The referee will indicate when a shot has been taken by both verbally shouting and making a shot signal with their whistle hand. "Arm extended straight up with two fingers pointed up while revolving the hand."**

c) Operating the 30 second clock requires a great deal of concentration; if and when mistakes are made, let play continue and refocus your efforts to recover for the next play. Often when mistakes are made the official will notice and will deal with it on the floor.

## Penalties: For both Timekeeper and Score Keeper

### PENALTIES

**Straight time penalties:** Please note unless otherwise instructed, the main time clock is always running. When in doubt sound the horn and ask the referee for assistance.

- In most situations, penalties must be entered on the main clock while the clock is running, if you are unsure as to how to operate the clock please ask for assistance. In situations where multiple penalties must be entered into the clock, it is appropriate to stop the clock while doing this.
- In running time games, penalties do not begin until play has resumed after the penalty is assessed.

\*\*\*NOTE: A dead ball is defined as a stoppage for a face-off, a penalty, a time-out, or end of period.

- Minor penalties** are always recorded on the penalty clock and require the removal of the player for 2 minutes or until a goal is scored, whichever is first.
- Double Minor under rule 38(a) Checking from behind**, players penalized for checking from behind are assessed a 4-minute penalty. This penalty is displayed on the clock as 4 minutes **but is recorded on the game sheet as 2 separate minor penalties** and counts as 2 penalties towards the 5-penalty limit.
- Major penalties**, when assessed to a single player, are always recorded on the penalty clock, and require the removal of the player for 5 minutes. All five (5)-minute penalties fall into this category, including **match** penalties.
  - If the non-offending team scores two goals on a power play that resulted from a Major penalty, the penalized team may substitute for the penalized player from the players' bench and play at full strength (assuming no other penalties are running). However, the penalized player must remain in the penalty box until the first "dead ball" (see below) following the conclusion of their major penalty. \*(For situations involving more than one player, see multiple penalties below).
  - Rule 77(d) In all situations where a single player is assessed a minor and a major at the same time the minor is served first. If a goal is scored by the opposing team, the goal shall count first toward the minor penalty. The minor penalty will be considered served and the minor penalty remaining time will come off, leaving only the 5-minute major to be served. Subsequent goals shall count towards the major as outlined above. Misconduct penalties require the removal of the player for 10 minutes and are never displayed on the main time clock. Note also that 10-minute misconducts do not begin until after the expiry of any additional penalties. For example, if the player received a 2-minute unsportsmanlike and a misconduct, they would serve 12 minutes total (unless a goal is scored on the powerplay, then the minor penalty would come off and the 10 minutes would start. Any additional non-coincident penalties shall be served by another player.
- Misconduct:** (misconduct, game misconduct, gross misconduct) These are ten (10)-minute penalties.

- **Misconduct** penalties require the removal of a player 10 minutes and any additional penalties, and are not displayed on the clock
- **Game or Gross Misconduct** penalties require the removal of a player/goalkeeper for the remainder of the game are all recorded as 10-minute penalties, and are not displayed on the clock
- i. **Goalkeeper penalties:** When a goalkeeper is assessed a minor, major, or 10-minute misconduct, a player who was on the floor at the time of the infraction shall serve the penalty. If a goalkeeper is assessed a second major or 10-minute misconduct, they shall also receive a game misconduct penalty. **\*Note:** In the case of goalkeeper penalties or game misconduct penalties the referees will often appreciate assistance in getting the number of penalized players or of the players on the floor at the time. The same applies in situations where multiple incidents are occurring at the same time and the referee's attention is divided between several incidents.

- v. **Multiple penalties:** These are situations when a number of penalties are assessed at the same time. These situations can become quite complicated, however there are a couple of simple rules that can help when sorting them out. Always defer to the officials.
  - Since a team is always entitled to always have at least 3 players plus a goalkeeper on the floor, a team cannot have more than 2 penalties running at any one time. Penalties for players in addition to the first two penalties must wait for one of the first two to expire before their penalties may begin. (Most if not all-time clocks are able to “stack” a number of penalties and will automatically start penalties as they expire).
  - During multiple penalty situations players may return to the floor only during a dead ball (see above), or when enough of these penalties expire such that they are entitled to have more than 3 players on the floor; however, if a team already has 5 players on the floor (not including the goalkeeper) then additional players must remain in the penalty box until the first dead ball (see above) after their penalty expires.
  
- vi. **Expulsion:** When a player accumulates five of any type of penalty in a game, they are removed from that game for the remainder of the game. Minor bench officials should track this and inform officials when players reach their fourth penalty in a game.
  
- vii. **Determining which penalty, a goal counts towards:**
  - Goals count against the penalty that made the team shorthanded at the time of the goal.
  - When a player is assessed a non-coincident major and one or more minor penalties, **the minor penalty shall be served first.**
  - Once a goal is counted against a penalty, the next goal is also counted against that same penalty.

**Contact information:**

- d) **Please do not alter this document from its current form without contacting the author.**
- e) This document is a work in progress, if you would like to make any suggestions or additions to this document, please send your comments to: Dallas Lister



Player's FULL names, first and last. Players in numerical order (Preferred).

Record Goalies, Captains, Assistants

A total of 4 non-playing personnel allowed on the bench

Verified by a Coach's signature

Max 18 Players & 2 Goalies

1 Captain & 2 Assistants

Events that happen during game

Coaches NCCP #

## GOALS

Period Goal Scored

Time of Goal

What Number Scored

DATE 16/06/13 POCO RED

BRITISH columbia lacrosse association

HOME TRICITY BANDITS SCORING

Jersey No.	Player's Name	#	Period	Time	Goal	Assists
57	BRADON ANANDOV	1	1	01:34	1	1/4/16
6	CHAD MILLER	4	1	11:31	1	18/16
4	STEVE RICKERBY	5	1	11:28	1	18/16
	TOOMAJ TANAMON	6	1	01:59	1	16/16
6	JORDAN HELMSTEDT	7	2	17:31	1	18/16
7	GEORGE WEBBS	10	2	14:17	1	10/10
10	JARRETT WEIWIN	11	2	13:11	1	11/11
11	CAM APPLES	12	2	01:34	1	14/16
12	LINDSAY FEW	15	3	17:31	1	18/16
15	RYAN MORDENT	16				
16	ANDREW MURPHY	17				
17	KEVIN FLINN	18				
18	JUSTIN HAWKSBEE	23				
23	JAMES ABBOTT	25				
25	KENIN MOTTO	34				
34	STEVEN NEUFELD	69				
69	DARREN MEEVEN	74				
74	SHAW MURRAY	87				
87	JORDAN FLAMAN	88				
88	JORDAN WONG					

COACH: RICK MANGS (NCCP # 101632)  
 ASST COACH: JOE BLOW (NCCP # 102468)  
 DOOR #1: TOM SMITH  
 DOOR #2: DICK JONES  
 TRAINER: JACLYN ARDWIN

GAME SUMMARY: HOME 9 GOALS, 16 ASSISTS, 27 STOPS; VISITORS 16 GOALS, 18 ASSISTS, 21 STOPS

REFEREE: JOE WONG, KYLE SHANKS

HOME TEAM PENALTIES: 1:14 INT, 1:15 BM, 1:27 HLD, 2:27 SL, 3:25 KICK, 3:25 GOAL, 3:16 BS, 3:18 BS

DATE 16/06/13/ POCO RED REGULAR Exhibition PLAYOFF

### RICITY BANDITS SCORING

Please **PRESS FIRMLY** when filling out this form. WHITE and CANARY - COMMISSIONER'S COPIES. PINK - WINNING TEAM. GOLDENROD - LOSING TEAM. White Copy of game sheet to be accompanied by any Game Reports and to be distributed to the League Commissioner within 48 hours of the game.

**PENALTIES**

Player's Name # Period Time Goal Assists

BRANDON ATHERTON	1	19:09	11	74/16
CHAD MILLER	2	11:43	87	18/16
STEVE RICKERBY	3	11:24	69	87/11
TOOMAJ TAHANIAN	4	0:59	16	74/38
JORDAN HERNANDEZ	5	2:12	34	69/34
	6	2:14	74	10
	7	2:13	87	11
	8	2:01	34	74/16
	9	3:17	87	69/11

25 KENIN MOTTIO  
34 STEVEN NEUFFELD  
69 DARREN MCFEEN  
74 SHAW MCFEEN  
87 JORDAN FLAMAN

COACH: KICIK MANG 101632  
ASST COACH: JOE BLOW 102468  
DOOR #1: TOM SMITH  
DOOR #2: DICK JOVES  
TRAINER: JACLYN ARDU

Verified by: \_\_\_\_\_

**HOME TEAM PENALTIES**

PER	NO	OFFENCE	MIN	OFF	ON
1	4	INT	2	757	557
1	15	BM	2	353	249
1	87	HLD	2	223	023
2	87	SL	2	1023	823
3	25	FGT	5	1234	734
3	25	GAME	10	1234	—
3	18	BC	2	1054	854
3	18	BC	2	836	636

COACHES: KICIK MANG, JOE BLOW, TOM SMITH, DICK JOVES, JACLYN ARDU

REFEREE: JOE WONGS JW  
REFEREE: KYLE SHANKS KS

GAME REPORT: YES  NO

GAME NOYES

ABBREVIATIONS: BC Backcheck, HS High Stick, SL Slash, CC Cross Check, TR Tripping, BRD Boarding, CHG Charging, RGH Roughing, UNL Unsport. Conduct, SP Sparring, HLD Holding, INT Interference, BM Bench Minor, FGT Fighting, MSK Masking, BE Bat Entangl., MIS Misconduct, MATCH Match Penalty, GAME Game Misconduct, GROSS Gross Misconduct

VISITORS TEAM

Matches on first line  
Reason for match on second line List Game  
Misconducts on lines below all Majors

Player Number  
Period  
Length of penalty  
Time player returns to floor  
Time off floor  
List of Infractions

Double minors listed  
As separate penalties

DATE 16/06/13/ POCO RED REGULAR Exhibition PLAYOFF

### HOME TRICITY BANDITS SCORING

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**COMPLETING GAME SHEET**

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ANDREW MURPHY	11			
KEVIN FLYNN	12			
JUSTIN HAWKS BEE	13			
JAMES ABBOTT	14			
KENIN MOTTIO	15			
STEVEN NEUFFELD	16			
DARREN MCFEEN	17			
SHAW MCFEEN	18			
JORDAN FLAMAN	19			
JORDAN WONGS	20			

COACH: KICIK MANG 101632  
ASST COACH: JOE BLOW 102468  
DOOR #1: TOM SMITH  
DOOR #2: DICK JOVES  
TRAINER: JACLYN ARDU

Verified by: \_\_\_\_\_

**HOME TEAM PENALTIES**

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1	4	INT	2	757	557
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COACHES: KICIK MANG, JOE BLOW, TOM SMITH, DICK JOVES, JACLYN ARDU

REFEREE: JOE WONGS JW  
REFEREE: KYLE SHANKS KS

GAME REPORT: YES  NO

GAME NOYES

ABBREVIATIONS: BC Backcheck, HS High Stick, SL Slash, CC Cross Check, TR Tripping, BRD Boarding, CHG Charging, RGH Roughing, UNL Unsport. Conduct, SP Sparring, HLD Holding, INT Interference, BM Bench Minor, FGT Fighting, MSK Masking, BE Bat Entangl., MIS Misconduct, MATCH Match Penalty, GAME Game Misconduct, GROSS Gross Misconduct

VISITORS TEAM

Referees Initial after game  
(last thing done)

Is there a game report?

# Penalty Classes

	Class	Player sits	Time entered on score sheet	Served by	Expires by Goal	Notes
1	Minor	2 Minutes	2 Minutes	Offender	Yes	Goalie penalties served by player on the floor
2	Bench Minor	2 Minutes	2 Minutes	Any player on bench except a designated goalie	Yes	Does not count toward 5 penalty rule
3	Major	5 Minutes	5 Minutes	Offender or a substitute	2 power play goals. Substitute for offending player from bench	Offender must sit full 5 minutes.
4	Misconduct	10 Minutes	10 Minutes	Offender	No	Goalie penalties must be served
5	Game Ejection	Nil	Nil	N/A	N/A	Any combination of 5 penalties not including Bench Minors
6	Game Misconduct	Balance of Game	10 Minutes	No One	N/A	Report in Game Notes box
7	Gross Misconduct	Balance of Game	10 Minutes plus 2 Min USC	Offending player removed from game. USC Served by a substitute.	USC treated as a minor penalty	Referee must submit a Game Report
8	Match	Balance of Game	5 Minutes	Offending player removed from game. Substitute serves time	Time is served as a major penalty	Referee must submit a Game Report
9	Penalty Shot	N/A	Nil Record on score sheet as Penalty Shoot	N/A	N/A	Fouled player takes shot

