

## PENALTY BENCH ATTENDANTS

### JOB DESCRIPTION

Your primary responsibility is to be sure a penalized player returns to the surface at the proper time. You are also responsible for notifying the officials and teams to take to the surface to start a quarter, maintaining and distributing spare pucks, and recording the numbers of all players on the surface during fighting situations. You must also be familiar with the penalty rules and duties of the Penalty Timekeeper as outlined in the previous section.

### Procedures

#### PRE-GAME/BETWEEN PERIODS

1. Alert the teams at the appropriate time to take the surface for the pre-game warm-ups (see the pre-game countdown).
2. Alert the teams and On-Surface Officials five minutes and three minutes prior to the start of the game and all subsequent periods.
3. Make sure that there are enough pucks in the penalty bench area for the proper conduct of the game.

#### DURING GAME

You must watch the game from a Referee's perspective and be prepared to react whenever a penalty is about to be assessed. The door must be open in advance of a penalized player arriving at the penalty bench area. The door must also be closed and locked immediately upon entry by the penalized player. Never allow a player to stand in the door opening, half on the surface and half in the penalty bench.

1. The Penalty Timekeeper shall advise you which player and when he shall return whenever penalties are being served.
  - A. You must open the door for all players leaving the penalty bench. Do not unlock the door until the exact second of expiration.
  - B. Whenever a penalty expires and the penalized player(s) is/are required to wait for an ensuing stoppage of play, do not allow the player to leave

until the Linesman is present to escort the player across the surface.

- C. Penalized players cannot leave the penalty bench during a time-out.
2. If players leave the team or penalty bench during an altercation, the Referees may ask you to assist him to determine who was the first player to leave either bench and which other players also left their respective benches. Note the players number and time on the clock should this situation should occur and be prepared to help him.
  3. Should a penalized player leave the penalty bench prematurely (before his penalty time has expired), whether on his own or through a mistake of an Off-Surface Official, make a note of the time and advise the Referees at the next stoppage of play.
  4. It is your responsibility to record the numbers of all players on the surface and the number of the first and all players off the bench during any altercation, no matter how small. The Referees may request this information after an altercation to assess the proper penalties. There is no excuse for not having this information when the Referees asks for it. Each Penalty Bench Attendant shall concentrate on one team during this situation. Write this information down on paper. Do not attempt to commit it to memory.
  5. When you see that the Referees are about to impose a penalty on a goalkeeper, make a note of the numbers of the players on the surface. The Referees may ask for your assistance.
  6. Discard all broken sticks. Never give a broken stick to a fan.
  7. Have a replacement puck ready for the Linesman every time the puck leaves the playing area. You must anticipate this by watching the play very closely. Place the puck on the dasher boards, ready for the Linesman. Never throw a puck over the boards to the Linesman.

#### POST GAME

1. Watch the hand shake line for potential altercations and note any players who become involved in fisticuffs.
2. Return all unused pucks to the home team. Do not distribute souvenir pucks to any fan, official or any other person.

PRE-GAME COUNTDOWN

GAME TIMES		ACTIVITY	RESPONSIBILITY
<u>7:05</u>	<u>7:30</u>		
6:23	6:57	Horn sounds to notify the teams that warm-ups can begin	Game Timer
6:24	6:58	Home takes surface for warm-up.	Pen. Attend
6:25	6:59	Visitors take surface for warm-up.	Pen. Attend
6:35	7:00	Clock starts for 15 minutes of uninterrupted warm-up time.	Game Timer
6:49	7:04	Horn sounds for 1 min. warning.	Game Timer
6:50	7:05	Horn sounds. All players leave surface immediately. Home team leaves first.	Game Timer
6:50	7:15	Reset the clock for 12:00.	Game Timer
Clean the surface prior to game. Set clock to 10:00. Do not count down this intermission.			
6:52	7:17	Officials/Teams 5 min. warning.	Pen. Attend
6:54	7:19	Officials/Teams 3 min. warning.	Pen. Attend
6:57	7:22	Officials/Visitors take surface.	Pen. Attend
6:58	7:25	Home takes surface to start game.	Pen. Attend
7:00	7:25	Announce line-ups.	Announcer
7:02	7:27	National Anthems.	Announcer
7:05	7:30	Center surface face-off.	Referee
End of Quarter Teams skate to bench area.			Linesman
Set clock for 2:00 (after 1st and 3rd Quarter)			Game Timer
End of 2nd Quarter (half-time), set clock for 15 minutes. (10 minutes for T.V. games)			Game Timer
Start of 3rd Quarter		Officials/Teams 5 min. warning.	Pen. Attend.
		Officials/Teams 3 min. warning.	Pen. Attend.
		Officials/Visitors take surface.	Pen. Attend.
		Home takes surface.	Pen. Attend.
		Center surface face-off.	Referee