



***Special  
Olympics***  
*British Columbia*

**SPECIAL OLYMPICS BC  
EVENT PLANNING GUIDE  
FLOOR HOCKEY  
SUPPLEMENT**

**Updated August 2012**



**SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE**  
**FLOOR HOCKEY**  
**JOB DESCRIPTIONS - OFFICIALS**

The following must be adhered to with respect to officiating:

- 1) Each game must have two SOBC certified referees officiating.
- 2) At least one referee must have previous experience refereeing floor hockey in Special Olympics at the level of the teams competing, i.e. if officiating a "B" division game, should have previously officiated a "B" or higher division game.
- 3) All referees must be knowledgeable of the SOC Rules and Regulations regarding the governance of a Special Olympics Floor Hockey Competition.
- 4) There shall be a minimum of three individuals per game fulfilling the roles of scorekeeper, timekeeper and line monitor (ideally five individuals: one timekeeper, 2 scorekeepers/line monitors and 2 penalty keepers)
- 5) Teams must hand in their Line Monitoring sheet to the official's table 15 minutes before the start of the game.
- 6) The officiating table shall monitor lines of play, record goals and assists and record penalties on Official SOBC Scoresheets.
- 7) Both referees as well as the head coach for each team immediately following the completion of each game must sign the Official SOBC Game Sheet. Scorekeepers are not required to sign the scoresheet but must include their printed names in the appropriate area.

In addition, for regional qualifiers:

- 1) The Official Game Sheets shall be maintained and copies forwarded to SOBC within 14 days of the competition.
- 2) Results of the competition, together with team rosters, are to be forwarded to SOBC and the Regional Coordinator whose teams are represented at the qualifier, within 14 days after the completion of the competition or on the deadline for submission of qualifier results as set by SOBC (whichever is earlier).

**Scorekeeper/ Line Monitor** (one for each team)

*Job Description*

- To record, in detail, the goals and penalties for one team.
- To record all the goals scored by both teams.
- To check that the athletes play in proper rotation and play an equal number of lines within one line, except the goalie.
- To ensure that the entire score sheet is completed and submitted to the tournament organizer.

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### Details

- # 1 **15 minutes** prior to the start of the game, the coach submits to the Scorekeeper the list of athletes including numbers. The goalkeeper(s) is listed last. This is done on the official Game Score Sheet. (It may be necessary for the Scorekeeper to provide the Game Score Sheet to the coach if the tournament organizer has not already done so.) The lines that each athlete will play are marked with a single **diagonal line /**.
- #2 The Scorekeeper checks that no athlete exceeds the total number of lines played by any other team mate by more than one line. The goal keeper may play the entire game or may split playing time.
- # 3 The Scorekeeper obtains and records the information at the top of the Game Score Sheet.
- # 4 The Scorekeeper gives a copy of the Game Score Sheet to the coach and one to the coach for the opponent team.
- # 5 When the game is about to begin, the 5 athletes on the 1<sup>st</sup> line stand with their backs to the scorekeeper. The Scorekeeper completes the " X " to indicate the players that are on the floor. The goalie must also be recorded with an " X ".  
As each line comes out, the 5 athletes must stand with their backs to the Scorekeeper until they have been marked in. The Scorekeeper monitors that no athlete plays more than one shift more than any other athlete by the end of the game with the exception of the goalkeeper. If there is a problem, notify the referee.
- # 6 If an athlete is injured "I" or ejected "E", record an "I" or "E" over the "X" when this occurs. Injured or ejected athletes must be replaced by the next person in the line monitoring sequence. When an athlete is replaced, the new athlete is recorded with an "S", substitute. It will count for a line of play for the substitute which means that there will be adjustments necessary in subsequent lines in order that athletes have equal playing time, within one line, by the end of the game. The opponent coach needs to be advised of changes in lines not yet played. If the team official (coach) does not adhere to this rule, alert the referee. An injured player may return to the game and continue in rotation.
- # 7a Goals and penalties are recorded as they occur. The referee will report the # of the athlete who scores the goal and the # of the athlete and the type of penalty in the case of infractions. The Scorekeeper records these under "Goals" and "Penalties" for the team they are monitoring. The period in which they occur must be included.
- # 7b When the team **or** the opponent scores, this is noted at the bottom of the score sheet. At the end of each period, the number of goals for the period are recorded in the bottom right boxes. A perpendicular line can be drawn after each period on the score tabulation at the bottom. If there is a flip score board, goals should be posted as they are scored.
- # 8 At the end of the game, both Scorekeepers check that the final totals are the same. The Scorekeeper has the coaches of both teams and the referees sign the Official Score Sheet. The Scorekeepers join the white copy of each team's Game Score Sheet and have them ready for the tournament organizer to collect in order to post scores on the Results Board.

# SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

## FLOOR HOCKEY

### Timekeeper

#### *Job Description*

- To time the game
- To indicate time for line changes
- To time penalties

#### *Details*

- # 1** The Timekeeper should become familiar with the clock and stop watch prior to the game. If the clock is a table model, it can be used to time the lines but a stop watch should be used to time the penalties. If it is a wall game clock, both the game and penalties may be timed on the game clock (see Timekeeper's Penalty Worksheet – columns 5&6). A stop watch is useful for time outs.
- # 2** Game time - three 12 minute periods with 1 minute between each period. Four 3 minute shifts within each period. (See Timekeeper Mark Off Sheet). The Timekeeper puts a check as each line is completed. The sheet can be used for 3 games.
- # 3** The Timekeeper signals the start of the game to the referees. The referee blows the whistle to begin play and the clock is started. After 3 minutes of continuous running time, the clock will buzz to indicate a line change. The timekeeper stops the clock and resets it for 3 minutes. When the new line is in position and the referee blow the whistle, the clock is started again. After a total of four 3 minute shifts, the Timekeeper announces, “**end of period**” and sets the clock for one minute. After one minute, the Timekeeper announces the beginning of the second period. Play resumes on the referees whistle and the clock is started again for 3 minutes. The three periods are timed in this manner with 1 minute between each period. The Timekeeper announces, “**last minute**” when there is 1 minute remaining in the game and uses stopped time for this part of the game. If the buzzer on the clock is not loud enough, the Timekeeper can throw a towel at the referee. Care must be taken not to cause athletes to trip on the towel. Some referees do not like this, in which case the Timekeeper shouts, “**line change**” if they don't hear the buzzer.
- # 4** All time is **running time** on the clock (don't stop it) **except**
- a) last minute of the game is stopped time (every time the whistle blows, stop the clock)
  - b) “time-out” request – 1 per team per game (have score keeper record in box on bottom left of score sheet)
  - c) between shifts (line changes)
  - d) player substitution (in case of injury or ejection)
  - e) assessment of penalties
  - f) at the referees discretion
- # 5** Penalties – When an athlete receives a penalty, he is brought to the penalty box by the referee. The referee will state the athlete's number and the penalty.

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**Minor penalties: 1 minute** – The Timekeeper\* uses the Timekeeper’s Penalty Worksheet to keep track of the time served and who is serving it. If there is a line change before the penalty is over, an athlete on the next line must serve the remaining time of the penalty. Some penalties may be more than one minute depending on the severity of the infraction.

- The penalty is over after 1 minute of playing time or if the other team scores.
- If two players are in the penalty box, the first penalty assessed will be terminated if a goal is scored against that team.
- If a team has more than two penalties, the third will not start until the first is over. There can be no less than 4 players including the goalkeeper on the floor.
- If a player has 3 penalties in a game, he will be ejected for the rest of the game. Advise the referee when an athlete is serving his second penalty and when a third has occurred.

The Timekeeper\* must advise the athlete in the penalty box when it is time to re-enter the game.

**Game Misconduct:** The athlete is ejected for the remainder of the game. The next player in the line-up will replace that player and the shifts will continue, with appropriate adjustments, without that player.

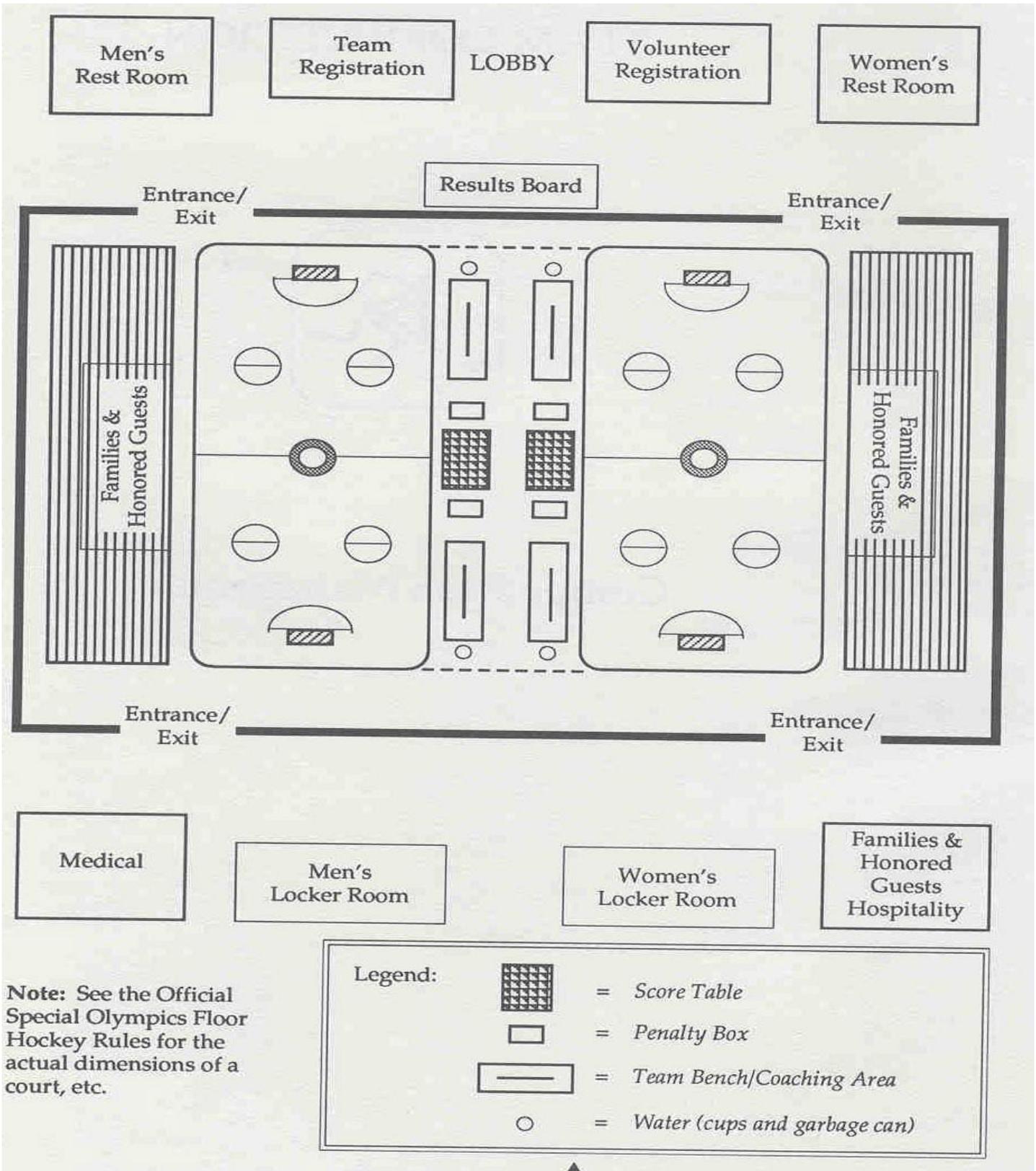
\* Penalty Keepers – Where possible, Penalty keepers, one for each team, will assume the responsibility for timing penalties using a stop watch and advise players when to re-enter the game. Penalty Keepers can assist the Scorekeepers in monitoring the line changes by calling the numbers as new lines stand in front of the “B” Officials table.

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**EQUIPMENT CHECK LIST**



<b><i>EQUIPMENT</i></b>	<b><i>NUMBER REQUIRED</i></b>	<b><i>CHECKED</i></b>
Goals and nets (2 per surface)	Dependent on # of Surfaces	_____
Team Benches (2 per surface)	Dependent on # of Surfaces	_____
Chairs (8 per surface)	Dependent on # of Surfaces	_____
Spectator Seating	Permanent	_____
Scoreboards (1 per surface)	Dependent on # of Surfaces	_____
Score table (1 per surface)	Dependent on # of Surfaces	_____
Stopwatches (3 per surface)	Dependent on # of Surfaces	_____
Score clocks/Table clocks (1 per surface)	Dependent on # of Surfaces	_____
Official Scoresheets (2 per game)	Dependent on # of games	_____
Sponsor banners	Dependent on Sponsors	_____
Awards Stand	1	_____
Pencils/Pens	2 doz.	_____
Public address system	1	_____
Results board	1	_____
Announcement board	1	_____
Water jugs and cups (1 per bench)	Dependent on # of Surfaces	_____
Awards - ribbons or medals	Dependent on Reg.	_____
Pinnies (1 numbered set per surface)	Dependent on # of Surfaces	_____
3M Floor Tape (50m per surface)	Dependent on # of Surfaces	_____
Game Pucks (3 per surface)	Dependent on # of Surfaces	_____
Air horns (2 per surface)	Dependent on # of Surfaces	_____

**SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE**  
**FLOOR HOCKEY**  
**VENUE MAP**





**SPECIAL OLYMPICS BC – FLOOR HOCKEY  
Registration Form**



REGION: \_\_\_\_\_ LOCAL: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_  
(Optional)

Head Coach: \_\_\_\_\_ Signature: \_\_\_\_\_  
(please print)

Asst. Coach: \_\_\_\_\_  
(please print)

Asst. Coach: \_\_\_\_\_  
(please print)

Overall Ability Level of Team      A      B      C      D      (please circle)

**TEAM ROSTER**

Athlete Name	Athlete Ability Level (please indicate by checking the appropriate box)			
	A	B	C	D
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				

**Return Form to**