

England Ice Hockey Off-Ice Official & Committee Regulations 2024-2025

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11. INTRODUCTION	2
11.1 GENERAL	2
11.2 REGISTRATION	2
11.3 ROLES	2
11.3.1 Club committee members e.g. Chair, Treasurer, Secretary	3
11.3.2 Designated safeguarding lead (DSL).....	3
11.3.3 Announcers.....	4
11.3.4 Club photography / media teams.....	4
11.3.5 Gamesheet official (scorekeeper).....	4
11.3.6 Goal judges.....	5
11.3.7 Penalty box attendees	5
11.3.8 Timekeeper.....	6
11.3.9 Equipment manager (Team Bench Off-Ice Official).....	6
11.3.10 Medic or Therapist (Team Bench Off-Ice Official).....	6
11.3.11 Other ice hockey roles away from the playing service.....	8
11.4 EMERGENCY COVER	8
11.5 MINIMUM REQUIREMENTS	8
11.5.1 DBS requirements.....	9
11.5.2 Safeguarding requirements.....	9
11.5.2.1 Workplace safeguarding	10
11.6 TEAM REQUIREMENTS	10
11.6.1 Adult / player ratios	10
11.7 MINIMUM BENCH REQUIREMENTS	11
11.8 KIT	11
11.9 DUTY OF CARE	11
APPENDIX 11A: ROLE TEMPLATES	12
11a.1 Chairperson	12
11a.2 Club DSL.....	13
11a.3 Secretary.....	15
11a.4 Treasurer	16
APPENDIX 11B: ANNOUNCER GUIDANCE	17
APPENDIX 11C: TIMEKEEPER GUIDANCE	20
11c.1 Pre-game	20
11c.2 During game play.....	20
11c.3 Period breaks.....	21
11c.4 Stacked penalties.....	21
APPENDIX 11D: CONTACTS	23

11. Introduction

Committee members and off-ice officials are integral to ensuring a well-run club.

Off-ice officials are considered an extension of the on-ice officiating team. In order for the game to run smoothly, a good group of off-ice officials are necessary to assist the on-ice crew.

EIH are committed to ensuring that committee members and off-ice officials across the sport of ice hockey in England and Wales are well-equipped to fulfil their roles and are meeting minimum standards required for their position. To ensure all are qualified to a minimum standard, EIH have developed a framework to enable committee members and off-ice officials to obtain their EIH license.

In addition, EIH are committed to developing committee members and off-ice officials and provide a range of recommended professional development opportunities, alongside ensuring all individuals keep up to date with changing regulations and practices.

This document should be used in conjunction with *EIH's Safeguarding Education Policy*.

11.1 General

It is mandatory for all committee members and off-ice officials to:

- be registered with EIH and EIH affiliated club
- have paid all required fees and dues to EIH
- understand the rules and regulations for the sport
- understand the rules for the age group and competition they will be working with
- follow EIH Code of Conduct and all EIH rules, regulations and policies
- comply with UKAD's anti-doping policy and WADA's anti-doping code
- have an EIH enhanced DBS check (with Children's Barred List) with Vibrant Nation
- have undertaken any prerequisite training as outlined in this document
- be able to communicate effectively in English

11.2 Registration

All committee members and off-ice officials must register directly with EIH using the online portal. Registrations must be approved by EIH before the membership and insurance are confirmed. For more on registration, including terms and conditions of registration, please see *section 1 of EIH Rule Book*.

11.3 Roles

EIH currently recognises the committee members and off-ice official roles as stated below. Unless otherwise stated, individuals will not have access to the bench.

For matchday roles, it is expected that all off-ice officials remain impartial and act with integrity and professionalism. Off-ice officials cannot clap, cheer or join in with goal celebrations, chants or on Ice Incidents such as fights or an on-ice official losing an edge. Off-ice officials may clap when a player/official has been injured and gets up off the ice after a potential injury.

Club Committee Member

- Chairperson

- Vice Chairperson
- Secretary
- Treasurer
- Designated Safeguarding Lead (DSL)

Off-Ice Officials (refers to persons who cannot go on the bench)

- Announcer
- Club Photographer / Media Team
- Gamesheet Official (Scorer)
- Goal Judge
- Penalty Box Attendee
- Timekeeper

Team Bench Off-Ice Official (refers to persons who can go on the bench)

- Equipment Manager
- Physiotherapist
- Sports Therapist

11.3.1 Club committee members e.g. Chair, Treasurer, Secretary

Recognised club committee members include but are not limited to club Chairpersons, secretaries (fixtures and registrations) and treasurers. Full role descriptions for these positions can be found in *Appendix 11a*.

Minimum requirements for roles are as follows:

Chairperson

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation
- Completion of a Level 2 Safeguarding course as outlined by EIH

Other committee roles

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation for those working regularly with U18s. Mandatory for Treasurer and Secretary.
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.2 Designated safeguarding lead (DSL)

All clubs must have a club DSL. The club DSL role is crucial in ensuring that EIH's approach to children's and vulnerable adults' welfare and protection works in practice is consistency applied at their club. Children, young people and vulnerable adults need to feel that their club is a safe and welcoming environment to all, regardless of their gender, race, culture, ability/disability or religious belief system. Everyone in the club needs to feel that their concerns will be listened to and be dealt with in a fair and equitable manner. A full role description is available in *Appendix 11a*.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS checks (with Children's Barred List) with Vibrant Nation
- Completion of a Level 2 Safeguarding course as outlined by EIH

- Attend an EIH DSL briefing (online)
- Provide evidence of data protection training

11.3.3 Announcers

The Public Address Announcer serves as the verbal communication link between the game officials and the spectators. They will announce, over the public address system, information as it pertains to the game. Although their responsibilities are usually limited to verbal communication, their role is oftentimes the most visible of the off-ice officials. The announcer must work closely with the official scorer to obtain the necessary information. Guidance can be found in *Appendix 11b*.

Announcers are mandatory for NIHL teams.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation if working regularly with U18s (denoted as working directly with junior players for three days per month or more)
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.4 Club photography / media teams

There is a requirement that all photographers and media teams are registered with EIH. They must remain in designated areas for the purpose of the activity and not visit changing rooms or be able to record activity within or near the changing facilities or have one to one contact with any player under the age of 18.

All photographers and media teams must adhere to EIH *Safeguarding Policy* and *EIH Filming and Photography Policy* in regard to the filming and photography of persons under the age of 18.

When attending EIH official organised events they are to always adhere to EIH media policy and subsequent passes must be worn failure to do so will result in the person or persons being asked to leave the premises.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation if working regularly with U18s (denoted as working directly with junior players for three days per month or more)
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.5 Gamesheet official (scorekeeper)

Gamesheet management encompasses updating the electronic game management system and access will be required via your club to the system. Training for the role will be provided by your club. Your responsibility is to ensure that all relevant information from the game is recorded live against the relevant game and uploaded to EIH as soon as possible once the game sheet has been signed by the referee.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation if working regularly with U18s (denoted as working directly with junior players for three days per month or more)
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.6 Goal judges

Goal judges are responsible for recording shots on a netminder. Only shots that are within the framework of the net are to be recorded and the netminder has made a save, this does not include shots where the netminder has interrupted the path of the puck when it was going wide or above the net. Goal judges are also to record goals scored; on the scoring of the goal, they are to illuminate the light if available to indicate to the referee that the puck has crossed the goal line. The goal judge when indicating a goal is simply indicating that a puck has crossed fully over the goal line. If the goal judge wishes to get the attention of the referee or officials during game play, they are to operate the light several times to gain the officials attention. The goal judge is not able to contest a ruling by a referee on the ice.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation if working regularly with U18s (denoted as working directly with junior players for three days per month or more)
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.7 Penalty box attendees

Usually, two volunteers are required for this role, one per penalty box home and away. The person's role within this capacity is to allow entry and egress to the penalty box of players who have received penalties. When completing this role, it is suggested the person records the time of entry and the time the player left the penalty box. Full training for this role should be provided by the member club.

You are there to assist the scorer and the players with the running of penalties. You are to tell the player when they have 1 minute left of their penalty, 30 seconds, 20 seconds and then give them a 10-second countdown, so they can keep an eye on the ice or bench to work out where they need to go when returning to the ice.

The Penalty Box door DOES NOT OPEN until the penalty clock of the offending team reaches ZERO. If a player jumps the boards or goes early under their own steam, at the next break in play, call the referee to the scorers' bench and explain what has happened. If you are in a rink where there is no glass/plexi in front of the penalty boxes, please ensure that you sit in the penalty box and not lean over the boards.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation if working regularly with U18s (denoted as working directly with junior players for three days per month or more)
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.8 Timekeeper

The timekeeper's role is one of the first to start the game. As part of your duties, it is your responsibility to ensure that the game starts at the OFFICIAL start time as advertised by the league on EIH website.

This role also consists of ensuring the clock is run correctly stopped and started on the indication of a penalty by the referee blowing their whistle. The clock is restarted once the puck is dropped. Timekeepers are to be aware of the length of period as these change amongst age groups.

Timekeepers should follow the guidance in *Appendix 11c*.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation if working regularly with U18s (denoted as working directly with junior players for three days per month or more)
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.9 Equipment manager (Team Bench Off-Ice Official)

An equipment manager is someone whose role it is to look at the equipment of the team. This activity is usually conducted away from the playing surface of the sport. Registered equipment managers have access to the bench.

Minimum requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation
- Attendance at club safeguarding briefing or completion of a free safeguarding course

11.3.10 Medic or Therapist (Team Bench Off-Ice Official)

Any person acting within a medic or therapist position within a team or club environment will be required to register with EIH and hold a relevant qualification for the role as outlined below.

To be considered a medical professional practitioner by EIH, the individual must:

- Be a graduate in an appropriate discipline
- Be a registered member of an appropriate professional body
- Possess professional indemnity insurance
- Hold a NQF Level 3 or higher first aid qualification

Persons in the following categories who also have appropriate experience and training in immediate care (as represented by a NQF Level 3 first aid qualification) are likely to meet the requirement:

- Doctor registered with the GMC
- Nurse registered with the NMC
- Physiotherapist registered with the HCPC
- Paramedic registered with the HCPC

- Osteopath registered with the GOC
- Chiropractor registered with the GCC

Any person acting within a therapist position within a team or club environment will be required to register with EIH and hold relevant qualification for the role, as outlined below.

To be considered a professional therapist practitioner by EIH, the individual must:

- Be a graduate in an appropriate discipline
- Be a registered member of an appropriate professional body
- Possess professional indemnity insurance
- Hold a NQF Level 3 or higher first aid qualification

Persons in the following categories who also have appropriate experience and training in immediate care (as represented by a NQF Level 3 first aid qualification) are likely to meet the requirement:

- Sports rehabilitator registered with BASRaT
- Sports therapist registered with the Society of Sports Therapists

Medics or therapists should also complete one of the following courses:

- RFU PHICIS Level 2 or 3
- Irish Rugby Union SAFE Level 2 course
- Battlefield Advanced Trauma Life Support (BATLS)
- First Response Emergency Care Level 3 & requalification course (FREC Level 3)
- First Response Emergency Care Level 4 (FREC Level 4)
- FREC Immediate Life Support [ILS] Level 4
- FA ITMMIF or ATMMIF
- LUBAS Sports Trauma management
- RFL IMMOFP
- Level 4 UEFA FDEP Pitch-Side Trauma Course
- Allied Health Professionals with one of:
 - Advanced Life Support (ALS)
 - Advanced Trauma Life Support (ATLS)
 - Pre-Hospital Trauma Life Support (PHTLS)
 - PILS Paediatric Intermediate Life Support (consider completing adult life support course EFAiF or above)
 - PALS Paediatric Advanced Life Support (consider completing adult life support course FA Level 2 EFAiF or above)

Allied health professionals and therapists must submit a copy of their license and registration number. If you have completed a course from any of the providers not listed, please email info@englandicehockey.com so that we can advise whether or not we can accept your qualification.

Additional requirements for this role are as follows:

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List) with Vibrant Nation
- Completion of a Level 2 Safeguarding course as outlined by EIH

11.3.11 Other ice hockey roles away from the playing service

There is no requirement to register other off-ice officials who operate away from the ice such as 50/50 sellers or mascots. All other off-ice officials must be made aware of the danger posed to them from the puck leaving the ice like the advice given to spectators in that *“You must keep an eye on the puck at all times and beware that it can leave the playing surface”*.

11.4 Emergency cover

Should any member club find themselves on game day with not enough registered off-ice staff, they may use other volunteers that are not registered. However, they **must** email the league section head to inform them of the details of the persons conducting this role. This is a requirement of EIHS insurance carrier to ensure there is an accurate paper trail.

11.5 Minimum requirements

Minimum requires are designed to ensure committee members and off-ice officials are adequately trained, have the correct credentials to fulfil their role effectively and understand the importance of safeguarding in sport.

The committee member or off-ice official does not have to maintain EIHS membership during this time, however, they must hold EIHS membership to volunteer at any EIHS sanctioned competition.

EIHS reserve the right to add additional professional development requirements during the license period, particularly with regards to changing legislation and procedures including but not limited to safeguarding, data protection and first aid. In such instances, EIHS will make every endeavour to give members sufficient time to complete courses, whilst ensuring legal compliance.

EIHS reserve the right to alter the minimum requirements at any point. An overview has been provided below.

Role	DBS	Safeguarding	Other	Bench access?
Chairperson	Required	Level 2		No
Treasurer	Required	Briefing / free course		No
Secretary	Required	Briefing / free course		No
Club DSL	Required	Level 2		No
Other committee	If working with U18s	Briefing / free course		
Announcer	If working with U18s	Briefing / free course		No
Gamesheet official	If working with U18s	Briefing / free course		No
Goal judge	If working with U18s	Briefing / free course		No
Penalty box attendee	If working with U18s	Briefing / free course		No
Photographer / media	If working with U18s	Briefing / free course		No

Timekeeper	If working with U18s	Briefing / free course		No
Treasurer	Required	Briefing / free course		No
Equipment manager	If working with U18s	Briefing / free course		Yes
Sport therapist / medic	Required	Level 2	Medical qual, license	Yes

11.5.1 DBS requirements

EIH Enhanced DBS check (with Children's Barred List) must be completed via EIH's Vibrant Nation service. If the person is not on the Update Service, the Disclosure must be dated 1st August 2022 or later.

Enhanced DBS checks are required for all Off-Ice Officials working regularly with U18s (denoted as working directly with junior players for three days per month or more).

The cost of the first DBS check will be covered by EIH. We encourage individuals to sign up to the automatic annual update for free. If an individual has not signed up for the annual update, they will need to renew their DBS check every three years at their own cost via Vibrant Nation.

DBS checks are not required in the Recreational Section.

For those who have not resided solely in the UK, in addition to an EIH Enhanced DBS check (with Children's Barred List), individuals must comply with the following requirements.

Period of time residing in UK	Additional checks needed?	Requirements
10 years or more	No	Not applicable
5-10 years	Yes	Character reference from club
1-5 years	Yes	Character reference from club, and additional personal or professional reference from UK.
0-1 years	Yes	Mentor at club must be appointed. Risk assessment must be undertaken by the club and provided to EIH. The individual must be supervised at all times when working with U18s for one season.

11.5.2 Safeguarding requirements

All volunteers are responsible for ensuring children are safe in our sport and should have a basic level of understanding of safeguarding principles.

Safeguarding qualifications are valid for three years, after which time, a refresher must be completed. It is recommended that a briefing be undertaken on an annual basis.

It is mandatory for clubs with players U18 to have their Designated Safeguarding Lead provide a safeguarding briefing to those outlined below. Alternatively, clubs may mandate

the completion of one of the recommended courses below. Clubs may be asked to provide records of training or attendance at briefings.

- Off-ice officials
- Committee members (Vice Chair, Secretary, Treasurer)
- Parents

Recommended free e-learning:

- <https://thecpsu.org.uk/parents/keeping-your-child-safe-in-sport-e-learning-course/>
- <https://learn.englishfootball.com/courses/safeguarding/safeguarding-for-all>
- <https://learn.englishfootball.com/courses/safeguarding/safeguarding-for-committee-members>

It is mandatory for the following roles to undertake Level 2 accredited safeguarding training. This must be delivered face-to-face and last a minimum of three hours*. Certificates are valid for three years, with a refresher due annually.

- Designated Safeguarding Leads
- Medical personnel (registered as Team Bench Officials)
- Chairperson

We accept accredited in-person courses with a minimum of three hours duration, including the following:

- Ice hockey specific Level 2 Safeguarding training through Labyrinth Youth: <https://www.labyrinthyouth.co.uk/>
- <https://www.ukcoaching.org/courses/workshops/safeguarding-protecting-children> (in person course; online classroom not accepted after July 2024)

11.5.2.1 Workplace safeguarding

Accredited workplace safeguarding, for example from a school, hospital or emergency services may be accepted as equivalent to the requirements outlined above. Please submit your certificate to England Ice Hockey for consideration of equivalency.

11.6 Team requirements

It is mandatory for all teams at Junior and Senior Hockey to have:

- One gamesheet official / scorekeeper (with up to two assistants)
- One timekeeper
- One announcer (NIHL only)
- Two penalty box attendants
- Two goal judges
- Equipment manager (NIHL only)

It is strongly recommended that each team has a medic on the bench at all times at senior hockey level.

Off-Ice officials should, where possible, arrive 30 minutes prior to game time to commence their duties.

11.6.1 Adult / player ratios

The following ratio of adult to children supervision must be adhered to at all camps, training sessions and games:

Age	Ratio
U10	1 adult to 10 children
U18	1 adult to 12 children

11.7 Minimum bench requirements

Only team off-ice officials are allowed on the bench. All bench staff must be named on the team list and the appropriate license number provided. Team off-ice officials cannot take charge of the bench.

11.8 Kit

All off-ice officials should not be wearing a hockey jersey of any description. A suitable top/jacket with the team logo and "OFF ICE OFFICIAL" is acceptable.

11.9 Duty of care

Failure to comply with any of the above standards may mean the off-ice official and club are subject to sanctions under EIH's DOPS Policy in accordance with bringing them game into disrepute. Where a breach involves children or vulnerable adults, this will further be investigated as a safeguarding concern.

Where it is proven that persons have been managing while unqualified, those persons will not be allowed to take EIH course or register as a manager or other off-ice official for twelve months and the club may be liable to sanctions from the relevant DOPS Committee.

Appendix 11a: Role templates

11a.1 Chairperson

Name of club: [Insert name of club]

Role: Chairperson

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List)
- Level 2 safeguarding certificate

Responsibilities and qualities

The chairperson will normally be elected either from the entire organisation's membership, or from those who sit on the executive or management committee. The chairperson not only chairs the meetings, but also acts as principal officer throughout the year, making decisions in consultation with other committee members.

- Well-informed about activities of the club / organisation and its financial position
- Able to represent the organisation at local, regional and national levels
- Able to delegate, lead and motivate club volunteers towards club goals and objectives
- Able to chair committee meetings and manage the general meetings, allowing all views to be presented
- Well-informed about the agenda of the meeting and the items to be covered
- Well prepared for the meetings
- Able to ensure the agenda of the meeting is followed, all business is completed and all decisions are properly understood and recorded
- Able to keep debate focussed, avoiding any deviations
- Uphold Club Constitution and National Governing Body regulations
- Diplomatic and helpful, and able to get the best out of the other committee members
- Able to maintain the harmony of the group, even when there is disagreement about the proposed course of action

Please note: this is not an extensive list; it is just an example. Please adapt accordingly.

11a.2 Club DSL

EIH requires all clubs to have a Designated Safeguarding Lead (DSL).

Name of club: [Insert name of club]

Role: Designated Safeguarding Lead (DSL)

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List)
- Level 2 Safeguarding certificate
- Data protection training

Role purpose and core duties

The Club Designated Safeguarding Lead is role is crucial in ensuring that EIH's approach to children's welfare and protection works in practice is consistency applied at their club. Children and young people need to feel that their club is a safe and welcoming environment to all, regardless of their gender, race, culture, ability/disability or religious belief system. Everyone in the club needs to feel that their concerns will be listened to and be dealt with in a fair and equitable manner.

- Assist EIH to fulfil their responsibilities to safeguard children and young people at their club.
- Familiarise themselves with all relevant policies and procedures and assist EIH to implement safeguarding and child protection policies at their club.
- Be the first point of contact when concerns about children's welfare, poor practice or child abuse arise.
- Be an approachable point of contact for young people and vulnerable adults, and promote your role within your club.
- Ensure that appropriate records are maintained, appropriate agencies are notified to timescales, and EIH procedures are followed.
- Promote EIH's best practice guidance and codes of conduct within a club.
- Monitor and advise club volunteers, parents and staff on the approach to child welfare and ensuring that this is monitored and reviewed internally by the club via club management committee meetings.
- Ensure that confidentiality is maintained. Where concerns about a child arise, this frequently causes a high level of anxiety for those who need to respond and take action. This is particularly the case where the concerns relate to the behaviour of club staff. It is essential that confidentiality is maintained and information is shared only on a 'need to know' basis. An open mind needs to be kept in all cases. It is the role of the statutory agencies to investigate abuse. Speculation and breaches of confidentiality can seriously compromise this and may put children at further risk.
- Support your club to promote anti-discriminatory practice, in accordance with EIH's child protection and equity policies.

Personal qualities and experience

- You will have strong listening and communication skills.
- A child-focused approach.
- Ability to provide supportive monitoring holding clubs to account for their safeguarding practices ensuring consistency of application across the region.
- Administration of official sensitive data and maintain records in line with GDPR regulations.
- You will be reliable, committed, tactful, and fair in your thinking.
- You will be passionate about promoting the sport of ice hockey.
- You will be empathetic and approachable, creating a strong rapport with members.
- You will be committed to abiding by EIH code of conduct and policies.
- A background in safeguarding, or working with children and vulnerable adults would be advantageous.

11a.3 Secretary

Name of club: [Insert name of club]

Role: Secretary

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List)

Responsibilities and qualities

The primary role of the club secretary in an amateur sports club is to provide administrative support to the club.

- Being first point of contact for club enquires
- Plan club meetings with the chairperson and agree an agenda with all club officers (including Annual General Meetings)
- Circulate details of meetings (time, location, agenda etc.) to club members
- Take minutes and circulate to meeting attendees
- Follow-up with relevant parties on key actions arising from meetings
- Ensure meetings adhere to procedures of the club constitution (e.g., quorums and election procedures)
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Organise meetings

Please note: this is not an extensive list; it is just an example. Please adapt accordingly.

11a.4 Treasurer

Name of club: [Insert name of club]

Role: Treasurer

Responsible to: [Insert name]

Name of volunteer: [Insert name]

Start Date: [Insert date] End date: [Insert date]

Requirements

- EIH registration
- EIH Enhanced DBS check (with Children's Barred List)

Responsibilities and qualities

The club treasurer is responsible for managing the flow of money into the club and for allocating and recording how that money is spent to run the club. The treasurer also works in conjunction with the chairperson in planning the development of the club e.g., creating annual budgets.

- Creating and maintaining the club's annual budget
- Working with other club officers to generate and collect funds
- Ensuring accurate and up to date records of all club income and expenditure
- Payment to third parties
- Prepare and issue invoices
- Manages club bank account
- Issue late payment reminders
- Seek approval for club committee for major expenditure
- Preparing financial statements ahead of the annual General Meeting
- Reporting on the club's financial performance at the club AGM
- Producing end of year financial report

Please note: this is not an extensive list; it is just an example. Please adapt accordingly.

Appendix 11b: Announcer guidance

Announcers are there to inform the supporters of both teams of goals, penalties and general rink announcements. Announcements are allowed to get the crowd involved in the game and most home rink announcers are there to assist and get the home supporters to support the home team. There are a few guidelines, we ask you to adhere to:

Ice Hockey prides itself to be a family sport, please be mindful of the music that played. Please do not play music with bad language and music that is deemed racial, sexist or homophobic. This also counts during player warm up. Please check the music a team gives you to play during the warm up.

Please respect the opposition. Announcements must not make rude or derogatory comments about the visiting players, officials, families or fans, even in jest, or even if you know them on a personal level.

You are expected to make the following announcements:

- Goals with the appropriate goal type (see below). If a player is sponsored in some way this also acceptable to be announced:
 - Even Handed
 - Powerplay
 - Short Handed
 - Delayed Penalty Goal
 - Penalty Shot
 - Penalty Goal
- When announcing goals for away teams, it is common courtesy to read out their names and numbers, not just the numbers.
- If you are unsure of the pronunciations of some of the players' names ask a member of the team for assistance before the game starts.
- When announcing goals whilst play is in progress, only announce the Goal Scorer and the players that assisted and any relevant sponsors to that player. **DO NOT START** crowd chants. You are only to announce the scorer, assists and time and type of goal.
- Penalties: these are to read out as promptly as possible. When announcing multiple penalties on both teams, the home team penalties are announced first.
- Please be aware that when you have a player serving a 2+10 penalty or a coincidental penalty. When the penalties that are shown on the scoreboard have finished and the you still have players serving penalties in the penalty box. These are to be announced as "Team A, returns to 5 skaters" this is because the team is not at full strength as there are players that are serving penalties when the Penalty Boxes are empty, a team has returned to full strength .
- When a player returns to the ice after a penalty has expired. The announcement that the player has been released from the penalty box, should happen immediately and without a delay.
- Period timings:
 - The final minute of the first and second periods – these are to be announced as they are written
 - The final two minutes of the third period – this is to be announced as "We are now in the final two minutes of the third period" or "We are now in the final two minutes of regulation time." We do not say the final two minutes of the game as we may be going into overtime or any other way of announcing the final two minutes. We also **DO NOT** announce the final minute of the third period.

- The final minute of overtime (if being played)
- End of game:
 - At the conclusion of the game when the Man of the Match presentation is completed and you have a few more club presentations to read out. POLITELY ask the visiting team to leave the ice. DO NOT use phrases like “Can you please hurry up and get off of the ice, as we have other presentations to make”.
 - You can still make in game announcements for 50/50, Shirt of the Back and Rink Safety announcements etc
 - We ask that you make other presentation after the away team has left the ice.
- Recommended in-game announcements:
 - Supporters moving during play: please ask fans not to leave their seats or walk in front of other supporters whilst the game is in play. This can be dangerous as the puck could come out of play and cause injury.
 - Fan Photography: this is allowed as long as the Flash/Light are turned off. Live streaming of NIHL games is only allowed by the teams. Any supporter caught doing this should be asked to stop streaming, if caught a second time. Please can you remove from the arena.
 - General Safety and In-House Rink announcements

If you use a Master of ceremonies (MC). The same rules apply. The MC must carry out the same duties as the game announcer. They must announce goals and penalties and when players return to the ice for both teams not just the home team. As if they were a game announcer. They are not to make announcements during play and start fan chants when making announcements.

Listed below are some script ideas to use during the game. Remember to speak slowly and clearly.

Announcing starting line up

Good (morning/afternoon/evening) hockey fans!

Welcome to the (1st, 2nd, final) game of the (name of the tournament) between (Name of the visiting team) and the (name of the home team).

And now let's meet the starting line-up for the visitors from (name of team).

(Announce the starting line-up)

(Announce the coaches)

And now let's meet the starting line-up for the (name of home team)

(Announce the starting line-up)

(Announce the coaches)

Good luck to both teams. Let's play hockey!

Announcing goals

Scoring for (name of team), was number (jersey number), (player name) unassisted.

Scoring for (name of team), was number (jersey number), (player name) assisted by number (jersey number), (player name).

Announcing penalties

A minor penalty has been assessed to (name of team), number (jersey number), 2 minutes for (name of penalty).

Coincidental minor penalties have been assessed to (name of team), number (jersey number), and (name of team), number (jersey number), 2 minutes each for (name of penalty).

A 5-minute penalty and a game misconduct has been assessed to (name of team), number (jersey number), for fighting (or checking from behind).

(name of team) full strength.

Shots on goal

Shots on goal in the first period for (name of team) (number of shots), for (name of team) (number of shots).

Shots on goal in the second period for (name of team) (number of shots), for (name of team) (number of shots). Total shots on goal for (name of team) (total shots), for (name of team) (total shots).

Shots on goal in the third period for (name of team) (number of shots), for (name of team) (number of shots). Total shots on goal for (name of team) (total shots), for (name of team) (total shots).

Appendix 11c: Timekeeper guidance

11c.1 Pre-game

If there is a minute's silence/celebration before the opening face-off, under no circumstances is this to be timed on the scoring device, this is extremely disrespectful, especially if the horn goes off when the clock reaches zero. If the pregame countdown is going to reach zero either during the minutes silence or national anthem. You are allowed to pause the clock, to stop the horn from sounding. Most people have a smart phone, please use a countdown app on the device to time the minutes silence and let the announcer know when to start the National Anthem discreetly.

There is a five-minute grace period for events of national importance. These include:

- Remembrance Sunday
- The Passing of a member the Royal Household, or a Sitting Prime Minister.

All NIHL teams must implement a 60-minute countdown to games so that visiting teams know when they are due to be on the ice for warm-up and game start and to also makes sure that games start at the published Face Off Times.

Please see below for a running schedule. This countdown needs to be displayed in the scoreboard pregame. Failure to start a game on time means the team holding up game start time will be assessed a two-minute delay of the game penalty, unless deemed a reasonable reason with the referee.

Table for game start countdown

Time to Face Off	Action
60:00	Horn Sounds and Game Countdown Starts
45:00	Home Team needs to submit the Official EIH teamlist to the scorer
43:00	1 Horn Blast – 3 mins to warm up
42:00	2 Horn Blasts – 2 mins to warm up
40:00	Team enter the ice for warm up - <i>The clock will start regardless if you are on the ice or not.</i>
30:00	Away Team needs to submit the Official EIH teamlist to the scorer
20:00	Warm up Ends Promptly – <i>Any players who do not leave the ice promptly may be liable to a 2 min delay of the game penalty</i>
06:00	On Ice Officials enter Ice
05:00	Away Team enters ice
04:00	Home Team enters ice
00:30	Starting line ups to centre ice
00:00	GAME START

11c.2 During game play

Please remember that five-minute penalties are not to be removed from the scoreboard until they are fully completed, the offending team remains short-handed until this penalty is completed.

If your scoreboard can show 10-minute penalties, please can you show this and explain to the player when their penalty will finish and wait until the next break in play to release them from the box.

When a time out is called by an on-ice official. The time out is to be displayed on the game clock/scoreboard if your clock has a “Time Out” function.

11c.3 Period breaks

The period break starts immediately after end of a period and can last between 12-18 minutes (15 minutes is the standard) these need to be the same for both period breaks. You cannot have a period break that is 15 mins at the end of the first period and 18 mins for the period break at the end of the 2nd period, due to an on-ice event or competition.

The period break timings are shown. Failure to start a game on time means the team holding up game start time will be assessed a two-minute delay of the game penalty, unless deemed a reasonable reason with the referee.

Table for game period break countdown

Time to Face Off	Action
15:00	Period break countdown starts
02:00	Teams enters ice
00:30	Starting line ups to centre ice
00:00	PERIOD START

11c.4 Stacked penalties

This explains the procedure when there are three or more players in the penalty box at any one time.

The minimum number of players in the ice is three players and one netminder.

If you are lucky enough, your scoreboard can stack penalties within its memory. Team A, player Number 6 receives a 2 minutes penalty for Hooking at 06:24. This penalty is shown as normal on the scoreboard. the during the same shorthanded period. Team A, player number 16 receives 2 minutes tripping penalty at 06:54, this is also shown on the scoreboard at the same time. Team A, Player 65 receives a 2 min unsportsmanlike conduct penalty. This penalty becomes stacked, but stored in the memory of the scoreboard.

Team A receive no further penalties during this passage of play. The penalty on Team A, Player Number 6 ends. This player cannot return to the ice unless there is a whistle on the play, As the stacked penalty on Team A, Player 65 is now on the scoreboard and as you have 2 players on the scoreboard. There should now be 3 players on the ice still. If there are no more penalties called, or other stoppage of play. Team A, Player 16 can return to the ice when the penalty reached zero as the team would then be back to 4 skaters as there is only 1 penalty on Team A on the scoreboard. Team A, Player 65 penalty can run as normal and the player can be released once the penalty has expired. Team A, Player 6 has to sit until there is a Whistle.

If you have 4 or more players in the box. Players who have a penalty that expires and another penalty goes onto the scoreboard have to wait for a whistle on the play for them to return to the ice.

Version	Author	Date written / approved	Approved by
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Appendix 11d: Contacts

EIH Director
Cornelia Raubal
cornelia.raubal@englandicehockey.com

Coaching and Education Programme administrator
Liz Moralee
liz.moralee@englandicehockey.com

Operational support and general enquiries
EIH Office
info@englandicehockey.com