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To: HNS Minor Hockey Referee-in-Chiefs  
HNS Minor Hockey Officials  
HNS Minor Hockey Presidents  
HNS Minor Council  
HNS Zone Coordinators

From: Steve Smith  
Minor Hockey Referee-in-Chief

Date: October 8, 2007

Re: Incident Reports

An Incident Report **MUST** be filled out and submitted for all:

- Match Penalties
- Gross Misconducts
- Game Misconducts
- All Misconducts with last 10 minutes of 3<sup>rd</sup> period or overtime

**Incidents must be reported to Hockey Nova Scotia (on a proper Incident Report Form) by e-mail, or fax, no later than noon (12pm) of the following day.**

Officials who don't have access to e-mail or a fax machine, within this time frame, should immediately contact their Referee-in-Chief/Assignor to make other arrangements.

E-Mail: [suspensions@hockeynovascotia.ca](mailto:suspensions@hockeynovascotia.ca)

Fax: 1-800-313-8320

When completing your report please include all relevant information including:

- Penalties assessed that require reporting.
- Was the penalty properly recorded on the game sheet?
- Was there an injury on the play?
- Any events which may have led up to the incident.
- Any events which occurred after the incident.

Whenever you assess a penalty that will require you to write up an incident report, refer to Section 6 – Playing Rules for the appropriate rule number.

**DO NOT** use rule #30 (major penalties), rule #32 (game ejection/game misconduct penalties) or rule #34 (match penalties) in any instance on an incident report. These are simply definitions.

There are 3 situations in which you would actually refer to a rule number for an incident report found in Section 4 – Penalties in the rulebook. They are:

1. **Rule 24(c)** – When a player deliberately removes his/her helmet to fight or challenge and opponent to fight he/she will be assessed a Gross Misconduct.

2. **Rule 31(c)** - When a player is assessed a second Misconduct in the same game, he/she is assessed a Game Misconduct under this rule.

3. **Rule 33(b)** - Where a person conducts himself/herself in such a manner as to make a travesty of the game, he/she will be assessed a Gross Misconduct under this rule.

For further clarification please contact the undersigned.

Sincerley,

**Steve Smith**

Hockey Nova Scotia  
Minor Hockey Referee-in-Chief  
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