



# Score/Timekeepers Guide

## INTRODUCTION:

Welcome to the Scorekeepers box. This guide will help you understand how to operate the time clock and outline your responsibilities as a game official.

**\*\*Please note:**

***As an official time/scorekeeper, you are to remain a neutral party to the game. No Cheering, or coaching shall happen from the Scorekeeper, Timekeeper or Penalty Box officials.***

## HOME TEAMS RESPONSIBILITIES:

- The home team for League games is responsible to coordinate off-ice officials, unless otherwise determined by the League.
- The home team must provide a scorekeeper, a timekeeper and two (2) penalty box workers for all games.
- Game sheets must be legible and filled out properly for any League game. This includes providing the dates, team names, officials' names (Referee & Linesmen), division, tier and game number.
- Off-ice officials are to support the referee at all times during the game.
- Carstairs is a Drop Clock Community (please refer to the ice requirements for details)



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## ICE REQUIREMENTS:

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Each MHA must provide ice times and game slots that meet the minimum requirement as per the chart below:

Division	Rural Leagues Minimum Ice Time Length	Rural Leagues Flood Requirements	Metro Leagues Minimum Ice Time Length
U11	1.50 hours (90 minutes)	0 Floods Required	1.00 hour (60 minutes)
U13	2.00 hours (120 minutes)	1 Flood Required	Minor: 1.00 hour (60 minutes) Minor Female: 1.25 hours (75 minutes)
U15	2.00 hours (120 minutes)	1 Flood Required	1.25 hours (75 minutes)
U18	2.25 hours (135 minutes)	2 Floods Required	1.25 hours (75 minutes)

**Note:** Rural Leagues are defined as CAHL, NAI, NEAHL, APHL, ECAFHL, RMFHL  
Metro Leagues are defined as Hockey Calgary & EFHL

U18 - There shall be a flood after every period at the U18 division.

U13 & U15 - There shall be at least one (1) flood between either the first and second periods or the second and third periods at the U13 & U15 divisions.

U11\*\* - The ice shall be flooded before the start of a League game at the U11 division.

**\*\*Flooding shall only be allowed between periods at the U11 division should an adequate amount of ice time be allocated. A minimum of 1 ¼ ice allocation must be provided to allow one (1) flood between either the first and second periods or the second and third periods.**

## PERIOD LENGTHS:

All periods shall be played as stop-time.

Permit Length	No Floods	Warm-Up	One Flood	Warm-up	Two Floods	Warm-up
<b>1 hour (60 minutes)</b>	13-13-13	Three (3) minutes	-	-	-	-
<b>1.25 hours (75 minutes)</b>	15-15-15***	Five (5) minutes**	13-13-13	Three (3) minutes	-	-
<b>1.50 hours (90 minutes)</b>	20-20-20*	Five (5) minutes**	15-15-15	Five (5) minutes**	13-13-13	Three (3) minutes
<b>1.75 hours (105 minutes)</b>	20-20-20	Five (5) minutes	20-20-20*	Five (5) minutes	15-15-15	Five (5) minutes
<b>2.00 hours (120 minutes)</b>	20-20-20	Five (5) minutes	20-20-20	Five (5) minutes	20-20-20*	Five (5) minutes
<b>2.25 hours+ (135+ minutes)</b>	20-20-20	Five (5) minutes	20-20-20	Five (5) minutes	20-20-20	Five (5) minutes

\* Leagues may opt for 15-20-20

\*\*Leagues may opt for three (3) minute warmups

\*\*\*Minor Female Exception: 16-16-16

**DROP CLOCK: Should an unusual delay occur for any unforeseen circumstances and there is no flexibility to extend the time, the drop clock rule will be in effect. If there is five (5:00) minutes left on the ice permit, after the first stoppage of play, the game clock shall be reset to two (2:00) minutes stop time.**



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TIME CLOCK / SCOREBOARD OPERATION:

## **Start Up:**

- Locate the Power Switch on the side of the unit and turn the unit on.
- A message will scroll across the screen "Do you want to start where you left off"  
Press "NO"
- A message will scroll across the screen "Please enter the Model Code"  
Enter the Model Code found just below the screen.
- A message will scroll across the screen "Do you want to use Penalty time out"  
Press "Yes"
- A message will scroll across the Screen "Do you want to Use a bookmark"  
For U7 and U9 Press "YES" (U7 – Bookmark #1, U9 – Bookmark #2)  
All other Divisions Press "No"

## **Setting the Time:**

1. Press "SET, TIME" then add the amount of time required for the period.  
(For example: 20:00 or 05:00)
2. Press "Yes"
3. Enter the Period 0, 1, 2 or 3

Now you are ready to begin game play

To start the time Press "TIME ON"

To stop the time Press "TIME OFF"

When the period is over and there is no time left on the clock, the horn will sound and continue to go until you press "TIME OFF"



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## **Setting Penalties:**

1. Press "SET, HOME or GUEST PENALTY"

2. Enter the Time given by the Referee:

Example: 02:00 or 05:00 etc.

*\*note: you must enter the zero for penalties less than 10:00\**

3. Press "YES"

4. Enter the Players Number i.e 05, 15, 22

*\*note: you must always enter 2 numbers. Numbers less than 10 need to have the zero in front of the number.*

## **Clearing Penalties:**

1. Press "HOME or GUEST PENALTY"

2. You will see the penalty that you want to clear on the screen.

3. Press "PENALTY CLEAR"

4. Press "YES"

The penalty should be removed.

If there is more than one penalty on the clock. Press the "PENALTY CLEAR" button until you see the penalty that you wish to clear on the screen. Then follow steps 3 & 4



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## Setting the Score & Shots on Goal:

1. Press "HOME or GUEST SCORE" then Press "1" (one)  
You can continue to add one goal at a time this way

Should you need to correct the score at any point:

2. Press "SET, HOME or GUEST SCORE"
3. Enter the correct score.
4. Press "YES"

Shot on Goal:

1. Press "HOME or GUEST SHOT" then press "1" (one)

Should you need to add more than one shot:

2. Press "SET, HOME or GUEST SHOT"
3. Enter the correct score.
4. Press "YES"



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## FILLING OUT THE SCOREBOOK:

### CIRCLE CORRECT OPTION

Tier = Level you are playing at (1, 2, 3, 4, 5, 6, 7, 8, 9)

Tiering = Tiering, Crossover, League, Playoff, Tourn, Ex, Prov.

Division = Division you are playing at (U18, U15, U13, U11, U9, U7).

Arena = Name of Arena (may not be your home town)

Home Team = Your Association or town/city name.

Visiting Team= Hockey Association Name or town/city name.

Under visiting team and home team, the first two player positions are goaltenders. Fill in the rest of the spaces with the rest of the players on your team. List in numerical order, last name first.

Line-ups are to be verified and signed as such by the respective head coaches.

Score sheets must have the warm-up, clock drop, game start and game end filled in correctly.

P= Period the penalty occurred in.

# = Number of the player receiving the penalty.

Srv'd = Number of the player serving the penalty. It may not be the same as the penalized player in some instances (game ejection for example).

OFFENSE = Use supplied abbreviations to record Offence.

Min. = Number of penalty minutes.

Start = The time the penalty started. This can be different if the player receives more than one penalty.

End = The time the player goes back on the ice (this can be shorter than the penalty time if the opposite team scores during the penalty).

TIME OUTS= Fill in the period time beside the team requesting the time-out (H or V).

H = Home team

V = Visiting team

Use a separate score sheet if you have more penalties or goals than you can fit on one sheet. If you make a mistake, cross it out and use another line on the score sheet. Do not try to overwrite your mistake.

The Referee and Linesmen must sign the score sheet and put their Referees' number beside their printed name.

In the case of a two Referee system, one can sign as Referee and one can sign as Linesman.





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Abbreviations are necessary but you should standardize these. Here are some suggest abbreviations:

AGG = aggressor	H.P. = handling puck
B.C. = body checking	HKG = hooking
BDG = boarding	H.S. = high stick
B.E. = butt-ending	INT = interference
B.M. = bench Minor	KNEE = kneeling
BR.S. = broken stick	L.P.B. = leaving penalty bench
C.C. = cross-checking	MISC = misconduct
CFB = checking from behind	M.P. = match penalty
CHG = charging	P.S. = penalty shot
D.G. = delay of game	RO = roughing
ELB = elbowing	SL = slashing
FI = fighting	SP = spearing
FOP = falling on puck	T.M. = too many men
GE. = game ejection	TR = tripping
G.M. = game misconduct	T.S. = throwing stick
H.C. = head contact	U.S.C. = unsportsmanlike conduct
HOLD = holding	G.R.M. = gross misconduct

**As an Off ice Official, it is your responsibility to assist the Referee during the game and be aware of the number of penalties called on each player.**

## **WHEN A PLAYER INCURS THREE (3) OR MORE STICK INFRACTIONS:**

The Player shall receive a Game Ejection.

## **THE FIVE (5) INFRACTIONS ARE AS FOLLOWS:**

### **High Sticking, Cross-Checking, Slashing, Butt-Ending, Spearing**

NOTE \*\*As a Scorekeeper, you should take note of this rule and alert the Referee and the player shall leave the game and go to the dressing room for the remainder of the game.

NOTE\*\* If a player that is in the penalty box, serving a penalty is exhibiting any unsportsmanlike behaviour and continues. PRESS the Horn button to signal the Referee and bring the behaviour to the Referee's attention. The Referee will address the player, and may issue an additional penalty at that time.

As Off- ice officials, it is your responsibility to use discretion while players are serving penalties and ensure they are conducting themselves in a sportsmanlike manner.





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OFFICIAL CASE/RULE BOOK



## HEAD CONTACT

Patting flat (open palm) of the non-whistle hand on this side of the head.



## HIGH STICKING

Holding both fists clenched, one immediately above the other at the height of the forehead.



## HOLDING

Clasping either wrist with the other hand in front of the chest.



## HOLDING THE STICK

Two stage signal involving the holding signal (shown above) followed by a signal indicating you are holding onto a stick with two hands in a normal manner.



## HOOKING

A tugging motion with both arms as if pulling something from in front toward the stomach.



## ICING THE PUCK

The back Referee or Linesman signals a possible icing by fully extending either arm over her head. The arm should remain raised until the front Referee or Linesman, either blows the whistle to indicate an icing or until the icing is washed out. Once the icing has been completed, the back Referee or Linesman will then point to the appropriate face-off spot and skate to it.



## INTERFERENCE

Crossing arms stationary in front of the chest.



## KNEEING

Slapping either knee with the palm of the hand, while keeping both skates on the ice.



## MATCH PENALTY

Patting flat of the hand on the top of the head.



## MISCONDUCT

Both hands on hips.



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**MATCH PENALTY**  
Patting flat of the hand on the top of the head.



**SPEARING**  
Jabbing motion with both hands thrust out immediately in front of the body and then hands dropped to the side of the body.



**MISCONDUCT**  
Both hands on hips.



**TRIPPING**  
Striking leg with either hand below the knee, keeping both skates on the ice.



**PENALTY SHOT**  
Arms crossed above the head. Give the signal upon stoppage of play.



**UNSPORTSMANLIKE CONDUCT/DIVING**  
Using both hands to form a "T" in front of the chest.



**ROUGHING**  
Fist clenched and arm extended out to the front or side of the body.



**WASH OUT**  
A sweeping sideways motion of both arms across the front of the body at shoulder level with palms down. This signal is used: (a) by the Referee to signal "no goal"; (b) by the Linesman to signal "no icing" and in certain situations "no off-side".



**SLASHING**  
A chopping motion with the edge of one hand across the opposite forearm.