



Nepean Girls Hockey Association

Timekeeping 2007-08

Timekeeper Assigner/Head Timekeeper

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Day of Game Procedures

What to Bring

- 2 or 3 blue or black pens NO OTHER COLOURS OR PENCILS PLEASE
- scrap paper or notepad/notebook
- clock instructions (as required)
- Watch/stopwatch (for use in running time or during clock malfunction)

Overview of Timekeeper's Responsibilities

The timekeeper must arrive no later than 15 minutes before the scheduled start of the game (20 minutes for tournaments) and present themselves to the referees in the referee's room so that they know you have arrived. Simply knock on the referee's room door and wait for the door to be opened or for someone to call you in and then introduce yourself as the timekeeper for the next x # of games. You must be dressed neatly and appropriately (warm clothing and gloves are *highly* recommended as it does get quite cold) for any level of hockey.

Timekeepers must bring all the necessary equipment as listed above.

At the end of each month, I will be submitting a report to the Treasurer on all the games and who did the timekeeping. The 2007/08 rates for games at the Nepean arenas (Sportsplex, Bell, Merivale, and Walter Baker) are:

Novice HL: \$8/hr
Atom HL: \$8.50/hr
PeeWee HL: \$9/hr
Bantam HL: \$10/hr
Midget HL: \$13/hr

Atom C: \$9/hr
Atom A: \$10/hr
PeeWee B: \$10/hr
PeeWee AA: \$11/hr
Bantam B: \$12/hr

Bantam BB: \$13/1hr
Bantam AA: \$17/1.5hr
Midget B: \$14/hr
Midget BB: \$15/1hr
Midget A: \$18/1.5hr
Midget AA: \$18/1.5hr

If you do have a game that is outside of these Nepean arenas, such as Ottawa University, Carleton University, Sensplex, or Tom Brown, you will be paid \$5 per game that you have at that arena. This is a travel fee as they are outside the boundaries, so to speak.

Duties

Pre Game

- Obtain game sheet from the Home Team
- Ensure that the Location of Game, League Division, Home/Visitor Team, Type of Game, Length of Game, and Date fields located at the upper centre of the game sheet are properly filled out
- Ensure that both teams' rosters are filled out properly. If labels are used ensure that all copies of the game sheet have a label
- Verify that there is a certified trainer listed for each team. The trainer must be listed and their trainer certification number must be beside the name as well.
- Verify that all the team officials are listed and that all officials on the bench have signed
 - ★ If any of the above information is missing and there is sufficient time please go back to the dressing room and get this information filled in.
- Present the game sheet to the referee so they may verify the information as well
 - ★ Note that when players are suspended (there will be a sidenote next to the player's name) then the referee must initial beside the suspension to indicate that he/she is aware of the suspension. Please notify the referee if he/she dose not notice the suspension

- Verify that the Home Team (Nepean) will be providing a mature and calm representative to help you out with the Penalty Box (opening and closing doors)
- Make sure the time clock is in the time keeper box (if it is not, talk to the rink attendants, they will get it for you)

During the game

- Running the clock
- Record all scoring and penalties accurately and neatly using the appropriate codes in the appropriate sections of the game sheet.
- Keeping officials, players, and fans informed by updating the time, scoring and penalties promptly and accurately
- Watch for 3 stick infractions and notify the referee upon the third stick infraction so they may take the appropriate measures. This rule applies if one player receives three (3) stick infractions in one game. The infractions are as follows: Cross Checking (CC), Slashing (SL), High Sticking (HS), Butt-ending (BUTT), and Spearing (SP). If a player receives any combination of these 3 penalties notify the referee *immediately* and they will take appropriate action

What to expect during the game:

As a timekeeper, you can expect varying levels of intensity depending on the level of hockey. You may find yourself one minute feeling extremely bored and the next minute you have a line-up to get into the penalty box and two goals have been scored. But relax, there is nothing to worry about, just follow the steps below and you will be just fine.

- 1) Remain clam, there is no need to panic
- 2) Grab your notepad and pen and jot down the time that is shown on the scoreboard
- 3) As the referee gives you the information, listen carefully and write down the information as it is given to you (shorthand on another piece of paper is recommended at this stage)
- 4) Set the penalty clock or score display as required

- 5) After play has resumed, begin to fill out the game sheet from the information on your jot notes. This will aid in the neatness and accuracy of the final game sheet
- 6) If at any point you are confused or unsure about the information given to you, ask the referee to slow down or repeat themselves. If the referee has skated away from the timekeeper's area you can signal him/her to return by sounding the buzzer

How to turn on the clock

1. Make sure all of the plugs/wires are plugged in. (Bell arena will always be in the time box). At Walter Baker B and Sportsplex see the rink attendants for the clock. There is one electrical plug, one remote plug and one for the actual wall clock. Make sure all 3 are plugged in.
2. Turn on the clock on the bottom right hand side.
3. The clock will ask you a couple of questions. Say "NO" to both questions.
4. The next question will be to enter the model code. The model code is on the machine right under the display screen. Punch in the model # and press yes.
5. The machine will ask you 3 more questions. Say "no" to each question. You are now set to begin. Return to the How to Work the Clock section.

Model Code

008-3261

HORN	MISC. SHOT TIME	CLOCK MODES	SET
TIME OUT TIMER	PNLTY ON OFF	PNLTY INSERT	TIME
HOME GOAL	HOME SHOTS	PNLTY CLEAR	HOME PNLTY
GUEST GOAL	GUEST SHOTS	PNLTY EDIT	GUEST PNLTY

7	8	9	YES
4	5	6	NO
1	2	3	HOME SCORE
:	BLANK	0	GUEST SCORE

The diagram above is an image of what the clock face looks like for Walter Baker, Sportsplex, and Bell arenas. Some vandalism has occurred and some of the clocks are missing these classifications. As well, the buttons a timekeeper will use are highlighted.

- ★ The second table is supposed to be beside the first, I just couldn't get it to go there

Timing of Games

- All games are 50 minute games with 10 minutes scheduled for cleaning the ice with a few exceptions. The periods will consist of one three (3) minute warm-up, two (2) ten (10) minute periods, with a final period of twelve (12) minutes stopped time
- For Bantam AA, however, the games are an 80 minutes in length with 10 minutes scheduled for cleaning the ice. The periods will consist of one five (5) minute warm-up, and three (3) consecutive periods of fifteen (15) minutes stopped time
- As well, Midget AA and Midget A are another exception. These games will be 80 minutes in length with 10 minutes scheduled for cleaning the ice. The periods will consist of one five (5) minute warm-up, two (2) fifteen (15) minute periods, with a final twenty (20) minute period

Setting the Penalties

- Press SET and HOME/GUEST PENALTY. Put in the amount of the time for the penalty—usually 2:00—and press YES. The clock will then ask you for a player #, then put in the number of the player receiving the penalty (i.e. 02, 10, 52, etc.) and press YES. The number of the player will show up on the clock if there is a slot for it on the clock
 - ★ **IMPORTANT! When a player receives a penalty, write down on your blank sheet of paper the time on the clock and what the penalty is for (i.e. 16:57 tripping) and then put the penalty into the time clock. Once the play begins again you can write the information on the game sheet. *It is important that the penalty always be put into the clock first. If it is not the referee will not let play begin***
- Remember, if 2 players get penalties at the same time from different teams (i.e. 1 for the home team and 1 for the visiting team), these do not have to be put into the clock if they are for the same amount of time. **This is called a coincidental penalty.** Write down the time on your sheet of paper and what they did and then put it on your game sheet. The players stay in the box for 2 minutes, however, and they cannot come out of the box until the first whistle after their 2 minutes is up, even if one of the teams scores.

Penalties on the game sheet

Looking at the game sheet, you can see it is divided into two distinct sections, home (the left side of the sheet) and Visitor (right side of the sheet). Each section is further divided into roster, penalties and scoring. As the roster section is already filled out by the teams we are going to focus on the penalty and scoring sections. The penalties section is located right next to the roster section. You will find that it is divided into 7 columns titled “Per.”, “No”, “Offence”, “Min.”, “Off”, “Start” and “On”. To properly fill this section out, you need to know that “Per” is the period that the penalty occurred; “No” is the number of the player receiving the penalty; “Offence” is the penalty the player received (use appropriate code from the back of the sheet); “Min” is the number of minutes; “Off” is the time the

player came off; “Start” is the time the penalty starts (usually the same as off time with a few exceptions see below); and “On” is the time that the player returns to the ice. Each penalty gets written on a separate line in order of occurrence. For timing purposes major penalties are always served first however are listed in order of occurrence. For double minor penalties they are to be listed on 2 lines, as two 2 minute penalties (see example below)

Here is an example of a properly filled out row for a 2 minute minor, to number 15, served by number 15 for Slashing at 4:12 of the second period.

Per.	No.	Offence	Min.	Off	Start	On
2	15	SL	2:00	4:12	4:12	2:12

Here is a Double Minor to number 15 served by number 15 for spearing at 6:12 of the first period.

Per.	No.	Offence	Min.	Off	Start	On
1	15	SP	2:00	6:12	6:12	2:12
1	15	SP	2:00	6:12	4:12	2:12

Here is number 15 serving a minor and a 10 minute misconduct for checking to the head at 6:13 of the first period (the periods are 10 minutes long) The penalty will be served by number 7. Number 7 returns to the ice at 4:13 of the first period and number 15 returns at 4:13 of the **second** period after serving **both** penalties. (12 minutes total)

Per.	No.	Offence	Min.	Off	Start	On
1	15/7	CTH	2:00	6:13	6:13	4:13
1	15	MISC	10:00	6:13	4:13	4:13

Note that the MISC is a misconduct and is 10 minutes. In cases with misconducts or when a player other than the one assessed the penalty is serving a penalty you should note on a scrap piece of paper who is serving the initial 2 minute penalty (see tips and tricks section) to avoid confusion.

What do you do if a goal is scored when the other team has a penalty?

- If the home team has a penalty and the visiting team scores, the penalty is over. The player will then leave the box. On your game sheet, you will put the "On" time as the time on your clock
- On the time clock you press "HOME PENALTY" and then "PENALTY CLEAR". The clock will ask you if you want to clear the penalty, yes or no. Press "YES" and the penalty will disappear from the clock

Major Penalties

- All major penalties are 5 minutes in length. If you receive numerous penalties, they are the first ones to go onto the clock. The full five minutes is always played out, even if the opposing team scores. If, however, one team has a major and a minor penalty at the same time and the opposing team scores, two minutes would be deducted from the minor penalty, therefore clearing it

Exceptions to the start time

The start time will differ from the off time when a player receives

- a) multiple penalties; or
- b) a double minor (the second start time will differ, see above examples); or
- c) when the number of players serving time penalties exceeds the number of available spaces on the penalty time clocks

The penalties are served in the order they were awarded by the referee (another reason to write down the penalties on a scrap of paper before filling in the game sheet) and the penalties will commence when space becomes available. If a goal is scored on the short handed team, the "Start" and "On" times will change, so hold off writing them on the game sheet until the penalty actually starts.

Delayed Penalties

- Delayed penalties occur when there are three or more than two penalties per team so the third penalty has to wait to appear on the clock
- In the case of three penalties on the same team, the process is as follows:

- If the opposing team does not score, the first player must wait until the second player's penalty time expires, then can go out. If a whistle is blown after the first player's penalty time has expired but before the second player's time has expired, they may leave. If the whistle is blown, then the two remaining penalties become normal penalties and go out when their time elapses. If, however, the second player's time runs out and there is no whistle, they must wait until the third player's penalty expires or for the next whistle. The third player, if the whistle is blown before their penalty expires, is then able to leave the box when their time is over. If the whistle is not blown before their time elapses, however, they must wait until the whistle is blown to leave the box
- If the opposing team scores, the first penalty will be canceled and both of the remaining penalties will proceed as regular penalties and will exit the box when their time expires

Setting the goals

- Before the game begins press "SET" and then press "HOME SCORE", press "0" and "YES"; press "SET" and "GUEST SCORE", press "0" and "YES"
- There are two buttons marked "HOME SCORE" and "GUEST SCORE". When one of the teams scores a goal press the appropriate button. The screen will say the number you have on the time clock + and you input 1 (example if the score is 0 – 0 and the visiting team scores you press "GUEST SCORE" + 1 and the clock will now read 0 – 1 for the visiting team)

Goals and Assists on the game sheet

Writing Goals and assists are straight forward. The headers in this section are as follows:

"PER", "Time", "Sc." and two columns headed "Assist(s)"

"PER" is the period in which the goal was scored.

"Time" is the time shown on the scoreboard when the goal was scored.

"Sc." is the number of the player who scored the goal

“Assist(s)” is the number of the player(s) assisting on the goal.

In the example below, number 5 scored a goal at 5:15 of the 1st period and was assisted by number 17 and number 27.

Per.	Time	Sc.	Assist(s)	
1	5:15	5	17	27

Post Game

- Sign the game sheet in the “Official Scorer” box located in the centre of the game sheet. Please **PRINT** your name, don’t use cursive as sometimes it is hard to decipher. Do **NOT** include your phone number, or any joke numbers. Leave that slot blank
- Give the game sheet to the referee and linesmen so they may sign off and verify the information
- Give the game sheet copies as follows to the two teams: the 1st copy (white) and the 2nd copy (yellow) go to the home team; the 3rd copy (pink) goes to the visiting team
 - ★ **Note that when there is a game incident report required (the referee will let you know if one is required), the ref will keep the white copy, but the rest of the distribution of the copies of the game sheet remain the same**

Tips and Tricks

This section will help you get started; it gives handy little pieces of advice that have learned over years of timekeeping.

Shorthand

Shorthand is the best way to record things on your notepad so it can be easily transferred to the game sheet.

- ★ **If you are using shorthand, do NOT write with that extra paper on top of the game sheet as the game sheet is very thin and the writing goes all the way through**

Penalty Tips: If you are dealing with a penalty situation watch the linesmen to see which team is being brought over and at that point you may begin to enter

information into the scoreboard if the infraction is only to one team. In multiple penalty situations enter the information on the clock as necessary.

Penalty Codes

This is just a quick reference for you of all the penalties that are possible. They all are separated into their relevant categories.

Minor and Major Penalties

Aggressor	AG	Holding	HO
Body Checking	BC	Handling Puck	HP
Boarding	BDG	High Sticking	HS
Bench Minor	BM	Instigator	INS
Broken Stick	BRS	Interference	INT
Butt Ending	BUTT	Interference with the Goalie	INTGT
Cross Checking	CC	Kneeing	KNE
Checking from Behind	CFB	Leaving Players Bench	LPB
Checking to the Head	CTH	Penalty Shot	PS
Charging	CHG	Roughing after the Whistle	RAW
Dangerous/Illegal Equipment	DE/IE	Roughing	RO
Delay of Game	DG	Slashing	SL
Elbowing	ELB	Spearing	SP
Fighting	FT	Too Many Players	TMM
Face Masking	FMSK	Tripping	TR
Falling on Puck	FOP	Throwing Sticks	TS
Goalie Leaving Crease	GLC	Unsportsmanlike Conduct	USC
Hooking	HKG	Game Ejection	GE

Misconducts & Match Penalties

Match Penalties

Non Coded Match	MP	Headbutting	MP65
Attempt to Injure	MP60	Kicking	MP66
Butt Ending	MP61	Touching Holding Pushing	MP67
Checking From Behind	MP62	Strikes, trips, Body Checks	MP68
Checking to the Head	MP63	Threatens, Attempts to Strike	MP69
Grabbing Hair, Face Mask, etc.	MP64	Spearing	MP70

Misconducts (10 mins)

Non-Coded Misconduct	MISC	Referee's Crease	M23
Harassment of Official	M20	Protective Equipment	M24
Not Proceeding to Bench	M21	Failure to go to Players Bench	M25
Inciting	M22	Failure to go to Penalty Bench	M26

★ **Misconducts for Checking to the Head should be coded as MISC and explained (by referee) in "others"**

Game Misconducts

Non Coded Game Misconduct	GM	2 nd Fight same stoppage	GM36
Major Penalty	GM30	Leaving Players Bench (LPB)	GM37
Harassment of Official	GM31	Refusing to Start Play	GM38
Discrimination/Taunting	GM32	End of Game	GM39
2 nd Misconduct of Game	GM33	Checking from Behind	GM40
3 rd Man into a fight (must have a FT)	GM34	Checking to the Head	GM41
Failure to go to Players Bench	GM35	Fighting	GM42

Gross Misconduct Penalties

Non Coded Gross Misconduct	GRM
Travesty of Game	GRM50
Removing Helmet	GRM51
Taunts, Racial Comments	GRM52
Fighting with Team Official	GRM53
Team Official Headbutt, Butt end or Spear	GRM54