

## TIMEKEEPER/SCOREKEEPER GUIDELINES

### TIMEKEEPER:

The clock should be set in advance so that as soon as the zamboni leaves the ice, the two minute warm-up period begins. At the conclusion of the warm-up, the clock should be set to the appropriate game time (two fifteen minute periods for each level). U8\* games will run two 15 minute periods, stopped time with a two minute buzzer. There will be no scores shown for U8\* games.

The maximum difference in goals to be shown on the scoreboard is seven (7) more than the lower scoring team's total (i.e. score is 12 – 1, show 8 – 1. If the lower team scores, change the score to 9 – 2).

If a game is running behind and the game has more than a seven goal split in the second period the clock will go to running time. Running time can only be used in the second period and will commence at any time during that period when there is a seven (7) goal differential. If the goal differential goes below seven (7), then the game will go back to stop time. (in other words – if the trailing team reduces the goal spread to 6 goals, running time will stop and normal stop-time will resume. Should there be a 7 goal spread further along in the game, running time will come into effect again.

During running time the clock will still be stopped for:

- a stoppage in play due to a player being injured on the ice
- a time-out called by either team
- a penalty being called

\*Please see Novice Rules for information that applies to this division exclusively.

### PENALTIES:

Ensure that there are no more than 2 (two) people in the penalty box area to aid the referees in determining how many players are in the box.

Ensure players are let out of the penalty box at the expiration of their penalty and that the door is closed and secured.

**When a goal is scored, do not let a player out of the box until the referee has reported the goal. If there are three players in the penalty box and one penalty ends, the player cannot come out until there is a stoppage in the game.**

If a player leaves the box prior to expiration of a penalty, record the time and notify the referee who is responsible for any corrective action required. Inform each penalized player of the time she will be returning to the game.

When in doubt about procedures or rules, ask the referee for clarification at an appropriate break in the game.

### SCOREKEEPER:

The scorekeeper must record all goals scored and penalties assessed – including time of goal/penalty, who scored/was assessed a penalty, who assisted, reason for penalty and time of return to ice.

Ensure all coaches and referees have signed the game sheet. If you see a player with a number which does not appear on the game sheet, advise the referee.

When the game is over, both the timekeeper and scorekeeper must sign the game sheet. All copies should be delivered immediately to the arena troubleshooter.

If the sheet is taken by the refs to write up a major penalty, please let trouble shooters know.

**NOTE: Minor officials are to display impartiality and should therefore refrain from shouting at either team or the on-ice officials during a game.**

### **REPORTING and RECORDING GAME SCORES**

Prompt submission of game sheets to Score2Stats, either via fax or photo, enables results to be posted on the site. Trouble shooters and committee reps will update wall sheets as often as possible.

**Please do not call other arenas or arena trouble shooters for game results.**

### **FILLING IN THE WALL RECORD**

Refer to Score2Stats draw boards and enter information onto wall grids as it appears in the grids on line.

**GAME SHEETS:** Please file the white copies of the game sheets after you have phoned or faxed in the game results and they will be picked up periodically by someone from the committee. All game results that have been phoned in must be verified with the actual game sheet.