



**SCOREKEEPER
& TIMEKEEPER
HANDBOOK**

VERSION II
2015

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SCOREKEEPER DUTIES

THE SCORER IS RESPONSIBLE FOR RECORDING ON THE OFFICIAL GAME SHEET:

- All names and numbers of players on each team
- Names of all officials on each team (coaches/manager/medic/equipment manager)
- Names of all game officials (linesman & referee)
- Start and finish time of games
- IHNSW Game number
- All penalties imposed against players
- All shots on goal
- Details of all goals scored, including assists
- Completing all areas of the official game sheet including game number

RECORDING NAMES AND TIMES:

- Before the game commences, the scorekeeper should receive a game sheet from each team, documenting all team players and their numbers, and team officials
- The game sheets should be transferred onto the official game sheet prior to commencement of the game
- During warm up, begin to mark off those players who are on the ice
- Observe during warm up to see if any numbers appear on the ices that are not on the game sheet. Clarify any discretions with teams coach/manager before the game commences
- Record on the official game sheet the actual time that the puck is dropped to start the game (i.e. using a wrist watch or clock from mobile phone)
- Record on the official game sheet the actual time the game ends

GOALS AND SHOTS ON GOAL:

- A shot on goal should only be recorded when it appears that the shot would have entered the net if were not stopped (I.e. is within the perimeter of the goal. Hitting of the post does not count as a shot on)
- Remember to be consistent and impartial with shots on goal
- A goal is recorded on the official game sheet as a shot on goal and is circled to signify that it was actually a goal
- Record on the official game sheet the time displayed on the scoreboard clock when the referee signals a goal (blows whistle and points towards the goal)



- Record on the official game sheet the player credited with the goal play any assists as reported by the referee (up to two assists may be called, if none or one assist is called, place a line through the remaining boxes)

PENALTIES:

- The referee is the only person who can assess penalties and he/she will report all penalties to the scorekeeper, including the players number, penalty awarded and time to be served
- Record on the official game sheet the details as reported by the referee under the applicable team (players number, penalty abbreviated and time)
- The time to be recorded on the official game sheet for the penalty, is the time shown on the game clock when the puck is dropped to resume play
- Occasionally multiple penalties may be called at one time, in which a note pad may be handy to document all the details quickly the transfer them to the official game sheet.

END OF GAME:

- Tally total penalties, penalties in minutes and goals
- Rule off final period and any areas where information was not required to be documented, such as TIME OUT if not taken by either team by marking the space with a dash
- Present the official game sheet to the Referee
- The Referee is then responsible for verifying everything documented on the official game sheet and is required to sign to indicate the official game sheet is correctly completed and filled in
- Referee will take one copy of the official game sheet along with each of the playing teams game sheets
- Scorekeeper then provides each of the playing teams with a copy of the official game sheet

TIMEKEEPER DUTIES

THE TIMEKEEPER IS RESPONSIBLE FOR OPERATING THE SCOREBOARD AND GAME CLOCK, INCLUDING MANAGING:

- Durations of Warm-Ups
- Duration of Periods
- Duration of Penalties
- Expiration of penalties
- Duration of breaks between periods
- Duration of time outs

TIME DURATIONS:

- Pre-Game Warm-Up = 5 minutes
- Duration of periods = 20 minutes for ECSL Games, 15 minutes for regular IHNSW games
- Breaks between periods = 2 minutes (**Note:** ECSL Games have an ice cut between 2nd and 3rd periods)
- Time out = 30 seconds (Each team is entitled one time out)

STOP TIME:

- Last 5 minutes of 3rd period
- Game clock is stopped at each whistle
- Game clock started again at puck drop

PENALTIES:

- The penalty clock is not started until the puck is dropped to resume play
- Any penalty with time remaining at the end of a period must be continued at the beginning of the next period
- The penalty clock may be stopped and started independently of the main game clock
- Only 2 minute, 4 minute and 5 minute penalties are shown on the scoreboard
- 10 minute penalties are managed manually by noting the time in which they begin on the game clock and when they are due to expire

PENALTY ABBREVIATIONS

PENALTY	ABBREVIATION	RULE	STANDARD
Abuse of Officials	ABUSE	RULE 116	Minor/Bench minor
Boarding	BOARD	RULE 119	Minor
Broken Stick	BR-ST	RULE 120	Minor
Butt-ending	BUT-E	RULE 121	Double Minor + Misconduct
Charging	CHARGE	RULE 122	Minor
Checking from Behind	CHE-B	RULE 123	Minor + Misconduct
Checking to the Head or Neck	CHE-H	RULE 124	Minor + Misconduct
Clipping	CLIPP	RULE 125	Minor
Cross-checking	CROSS	RULE 127	Minor
Dangerous equipment	EQ-INF	RULE 128	Warning/Misconduct
Delay of Game	DELAY	RULES 129 –137, RULE 130, RULE 131, RULE 132, RULE 133, RULE 134, RULE 135, RULE 136and RULE 137	Minor/Bench minor
Displaced goal frame	DIS-N	RULE 130	Minor
Elbowing	ELBOW	RULE 139	Minor
Engaging with spectators	INT-S	RULE 140	Match (MP)
Falling on the puck	FAL-P	RULE 131/ RULE 172	Minor
Fighting	FIGHT	RULE 141	Major + GM
Game Misconduct	GM		
Head-butting	H-BUT	RULE 142	Match (MP)
High-sticking	HI-ST	RULE 143	Minor /Double Minor
Holding	HOLD	RULE 144	Minor
Holding the stick	HO-ST	RULE 145	Minor
Hooking	HOOK	RULE 146	Minor
Illegal Stick/Stick Measurement	AD-EQ	RULE 147	Minor/Bench minor
Interference	INTRF	RULE 150	Minor
Kicking	KICK	RULE 152	Match (MP)
Kneeing	KNEE	RULE 153	Minor
Match	MATCH		
Misconduct	MISC		
Refusing to Start Play	REFUSE	RULE 157	Bench Minor
Roughing	ROUGH	RULE 158	Minor/Double Minor
Slashing	SLASH	RULE 159	Minor
Spearing	SPEAR	RULE 161	Double Minor + Misconduct
Throwing a Stick or Object	THR-ST	RULE 165	Minor /Bench minor
Too Many Men	TOO-M	RULE 166	Bench Minor
Tripping	TRIP	RULE 167	Minor
Illegal Hit (Women)	BD-CH	RULE 169	Minor

COMPLETING AN OFFICIAL GAME SHEET

ICE HOCKEY AUSTRALIA OFFICIAL GAME REPORT

DATE: 31/8/13 VENUE: CANTERBURY STATE: NSW GRADE: ESL GAME # 56
 Game Start Time: 1842 Finish Time: 2009 Period Duration: 1.20min 2.20min 3.25min
 Referee: J. RYAN Linesman: L. ROBERTSON Announcer: —
 Time Keeper: N. BRYAN Scorekeeper: A. KVISLE Goal Judge: —
 RESULT: STING DEFEATED/TREB: REBELS SCORE: 6-5

Home Team: STING		Visiting Team: REBELS	
No.	Name	No.	Name
5	LAURENCE MORGAN (A)	4	CAMERON TODD
9	SCOTT CONNELLY (A)	5	DANIEL PATRICK
10	NEXTER CROWE	7	LUKE FEITCHUM
11	ALEX CROWE	9	MICHAEL GRANELI
12	LUKAS HANCO	11	MILLA REINECKE
17	LUKAS HACKETT	16	TULEA KUBARA
18	TARDSON MURRAY	17	SHANE FEITCHUM
19	DEAN EISLER	19	KOBY BURNES
20	WIDEY EISEMAN	24	JIMMY DUFFOR
26	ATILIA FEHER	25	CASEY KUBARA
27	MARTIN FOLDS	29	RHETT KELLY
29	MARTIN SANDR.	42	JASON KVISLE
31	FRANKO SEVILLA (G)	66	JASON HAINES
33	JAN BEJLER	68	MICHAEL HAINES
50	STEVE WEGHORN	71	CHRIS SHEPARD
55	DANIEL SPINA	83	ALEX WITTS
62	PAUL SMITH		
77	LEN ANDERSON (C)		

On	Per	Goalie	Total	Shots On Goal	Penalties	Scoring	Penalties	Scoring
Y	N	1	12/22	11	1	10/17	1	10/22
Y	N	3/11	11/21/3	10	1	15/10/11	1	10/22
N	Y	3/11	10/21/3	11	1	15/10/11	1	10/22
Y	O.T.	1/1	10/21/3	11	1	15/10/11	1	10/22
Y	P.S.	1/1	10/21/3	11	1	15/10/11	1	10/22

No.	Time	Offence	Min.	Time	Goal	Assist
1	15:28	WASH	2	14:40		
2	17:00	WASH	2	13:51	13:71	
3	17:10	WASH	2	12:10	7:25	
4	17:44	WASH	2	12:00	12:51	
5	17:44	WASH	2	12:00	12:51	
6	17:44	WASH	2	12:00	12:51	

Home Team Officials: MARK HACKETT, NETER BRUNSON
 Visiting Team Officials: PAUL KELLY, ANNIELE KVISLE, SHANE FEITCHUM

Notes: #31 Sub by #27
 Signed: MKE
 TIME OUT: 3 Time: 00:22
 Signed: Skille
 TIME OUT: 3 Time: 01:32

Totals: Penalties 4 Min. 6 Goals 6
 Penalties 3 Min. 6 Goals 5

Fill in all game information listed including Game #

Mark a stroke for each shot on goal and circle for a shot that results in a goal

GOAL and ASSIST information recorded here

PENALTY information recorded here (use listed abbreviations)

Tally number of penalties, penalty mins and total goals

Mark Y for players who actually take to ice. N for those who don't

Draw lines across at end of each period and team list

List time out details here

SCOREBOARD/CLOCK OPERATING INSTRUCTIONS

PENRITH ICE PALACE & CANTERBURY OLYMPIC ICE RINK



TO COMMENCE GAME:

- To re-set and start a new game, hit **"NEW GAME"**
- Set Time to 20 minutes (ECSL) by using **"SET TIME UP"** or **"SET TIME DOWN"**
- If required, hit **"TIME RESET"** and start again to set time to 20 minutes
- Set to Period 1 (or 2 or 3 at end of each period) by hitting **"PERIOD +1"**. Errors can be adjusted using the **"PERIOD -1"** Button

SCORING:

- Record the goals by using the “**HOME +1**” or “**AWAY +1**” Buttons. Errors can be adjusted using the “**HOME -1**” or “**AWAY -1**” Buttons

TIMING OF GAME:

- The first 2 periods have 20 minutes of running time (Clock continues for duration of the period and is not stopped unless instructed otherwise by the referee)
- The 3rd period will have 15 minutes of running time, then 5 minutes of stop time (clock is stopped at each whistle)
- To stop the game, hit “**START/STOP**” and then to restart, hit “**START/STOP**” again

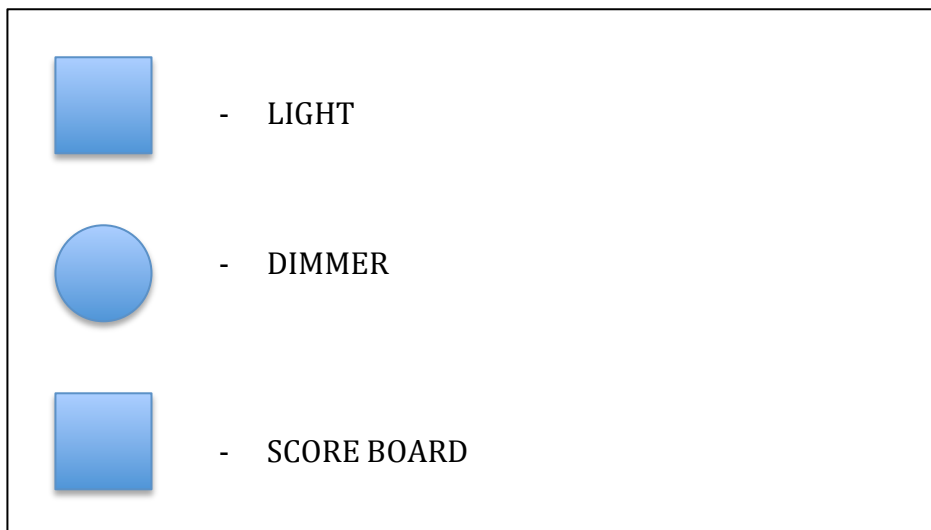
PENALTIES:

- Penalties displayed on the scoreboard may be 2 minutes, 4 minutes or 5 minutes, as indicated by the referee
- Set the penalty to 2 minutes at the beginning of the game using the “**SET TIME UP**” or “**SET TIME DOWN**” Buttons
- If a player is penalised, hit “**SET/CLEAR**” for the penalised time (Home or Away)
- The penalty period commences when the puck is dropped to recommence play
- Hit “**START/STOP**” for the penalised team (Home or Away) to start the penalty clock
- The 2nd “**START/STOP**” Buttons can be used for a 2nd penalty
- When the penalty is up, the clock will reset
- The penalty ends immediately if a goal is scored by the opposing team (Only if the penalised team is short handed, i.e. 5 v 4 or 4 v 3). To cancel the penalty, hit the “**SET/CLEAR**” button

HUNTER ICE SKATING STADIUM

MASTER SWITCH ON/OFF:

The main on/off switch for the scoreboard is located on the wall immediately to the left of the door when you walk into the scorers box. It is the bottom Switch. When turning the switch On/Off, the siren will make a noise, this is Normal.



WARM UPS:

Warm ups are 5 minutes in length and can be automatically set at 5 minutes by pressing the “**RESET TIME TO 5 MIN**” button.

The “**START/STOP**” button controls any running time (period or penalty) and is the only RED button on the clock.

SETTING GAME TIME:

Time can be automatically set at 20 minutes. You can adjust the time by pressing the buttons – “**MIN +1**” and “**SEC +1**” or “**MIN -1**” and “**SEC -1**”.

When the period finishes, the HORN will sound automatically. To reset time, press the “**RESET TIME TO 20 MIN**” button.

PERIOD:

Periods can be adjusted using the “**PERIOD +1**” or “**PERIOD -1**” buttons.



SCORING:

Scoring or "GOALS" are changed by using the "TEAM 1 SCORE +1" and "TEAM 2 SCORE +1" or "TEAM 1 SCORE -1" and "TEAM 2 SCORE -1" buttons.

PENALTY/PENALTIES:

NOTE: You must push the "START/STOP" button located in the PENALTY section, right after you set the penalty/penalties, or the penalty time will not run.

Penalty time can be directly set at 2 minutes, 4 minutes or 5 minutes by using the "PENALTY TIME 2 MINS" or "PENALTY TIME 4 MINS" or "PENALTY TIME 5 MINS" buttons.

Any time added or taken away can be adjusted by using the "MIN +1" and "SEC +1" or "MIN -1" and "SEC -1" buttons in the PENALTY section.

Penalties are broken up into 2 sections and again into 2. First they are broken for:

HOME or AWAY

And then are split again for:

HOME PENALTY 1 and HOME PENALTY 2

AWAY PENALTY 1 and AWAY PENALTY 2



SYDNEY ICE ARENA & ERINA ICE ARENA



VIEWING HELP:

To view Help from the Scoreboard, press the “**F1**” Key.

CHANGING OPTIONS:

To change options such as colours, keys, home/visitor pictures, picture board, LED type etc, press the “**F2**” Key.

The “**NUM LOCK**” Key can be set to stay ON or OFF in Options on the Keyboard Controls Tab. This helps prevent accidental changing of the NUM LOCK Key during Scoreboard use.

SETTING THE GAME & PENALTY CLOCKS:

To set the time on a clock, first click on the clock you wish to set, then type the number of minutes followed by a period/full stop (.), then type the number of seconds, followed by the **"ENTER"** Key.

EXAMPLES:

12 = 12 minutes 0 seconds

.25 = 0 minutes 25 seconds

25.3 = 25 minutes and 3 seconds

If you mistype the time for a clock, press the **"SPACE BAR"** Key.

CONTROLLING THE GAME & PENALTY CLOCKS:

To Start/Stop the clocks, press the START/STOP CLOCK Key – **Default is "S"**.

To reset the game clock, press the RESET CLOCK Key – **Default is "R"**. Pressing the Reset Clock key will set the game clock back to the last entered time.

To Start/Stop an individual penalty clock without affecting any of the other penalty clocks or the game clock, click the penalty clock you wish to start/stop, and then press the START/STOP PENALTY CLOCK Key – **Default is "I"**.

To switch between displaying the game clock and the current time, press the GAME/CLOCK SWITCH Key – **Default is "C"**.

CHANGING SCORES & OTHER NUMBERS:

To change a number such as scorers, player penalty numbers or shots on goal, click the number you wish to set, then type the number followed by the **"ENTER"** key.

To increase or decrease a number, click the number you wish to set, and then press **"+"** or **"-"** followed by the amount you wish to add or subtract (between 1 and 9). For example, **"+7"** will add 7 to the number; **"-3"** will subtract 3 from the number.

If you mistype while entering a number, press the **"SPACE BAR"** key.

CLEARING SCORES & OTHER NUMBERS:

To clear a score, shots on goal or player number for penalty, click on the number and press the CLEAR Key – **Default is “DELETE”**.

SETTING THE GOAL INDICATOR:

To set the goal indicator, click the oval you wish to light.

To un-light a goal indicator, click on the lit indicator.

SOUNDING THE BUZZER & HORN:

To sound the buzzer, press the BUZZER Key – **Default is “B”**.

To sound the horn, press the HORN Key – **Default is “G”**.

USING THE KEYBOARD TO NAVIGATE THE SCOREBOARD:

To make a selection border around the active element on the scoreboard, go to the options (PRESS “F2”), and click on the “**COLOUR CONTROLS**” tab. For ‘LED Selected’, choose a selection colour and width from 1 to 5, which represents how thick the selection border will be.

To navigate around the different numbers, times, and other parts other parts of the scoreboard, use the “**TAB**” Key. The border shows which field on the scoreboard is active.

To navigate to the previous scoreboard element, hold the “**SHIFT**” Key and press the “**TAB**” Key.

To change the goal indicators, navigate until the selection border appears around the goal indicators; then press the “**LEFT ARROW**” Key to light the LEFT INDICATOR, “**RIGHT ARROW**” Key to light the RIGHT INDICATOR, and “**DOWN ARROW**” to UNLIGHT BOTH INDICATORS.

NOTE: Keys such as Buzzer, Horn, Start/Stop Clock, and Reset Clock work while any field is active.



LIVERPOOL CATHOLIC CLUB ICE RINK

PRE GAME & WARM UP:

Hold down the “CLR” Key while turning the control (Back Left of Unit).

Press “CLOCK SET” until display reads SET CLK, and then enter in the time for the warm up (2 – 5 minutes).

Ensure the “AUTO HORN” has been pressed and light is on, urn “TIME SWITCH” on. When Buzzer sounds, turn “TIME SWITCH” off.

SET PERIOD (REPEAT AT END OF EACH PERIOD):

Press “CLOCK SET” until display reads SET CLK, and then enter in the time for the period (15 or 20 minutes).

Then press “PERIOD” on the numeric key pad and enter the period, and then press “ENTER”.

GAME PLAY (STOP TIME):

When puck is dropped, press “TIME SWITCH” on, and when whistle is blown at stoppage of play, press “TIME SWITCH” off.

GOAL SCORED:

When a goal is scored, press the “HORN” button immediately and then press the relevant goal button to turn on the goal indicator light – “HOME GOAL” or “VISITOR GOAL”. Remember to switch the goal light off after a few seconds.

Press the relevant score button – “HOME SCORE” or “VISITOR SCORE” and then press the “+1” button to add a goal to the teams score.

If you have made a mistake, press the relevant “HOME SCORE” or “VISITOR SCORE” button and enter the new score on the numeric keypad followed by the “ENTER” button.



SHOTS ON GOAL:

Press relevant SOG (Shot on Goal) button – **“HOME S.O.G”** or **“VISITOR S.O.G”** followed by the **“+1”** button.

If you have made a mistake, press the relevant **“HOME S.O.G”** or **“VISITOR S.O.G”** button and enter the new shots on goal count on the numeric keypad followed by the **“ENTER”** button.

ENTERING PENALTIES:

NOTE:

+1 = 2 PIM (Penalty in Minutes)

+2 = 5 PIM

+ 3 = 10 PIM (Not shown on scoreboard)

Press relevant penalty button – **“HOME PENALTY”** or **“VISITOR PENALTY”** followed by the relevant **“+1”** or **“+2”** button. Then enter the player number in the numeric keypad and wait for the puck to be dropped. Press **“ENTER”** ONCE THE PUCK IS DROPPED to commence penalty clock.

There are two penalty displays for each team, but the scoreboard can store up the three additional penalties per tem in the memory.

NOTE: During running time games, penalties will start to countdown as soon as entered. If the referee calls more than one player to the box, stop the clock immediately. Enter in all the penalties and then re-start the clock on the drop of the puck.

CORRECTING/CLEARING PENALTIES:

Press the relevant penalty button – **“HOME PENALTY”** or **“VISITOR PENALTY”** and enter the player number in using the numeric keypad.

The current penalty in memory will appear on the LCD display. Press **“ENTER”** to CANCEL the penalty.

To CORRECT the penalty time, enter the new time using the numeric keypad, followed by the **“ENTER”** key.

END OF GAME:

At the end of the game, press **"SHIFT" + "NEW GAME"**.

At the new game prompt, press **"YES"**.

After last game, please switch POWER OFF to sign on wall above Home Bench.