



# *Bur Bear Timekeepers & Scorekeepers*

Revision to Rob Crandall's Master Document by Stefan Smejka, Jan 15, 2003

## Key Points:

- Arrive at least 15 minutes prior to scheduled start time – the Convenors get *really* worried otherwise. Blocks of time are defined in hours (and not in games) and should be adhered to whether the actual games are running late or not!
- Dress appropriately: it can get very chilly - long underwear, ski jackets, thick sweaters, thin leather gloves and toques are not excessive!
- From past experience we know that bringing a cell phone along can be a big help. They don't actually work very well in the arenas though – often you have to go outside to get clear reception – a bit of a handicap for us! Still worth having though.
- We want all volunteers to see their own children play and will arrange blocks of time as best we can.

## Timekeeper duties and procedures:

- The Timekeeper should put 2 minutes up on the clock while the ice is being flooded. Start the clock running for this warm-up period as soon as the first player of the second team steps on the ice.
- There are two 15-minute periods in a game. The clock is stopped on all whistles (“stop-time”), and there are no 2-minute buzzers as in the regular-season Novice games (*the same as in the Regionals - they have to learn to change on the fly*). If an overtime period is required, there will be two five-minute “sudden victory” (*i.e. sudden death*) periods. If still tied we will go to a shoot out. *Overtime is allowed only in finals games, and we provide extra time in the schedule for the possibility.*
- The usual five (5) goal mercy rule applies to the posted score.
- In all games when the goal difference is greater than seven (7), at the Convener's sole discretion the game may be converted to “running time”. This will only occur when the games are running significantly late and the Convener feels the need to try and get them back on time. The Convener informs the Timekeepers and Scorekeepers, who in turn tell the Referee on the next whistle, who in turn tells the two coaches and the clock is then ‘run’. (*The losing coach then vents on the Convener after the game....*) The clock is run through all whistles except those for penalties (*it is impossible to accurately time them otherwise*). The game always reverts to stop-time for the last 60 seconds.
- Normally, a player in the penalty box will return to the ice if a goal is scored against her team, but there are two exceptions:
  - If the Referee explicitly states at the time the penalty is reported that it is to be “fully served”, she stays regardless.
  - When the number off players serving penalties for both teams happens to be even (one on each team, two on each team, etc.) then no one returns to the ice.
- Sometimes a team will incur 3 penalties simultaneously. This requires special treatment and here is how you handle it: (*remember that the game clock runs backwards*)
  - Lets say the first player off (Player A) gets a 2 minute penalty at 14:00 in the period, Player B gets a 2 minute penalty at 13:30, and Player C gets a 2 minute penalty at 13:20. When Player A comes off, her team must play with four skaters instead of the usual five. When Player B comes off, her team must now play with three skaters. When Player C comes off, her coach is allowed to put a new player (D) on the ice to keep the number of skaters at a minimum of three. This is what causes the complications. Read on:

- Player C's penalty does not officially start until Player A's ends – whenever that may be. Nothing can be put up on the board itself at this time because it can only show the first two penalties. You mark her 'time off' on the game sheet as 13:20 but leave her 'penalty start time' blank for now.
- No goals are scored and the first penalty expires at 12:00. Player A cannot automatically return to the ice because this would bring the number of skaters up to four at a time when only three are allowed (*due to the two remaining penalties*). **You absolutely, positively must wait for the next whistle to blow before releasing Player A.** *This is where the mistakes get made. You are so conditioned to releasing players at the precise instant of expiration that you will unthinkingly wave her on. If you don't, the parents will assume that you have made a mistake and start urging (to find a polite word) her return. Bear in mind that her team will be two short and under great pressure. There will be three in the box and yet only one penalty (Player B's) will be showing on the clock at this point. The parents will be frantic to see Player A get back on and not understanding the rules, will get very vocal very quickly. Their specific problem is that they do not understand the significance of Player D being on the ice and are misinterpreting the situation. You do understand, so awe them with your superior knowledge of the rules. Above all, remain glacially calm.*
- As soon as a whistle is blown (say at 11:40) you can finally release Player A. (*Her team, if it is thinking, may well provoke a whistle just to trigger this event.*) You mark her penalty as expired at 12:00 and her 'time of return' as 11:40. Her Coach must pull Player D (or some other skater) from the ice so that the number stays at three – the desired object of all this extra work. Player C's penalty can now be posted to the board as 2 minutes starting at 11:40, and her game sheet 'penalty start time' is also recorded as 11:40.
- At 11:20 Player B's penalty will expire. She can immediately return to the ice as we are now back to a normal two-penalty scenario. Her team will now have four skaters on the ice.
- At 9:40 Player C's penalty will expire and you can wave her on. Her team will return to its normal complement of five skaters and you can relax.
- Now, if a goal is scored against Player C's team during all this it can accelerate a return to the ice of a player (*subject to the two exceptions noted previously, of course*). Don't even try to figure out the implications of this. Just get the Referee to tell you who, if anyone, to let out when he comes over to report the goal, and record the various times accordingly. The Referee will cheerfully help the Scorekeeper sort this all out since the play is already stopped. Simple example:
  - A goal is scored at 13:00 while all three are in the box. Player A's penalty is not fully served or twinned with one on the other team, so she can return to the ice. Player D must return to the bench. Player C's penalty now starts at 13:00. The situation becomes a normal two-penalty one.
- Generally we use the same tournament rules as everyone else, and they are printed somewhere in the Tournament Program. You should have a copy of the Program with you (or at the booth) at all times for handy reference.

### Typical Game Scenario:

- Between games the Scorekeeper has a quick smoke outside while the Timekeeper takes the completed game sheet to the Registration Desk and returns with the next game sheet. The Timekeeper then clears the old score, puts 2 minutes up on the clock, and watches the zamboni. When the ice is ready, the next two teams will enter and the clock is started for the warm-up period. The Scorekeeper rejoins the Timekeeper.
- The Referees enter and skate over to the Scorekeeper to examine the game sheet. They will fetch and store with the Timekeeper a spare game ring (*place it against the glass in front of the console so that it is not forgotten later*) and any personal effects (*water bottle, inhaler, bifocals, etc*).
- When the two minutes are up the Timekeeper puts 15 minutes up on the clock and makes sure that the Period is set to "1" and that the 2-minute klaxon is turned off. The Scorekeeper minutely examines the colours of the two teams and fixes in his mind the all-important distinction of who is Home and who is Visitor.

- The game begins. The Timekeeper starts and stops the clock with great precision, and promptly posts all goals and penalties to the board. The Scorekeeper should constantly check the Timekeeper's accuracy, as the Referees will not usually allow much time for the correction of errors. Errors must be caught and fixed in the few seconds before play resumes.
- Occasionally an error will not be corrected in time. Many can be quickly rectified at the next whistle (*e.g. a missed penalty posting – calculate the remaining time and post that number instead.*) For more significant errors, the Scorekeeper should call the Referee over at the next stoppage of play, explain the situation and seek his guidance on the matter.
- After each goal or penalty, the Referees will skate over to the Scorekeeper to report the event. Make absolutely sure that you are clear as to what the Referee tells you. Ask him or her to repeat as necessary. Then make sure you write it down on the correct part of the game sheet.
- The penalty boxes are located on either side of the booth. Sometimes they fill up with disgruntled players who have trouble keeping their mouths shut. You are allowed to request that they just watch the game. If profanity starts to fly, call the Referee over on the next whistle and let him deal with it. This hardly every happens, but if it does, your job is to keep your head down and your eyes on the game. You are under no obligation to teach the players (*or their parents, if it comes to that*) manners and it will detract from your focus. If things really start to get out of hand, use the klaxon to stop the play and summon the Referees immediately. The Timekeeper might want to run and get the Convener at the same time, if he has not already appeared. The Referees will handle the players. The Convener will handle the parents.
- If one team has three in the box, it is not unheard of for the other team to have three in as well. Some games are just like that. This keeps you busier, but the procedures are exactly the same for each.
- When the game is over you must wait for the Referees to collect the spare game ring, their stuff, and examine the game sheet. They will count the number of goals and penalty minutes and verify their accuracy. Be ready to answer any questions if you have had to make corrections to the sheet. When satisfied, they will both sign it (*it helps to let them use your pen, so have it ready*). You are now free to run to the lobby and warm up. The game sheet must be promptly taken to the Registration Desk and the next one picked up (*assuming that all bench personnel have signed it and it is otherwise ready*). Loving spouse will hand you a warm drink and now its time for a quick smoke.

### Classic Embarrassing Mistakes: (*drawing on my own wealth of experience*)

- Not starting the clock on time. The rule is: If you are late starting it, do not start it at all! The Referee will notice it (*its part of his job*), stop the play and start it over. Starting a clock more than a second late is a major error. People tend to only do it once.
- Not stopping the clock on time. For some reason people do not get as upset about this one. When you notice it, stop it. If it is just a few seconds then just leave it – do not try to correct it! If it is more then call the Referee over and explain the situation and give him your estimate of how much time elapsed. He will then tell you what time to put back up on the clock.
- Posting goals and/or penalties for the wrong team. Referees report these events by sweater colour but they are posted by you as 'Home' or 'Visitor'. In the flurry of activity surrounding the event it is very easy for a harried person to mistranslate this. The Scorekeeper is responsible for keeping this straight and as a matter of practice should specifically tell the Timekeeper "The Visitor score is now 1" or "Put up a Home 2 minute penalty" as the case may be. *If you get the score wrong and then correct it much later, it is traditional for the audience to applaud and for you to rise and take a bow when you have made the fix. Ah, the memories this brings back...*
- Writing goals and/or penalties on the wrong part of the game sheet. This can easily happen if you are new to the business. Occasionally too, sweaters will be so similar that the referees themselves become confused. Go ahead and write explanatory notes on the game sheet stating the problem and how it should now be read. You have to use the original game sheet (it has all the bench staff signatures), so starting over is out of the question. Just do your best to make it clear what happened and what it now represents.
- Referees credit a goal to a player number who is not actually listed on the game sheet. This happens sometimes. Just point it out to the Referee at the next opportunity and they will correct it.

- Forgetting to turn off the two-minute klaxon after a Bunny exhibition game. Usually a very senior team will play next and will look mighty confused when the klaxon sounds. The Referees will be looking pretty startled too. Kill it as fast as you can, give everybody a big smile and wave, and get the clock going as fast as you can if the refs do not whistle the play. Make sure the little klaxon toggle is firmly switched off. Hide in bottom of booth.
- Three players in the penalty box. When a third player enters the box a complicated set of rules kicks in as to when their penalty starts, ends, and when the player can come back on. The Referee will explain this to you in detail (and see above) and you must do your best to adhere to it. This is quite unlikely to happen except in the roughest games of the oldest age groups. *Having the Convener on hand to help sort this out is not a bad idea. Rest assured that this is as tough as the job gets, and once you have successfully managed one of these, you will be a 'proven' Timekeeper / Scorekeeper for the great Association that is RAB. John Skardzius claims to have had 4 in the box, but the Guinness Book of Records fails to support this. Still, it is a theoretical possibility. If it happens to you, just apply the same general principles: only two penalties are served at a time, the rest stacked up behind them; three skaters on the ice with players returned only on whistles, etc.*

From the Code of Conduct:

Any person who interferes with the game or verbally abuses or harasses an official, player, or bench staff will be asked to leave the playing area and not to return. The Head Coach will be notified by an on-ice official to remove the person. If the person refuses to leave the arena playing area after a reasonable period of time, the game will be called and the team that the person is associated with will forfeit the game.

## APPLEBY, MOUNTAINSIDE & NELSON ARENAS: CLOCK INSTRUCTIONS

If the clock is reading time of day, enter **VI 9 9 #** to change to score keeping mode.

- NOTE: All entries are always completed by entering the **#** key.

### TO SET 2 MINUTE WARM-UP & 15 MINUTE PERIODS:

- Press **TIME 2 0 0 #** or **TIME 1 5 0 0 #**
- The Period being played is entered **PERIOD 1 #** if the first period is being played
- The clock is started and stopped on the whistle by pressing **STOP/GO**
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### TO SET SCORE:

- Press **VS** or **HS** followed by the new score and the pound key. The 4<sup>th</sup> goal for the visiting team would be entered as **VS 4 #**

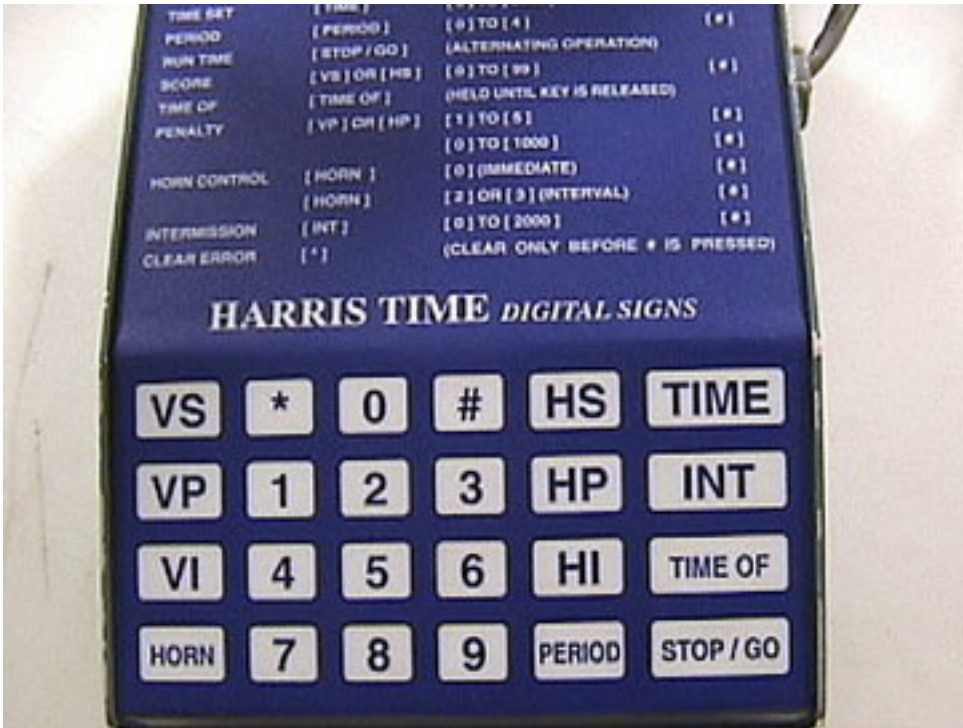
### TO SET PENALTY:

- **VP** or **HP** followed by **1** or **2** (for 1<sup>st</sup> or 2<sup>nd</sup> penalty) followed by **#** followed by length of penalty **2 0 0** (for 2 minute penalty) followed by **#**
- NOTE: There will never be more than 2 penalties entered. If a third penalty happens, it won't start until the 1<sup>st</sup> penalty is over. See page 2 of Rob's notes.

### TO CLEAR PENALTY:

- **VP** or **HP** followed by **1** or **2** (for 1<sup>st</sup> or 2<sup>nd</sup> penalty) followed by **#** followed by **0** (zero) followed by **#**.

# CLOCK CONTROL FOR APPLEBY, MOUNTAINSIDE AND NELSON ARENAS



## SKYWAY ARENA TIMEKEEPER INSTRUCTIONS

### TO SET FOR THE 2 MINUTE WARM-UP AND PLAYING TIME FOR EACH PERIOD:

- Hold down **MAIN TIME** while entering **2 0 0** or **1 5 0 0**
- Start and Stop the clock by using the toggle switch at the lower right. (Up is run, down is stopped.)
- NOTE: At the end of the period this switch must be flipped down (clock stopped) to enter playing time on the clock.
- Enter the period 1 or 2 by holding down the **PERIOD** button while entering **1** or **2**

### TO SET SCORE (For ALL goals scored for either team):

- Hold down **Home Score** or **Visitors Score** while entering score on the numeric key pad.

### TO SET PENALTY:

- Hold down **Home Penalty 1** or **Visitor Penalty 1** (for the first penalty a team incurs) while entering the minutes of penalty time on the numeric keypad.

### TO CLEAR PENALTY:

- Hold down **Home Penalty 1** or **Visitor Penalty 1** and enter 0 (zero) on the numeric keypad
- This will clear the current penalty

**Clock at Skyway Arena**



Period Hold Down

Main Time Hold Down

Numeric Keypad

Run / Stop Toggle Switch

Penalty Hold Downs

Score Hold Down