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To: HNS Minor Hockey Referee-in-Chiefs
HNS Minor Hockey Presidents
HNS Minor Council
HNS Zone Coordinators

From: Steve Smith
Minor Hockey Referee-in-Chief

Date: December 5, 2008

Re: Timekeepers & Scorekeepers

The following is an outline of instructions for Timekeepers and Scorekeepers.

1. The beginning of a game is not the best time to learn how to use the time clock! Timekeepers must have a working knowledge of the how to operate the time clock. Do not panic. If you are not comfortable with all scenarios of operating the time clock please practice. During a team practice is the ideal time to practice use of the time clock, and various situations that may occur in a game. PRACTICE, PRACTICE, PRACTICE!!!
2. Make sure that the warm-up time is set before the teams go on the ice. The buzzer is to sound with 1:00 minute left on the warm-up clock to pick up the pucks.
3. It is imperative that all penalties that result in a team playing short handed (time penalties) are up on the clock before play resumes.
4. You can sound the manual buzzer at any time to get the attention of the Referee, in case you are not sure of a particular call, or you are having problems with the clock.
5. Bring to the Referee's attention when the same player is assessed 3 stick infraction penalties, in the same game. In which case the player would be assessed a Game Ejection (Hockey Canada Rule 4.2F). For the purpose of this rule stick infraction penalties are High Sticking, Slashing, X-Checking, Butt-Ending and Spearing.
6. Bring to the Referee's attention when the same player is assessed a second Misconduct penalty, in the same game. In which case the player would be assessed a Game Misconduct (Hockey Canada Rule 4.5C).
7. Be familiar with the 4 most common multi-penalty situations as outlined on page 3 of this bulletin.
8. Due to the limited space available on game sheets for recording penalties standardised abbreviations should be used. Please refer to page 4 of this bulletin for a summary.
9. When recording goals and penalties on the game sheet always use the time on the score clock, rather than the time expired in the period. This creates a consistent standard within minor hockey across the province. Officials use this time to report incidents and the time is often important in determining the length of a possible suspension to a player/coach.

All teams should be reminded of the role of Timekeepers and Scorekeepers (Off-Ice Officials) in Minor Hockey games. There have been some concerns in the past and I hope this will clarify the responsibilities volunteer parents are expected to adhere to, when acting as a Timekeeper and/or Scorekeeper.

All Off-Ice Officials (Timekeepers, Scorekeepers and Goal Judges) are considered part of the officiating team along with the Referee and Linesmen in every hockey game. All officials (on-ice and off-ice) must work together as a team in order for things to run smoothly. It is essential that all Officials remain neutral, at all times. If an individual cannot do this, he/she should not be an official (on-ice or off-ice).

In the past there have been incidents where Timekeepers / Scorekeepers have gone beyond the boundaries of acceptable behaviour. Some of these behaviours are listed below:

- Shouting at players, on either team.
- Cheering, showing frustration, when either team scores a goal.
- Facial expressions after a Referee's penalty call – suggesting poor attitude.
- Shaking head and/or waving arms in protest or disagreement of a call (or non call) by the on-ice officials.
- Verbally making biased comments to the Referee after penalty calls.

In some more severe/dramatic cases:

- Abusive/profane language used toward the on-ice Officials.
- Objects thrown onto the ice, or at the on-ice Officials

These types of behaviour are totally unacceptable.

Quite often parents are asked to volunteer as Timekeepers/Scorekeepers. Before taking on this responsibility, it is essential they understand what guidelines they must follow, and what unacceptable behaviour is.

I would also like to take this opportunity to thank those parents who have donated their time, in the past, as off-ice officials for minor hockey games. Their support and dedication does not go un-noticed.

For further clarification please contact the undersigned.

Sincerely,

Steve Smith

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HOCKEY CANADA PENALTY ABBREVIATIONS

Aggressor	=	AGG
Body Checking	=	B.C.
Boarding	=	BDG
Butt-Ending	=	B.E.
Bench Minor	=	B.M.
Broken Stick	=	BR.S.
Cross-Checking	=	C.C.
Checking from Behind	=	CFB
Charging	=	CHG
Delay of Game	=	D.G.
Elbowing	=	ELB
Failure to go to Bench	=	F.G.B.
Fighting	=	FI
Falling on Puck	=	FOP
Game Ejection	=	G.E.
Goalie Leaving Crease	=	G.L.C.
Game Misconduct	=	G.M.
Gross Misconduct	=	G.R.M.
Holding	=	HOLD
Holding the Stick	=	HOLD.S
Handling the Puck	=	H.P.
Hooking	=	HKG
High Stick	=	H.S.
Interference	=	INT
Interference on the Goalie	=	INT.G
Kneeing	=	KNEE
Leaving the Bench	=	L.P.B.
Misconduct	=	MISC
Match Penalty	=	M.P.
Penalty Shot	=	P.S.
Roughing	=	RO
Roughing after the Whistle	=	RAW
Slashing	=	SL
Spearing	=	SP
Too Many Men	=	T.M.M.
Tripping	=	TR
Throwing Stick	=	T.S.
Unsportsmanlike Conduct	=	U.S.C.