



Official Timekeepers Handbook

Scoreboard Operation

Operation	MSC Rink A/B	MSC Rink C/D	Tonelli/Memorial/Sherwood
Time	<ul style="list-style-type: none"> - Time - Enter amount of time (ex. 1000 for 10 mins or 1500 for 15 mins) - Press # 	<ul style="list-style-type: none"> - Press Game Time - Enter number of minutes - Enter - Enter Number of seconds (If needed) - Press Enter Twice <p>FYI: After the Horn sounds at the end of a period and you press game time, the time will automatically reset to the time set for the previous period. The period will also increment. You can adjust the time if needed.</p>	<p>To Set Start Time:</p> <ul style="list-style-type: none"> - Press Game Time - Enter amount of time in mins (ex. 10 for 10 mins) - Press Enter <p>To correct or change time:</p> <ul style="list-style-type: none"> - Press Time - Enter amount of time (ex. 1500 for 15 mins) - Press Enter
Goals	<p>To add a goal:</p> <ul style="list-style-type: none"> - HS or VS depending on who got it - Press # <p>To set the number of goals:</p> <ul style="list-style-type: none"> - HS or VS depending on which score you need to set - Enter number of goals - Press # 	<p>To add a goal:</p> <ul style="list-style-type: none"> - Press Home Score +1 or Guest Score +1 <p>To set the score:</p> <ul style="list-style-type: none"> - Press Home Score or Guest Score - Enter number of goals - Press Enter 	<p>To add a goal:</p> <ul style="list-style-type: none"> - Press Home Score or Visitor Score - One goal is automatically added. <p>To set score:</p> <ul style="list-style-type: none"> - Press Home Score or Visitor Score - Enter number of goals - Press Enter
Penalties	<p>To add a penalty:</p> <ul style="list-style-type: none"> - HP or VP depending on who got it - Press 1 for slot 1 or 2 for slot 2 - Press # - Enter 200 for 2 mins or 400 for 4 mins - Press # <p>To cancel out a penalty:</p> <ul style="list-style-type: none"> - HP or VP depending on who's penalty needs to be cancelled - Press 1 for slot 1 or 2 for slot 2 - Press # - Press 0 - Press # 	<p>To add a penalty:</p> <ul style="list-style-type: none"> - Press Home Penalty or Guest Penalty - Enter Player Number - Press Enter - Enter Number of Minutes - Press Enter - Enter Number of Seconds (If needed) - Press Enter <p>To cancel out a penalty:</p> <ul style="list-style-type: none"> - Press Home Penalty or Guest Penalty until the penalty you need to cancel is selected - Press Clear 	<p>To add a 2-minute penalty:</p> <ul style="list-style-type: none"> - Press Home Penalty or Visitor Penalty - Press Enter TWICE <p>To add a 4-minute penalty:</p> <ul style="list-style-type: none"> - Press Home Penalty or Visitor Penalty - Press Time until 4 mins appears on the board - Press Enter TWICE <p>To correct a penalty:</p> <ul style="list-style-type: none"> - Press Home Penalty or Visitor Penalty - Press 1 or 2 depending on which penalty needs to be corrected - Press Time - Enter Amount of Time - Press Enter Twice <p>IMPORTANT: When a goal is added on the opposite side, the first penalty is automatically cleared after five seconds. If you must keep the penalty, press enter while it's still blinking.</p>
Period	<ul style="list-style-type: none"> - Press period - Press 1, 2, or 3 - Press # 	<ul style="list-style-type: none"> - Press period - Enter period number - Press enter 	<p>Period will automatically increment when horn sounds.</p>

Paper Gamesheet (House League Only)

Goals:

- If a goal is scored, the ref will tell you the number of the player who scored it and the numbers of the players who assisted it.
- Record the time it was scored at as well as the period.
- Record that information in the goals list on the respective side of the sheet.

Penalties:

- If a player receives a penalty, the ref will tell you who got it and what for.
- Find the infraction code for the penalty on the back of the sheet and write it. Also record the period and the player number.
- Record the start time on both the off and start boxes.
- In the on box, record the time the player re-enters the play, if a goal is scored by the other team, record the time the goal was scored at in the on box, the player in the penalty box may re-enter play.

Double Minors:

- If a player receives a double minor, record it as two separate 2-minute penalties.
- For the first penalty, record the time the player left the ice in the off and start boxes as well as the player number and the penalty code. Record the off time in the off box for the second penalty too. Leave the start and on boxes for the second penalty blank until the first one expires.
- If a goal is scored, cancel out the first half of the penalty and record the time of the goal in the on box as well as the start box for the second penalty. If the goal is scored in the first 2 minutes, reduce the penalty time to 2 minutes.
- If a goal is scored during the second penalty, the player can then re-enter play. Record the time of the goal in the on box.

Electronic Gamesheets (Rep Only)

- Coach will provide you with iPad before game. For Tournament games: iPads will be in tournament office for pickup before each game. The game should already be configured for you.
- View the short video tutorials by going to <https://bit.ly/2Lk1jKn> or by scanning the QR Code below.

