



MMHA OFFICIAL TIMEKEEPER HANDBOOK

REVISED: AUGUST 2025

CODE OF CONDUCT

Thank you for volunteering as a timekeeper with the Milton Minor Hockey Association! Timekeeping can be a fun and engaging position, but at the same time you are an **off-ice official** and as such you expected to act in a professional manner at all times.

The following outlines the standard of conduct expected of anyone acting as an off-ice official within the MMHA. These guidelines exist to ensure that timekeepers are always acting in professional manner.

GENERAL GUIDELINES

- 1) You are an off-ice official. In other words, you are part of the officiating crew which consists of on-ice officials (referees/linespeople) as well. As such, you are expected to remain neutral to both teams during any game, just as the on-ice officials would. This means:
 - **NO** cheering for your team! **DO NOT** bang on the glass/boards or yell at anyone on the ice!
 - **NEVER** criticize/dispute the call of a referee or linesperson.
 - **NEVER** act in a disrespectful manner towards penalized players.

These are just a few points, but any unneutral or partisan behaviour would fall under this guideline.

- 2) You are the timekeeper, not the referee! If a player comes to the penalty bench criticizing the call(s) of the referee, **DO NOT ENGAGE! NEVER** attempt to explain a particular ruling to a player. This is the responsibility of the on-ice officials.
- 3) If a player, coach, or parent/spectator requests to see a referee's report, **THE ANSWER IS NO!** Game/incident reports are only to be seen by officials.
- 4) The MMHA and OMHA have zero tolerance for any form of maltreatment. If a player, coach, or parent/spectator is acting in a disrespectful, abusive, or unsportsmanlike manner towards you, **DO NOT ENGAGE!** Inform the referee right away and they will be dealt with appropriately.
- 5) **NEVER** allow others into the box who shouldn't be there, such as friends. Only you and one or two other timekeepers are permitted. Remember, you are doing a job! You want to avoid distractions as much as possible.
- 6) In high scoring games:
 - **NEVER** display more than a five-goal spread on the scoreboard, especially with younger age groups. This is to avoid offending a team that is losing by a lot.
 - **DO NOT** run the clock unless the referee tells you to do so. This is **NEVER** okay in rep games (excluding tournaments where a mercy rule may exist).
- 7) **ALWAYS KNOW WHAT YOU ARE DOING!** If you aren't sure of something, ask someone!

In addition, those with more experience are expected to mentor those with less experience. It's extremely important to ensure that those who are new to timekeeping are well trained and know what they are doing. Rep teams needing to hire a timekeeper can contact Andrew for more information.

MUSIC GUIDELINES

Playing music is great idea to help bring atmosphere to the games and make them more fun! However, this must always be done in an appropriate manner as to avoid offending anyone or disturbing the flow of the game. The following guidelines apply in regard to playing music at games:

- 1) **NEVER** play explicit or otherwise inappropriate music at games. Always check the lyrics of any given song beforehand. If in doubt, **DON'T PLAY IT!** Remember, these are kids!
- 2) The volume must be kept at a reasonable level. **DO NOT** play music at a volume so loud as to impact the game.
- 3) As a courtesy, please turn the music down in between periods and during timeouts.
- 4) As a sign of respect, please **PAUSE** the music if a player is hurt/injured and the trainer is on the ice.
- 5) **NEVER** play music during live play! Only play music during pregame, breaks, or during a stoppage in play. You must stop it as soon as the puck drops.
- 6) In high scoring games, avoid using any audio goal celebrations if there is more than a five-goal spread. Once again, this is to avoid offending a team that is losing by a lot of goals.

It is of the utmost importance that these rules be followed to ensure the professionalism of those acting as timekeepers. Once again, you are an official!

As such, violation of the above guidelines or any behaviour considered to be unprofessional will result in either a written warning or no longer being permitted to act as a timekeeper.

SCOREBOARD OPERATION

Milton Sports Centre – Rinks A/B (HarrisTime Type 3 Digital)

New Game	<p>If the controller is in sleep mode...</p> <ul style="list-style-type: none"> - Press any key to turn the scoreboard on. <p>Once on the main screen, to start a new game...</p> <ul style="list-style-type: none"> - Push the “Back” button and confirm. - Select “New Game” on the startup screen. - Choose your start time from the presets, or choose “Custom Time” if needed.
Set Time/Period	<p>To manually set the time...</p> <ul style="list-style-type: none"> - On the main screen, select “Game Time”. - Enter number of minutes, followed by seconds and tenths if needed. - Press Enter <p>To set the period...</p> <ul style="list-style-type: none"> - Select “Period” on the main screen. - Enter period number - Press Enter
Goals	<p>To add a goal...</p> <ul style="list-style-type: none"> - On the main screen, select “Home Score” or “Away Score”. - Select +1 <p>To correct the score...</p> <ul style="list-style-type: none"> - On the main screen, select “Home Score” or “Away Score”. - Select “Edit” - Enter desired number of goals. - Press Enter
Penalties	<p>To add a penalty...</p> <ul style="list-style-type: none"> - On the main screen, select “Home Pen” or “Away Pen”. - Select “Add”. - Choose desired penalty length from presets, or choose “Custom” if needed. <p>To delete a penalty...</p> <ul style="list-style-type: none"> - On the main screen, select “Home Pen” or “Away Pen”. - If there are multiple penalties, use the arrow soft keys to select the desired penalty. - Press “Delete”. <p>To edit a penalty...</p> <ul style="list-style-type: none"> - On the main screen, select “Home Pen” or “Away Pen”. - If there are multiple penalties, use the arrow soft keys to select the desired penalty. - Press “Edit”. - Enter desired time in minutes followed by seconds. - Press Enter
Interval Horn	<ul style="list-style-type: none"> - On the main screen, select “Option”. - Select “Interval Horn”. - Enter desired shift length in minutes followed by seconds. - Press Enter

****NOTE**** The toggle switch on the right side of the controller is the on/off switch. Do not touch this by accident as this will pause the clock and reset your whole game!

Milton Sports Centre – Rinks C/D (OES ISC-EDGE)

New Game	<ul style="list-style-type: none"> - If on the main screen, tap the menu icon in the top-left corner of the screen. - Tap “New Game” - Ensure “Sport” is set to Hockey - Select desired Sport Profile or create a custom one if needed. - Enter team names (If desired) - Tap “Start Game”
Time	<p>TO MANUALLY SET GAME CLOCK</p> <ul style="list-style-type: none"> - Press and hold on the Game Time - Enter desired minutes/seconds - Tap OK <p>TO RESET THE CLOCK AFTER THE BUZZER</p> <ul style="list-style-type: none"> - Press and hold on the clockwise arrow icon for a few seconds and release. - The clock will reset to the default period length specified in the Sport Profile and the period will increment. <p>TO RESET THE CLOCK TO THE LAST STOPPAGE</p> <ul style="list-style-type: none"> - Press and hold the counterclockwise arrow icon to the right of the game clock and release. - The clock will reset to the time of the last stoppage in play. <p>INT MODE/WARM-UPS</p> <ul style="list-style-type: none"> - Press and hold on the “Int Mode” section above the game clock. - Set desired time. - Tap OK
Period	<p>TO ADD A PERIOD</p> <ul style="list-style-type: none"> - Tap the + icon next to the period number <p>TO MANUALLY SET THE PERIOD</p> <ul style="list-style-type: none"> - Press and hold on the period number - Enter desired number and confirm
Goals	<p>TO ADD A SINGLE GOAL</p> <ul style="list-style-type: none"> - Tap the + icon next to the goals on the desired side <p>TO SET/CORRECT THE SCORE</p> <ul style="list-style-type: none"> - Press and hold on the score on the desired side - Enter desired number and confirm
Penalties	<ul style="list-style-type: none"> - Tap desired penalty slot - Choose time from one of the presets, or manually set the length if needed. - Enter player number on the left (It appears as 00 by default) - Tap OK <p>TO EDIT/CLEAR A PENALTY</p> <ul style="list-style-type: none"> - Tap desired penalty slot - To edit, tap the minutes and seconds and correct as needed. - To clear, tap the red – icon. - Tap OK
Timeouts (TOL)	<ul style="list-style-type: none"> - Tap the – icon in the TOL section on the desired side. - The clock will automatically count down from 30 seconds <p>- To add timeouts for a team, press and hold on the TOL number on the desired side.</p>
Interval Horn	<p>INTERVAL HORN MUST BE SET IN SPORT PROFILE, IT CANNOT BE SET WITHIN AN EXISTING GAME! I have set up a “Modified Ice” Sport Profile with a 2-minute shift buzzer, which can be selected when setting up a new game. Always verify the “Shift Time” value is set as needed within the “Modified Ice” profile by tapping the edit icon next to the Sport Profile box.</p>

INSTRUCTIONAL VIDEO: <https://www.youtube.com/watch?v=W2dFBKFhOPc>

Sherwood Community Centre/Memorial/John Tonelli (HarrisTime Type 2)

Set Time	<p>TO SET THE STARTING TIME (<i>THE TIME THE CLOCK RESETS TO AT THE BUZZER</i>)</p> <ul style="list-style-type: none">- Press Game Time TWICE- Enter Number of Minutes- Press Enter <p>TO CORRECT THE TIME/SET A DIFFERENT PERIOD LENGTH</p> <ul style="list-style-type: none">- Press Time- Enter amount of time in Minutes AND Seconds (ex. 500 for 5 minutes, 1000 for 10 minutes or 1500 for 15 minutes)- Press Enter <p>WARNING! DO NOT PRESS GAME TIME DURING THE GAME AS THIS WILL RESET EVERYTHING TO ZERO! PRESS TIME IF YOU MUST CHANGE THE TIME. FOR EXAMPLE, IF YOU WANT TO DO A 15 MINUTE 3RD, PRESS TIME, 1500, ENTER. DO NOT PRESS GAME TIME!</p>
Set Period	<p>Press the Number 9 key to alternate between periods.</p> <p>NOTE: THIS ONLY WORKS AT SHERWOOD. IT DOESN'T WORK AT TONELLI AND MEMORIAL</p> <p>THE PERIOD WILL INCREMENT ON ITS OWN AT THE BUZZER.</p>
Goals	<p>TO ADD A SINGLE GOAL</p> <ul style="list-style-type: none">- Press Home Score or Visitor Score <p>TO SET/CORRECT THE SCORE</p> <ul style="list-style-type: none">- Press Home Score or Visitor Score- Enter correct number of goals- Press Enter
Penalties	<p>FOR 2 MINUTES</p> <ul style="list-style-type: none">- Press Home Penalty or Visitor Penalty- Press Enter TWICE <p>FOR 4 MINUTES</p> <ul style="list-style-type: none">- Press Home Penalty or Visitor Penalty- Press TIME ONCE- Press Enter TWICE <p>FOR 5 MINUTES</p> <ul style="list-style-type: none">- Press Home Penalty or Visitor Penalty- Press TIME TWICE- Press Enter TWICE <p>TO CORRECT/ZERO A PENALTY</p> <ul style="list-style-type: none">- Press Home Penalty or Visitor Penalty- Press slot number (1-5)- Press Time- Enter amount of time in Minutes AND Seconds (Just press 0 to cancel penalty)- Press Enter TWICE <p>NOTE: When a goal is scored, the first penalty will automatically cancel after 5 seconds. If you must keep the penalty, press ENTER within 5 seconds while the penalty time is still blinking.</p>

GAMESHEET GUIDE

The Gamesheet is the official record of all events that occur during the game. These sheets come in two forms, Electronic and Paper. In the MMHA, Electronic Gamesheets are used for ALL rep and house league games, while paper still may only be used in rare situations.

Here are the basic guidelines for gamesheets:

- 1) **ALWAYS ENTER YOUR NAME AND PHONE NUMBER UNDER GAME DETAILS FOR ELECTRONIC SHEETS!** This is extremely important should you need to be contacted!
- 2) **ALL GAME DETAILS MUST BE COMPLETED BEFORE THE GAME!**
- 3) **NEVER LEAVE A GOAL OR PENALTY ENTRY INCOMPLETE!** Unless the referee tells you to.
- 4) **ROSTERS MUST BE COMPLETE WITH FULL NAMES AND NUMBERS!**
- 5) **IN CASE OF A DISCREPANCY BETWEEN THE BOARD AND THE GAMESHEET, THE GAMESHEET SHALL BE TAKEN AS CORRECT.**
- 6) **USING MAJOR, MATCH, OR MISCONDUCT PENALTY CODES FOR MINOR PENALTIES CAN HAVE SERIOUS CONSEQUENCES FOR THE PLAYER/TEAM AFFECTED BY SUCH AN ERROR. IF YOU CAN'T FIND THE CORRECT PENALTY CODE, ASK THE REFEREE!**

Refer to the guides below on how to fill in goals and penalties.

HOW TO RECORD GOALS

LEGEND	
PER.	Period
TIME	Time of the goal (Time on the scoreboard)
G	Goal Scored By
A	Assisted By

With 5:44 left in the FIRST PERIOD, The Home Team Scores. The Goal is scored by Number 66 assisted by 18 and 47.

PER.	TIME	G	A	A
1	5:44	66	18	47

With 4:16 left in the SECOND PERIOD, The Visiting Team Scores. The Goal is scored by Number 27 UNASSISTED.

PER.	TIME	G	A	A
2	4:16	27		

TYPES OF PENALTIES

Minor Penalty

A time penalty for a minor offence.

HOW LONG? 2 and sometimes 4 minutes.

Major Penalty

A time penalty for a major offence. A Major Penalty is typically issued if a player causes an opposing player an injury and has to leave the game. Major Penalties are always accompanied by a Game Misconduct.

HOW LONG? 5 Minutes + Game Misconduct.

Offsetting Penalties

When the same number of players on each side incur equal penalties on the same play. Typically one, sometimes two or more players on each side. Neither team plays short when offsetting penalties occur.

HOW LONG? The length of the penalty + a whistle. **NOTHING GOES ON THE BOARD!**

10-Minute Misconduct

A penalty typically issued for Unsportsmanlike, Disrespectful and Abusive behaviours. This can also be issued for an equipment violation. The offending team does not play short.

HOW LONG? 10 Minutes + a whistle.

Game Misconduct

A non-timed penalty typically issued with a 5-Minute Major. The offender is immediately removed from the game.

RECORDED AS: 10 Minutes

Gross Misconduct

A non-timed penalty issued for a Travesty of the Game. Typically issued for things like discrimination or severe unsportsmanlike behavior. The offender is immediately removed from the game.

RECORDED AS: 10 Minutes

Match Penalty

A time penalty issued for a deliberate attempt to injure. The offender is immediately removed from the game. A player must be placed in the box to serve the time penalty.

HOW LONG? 5 Minutes.

Game Ejection

A non-timed penalty issued for one of two reasons: If a player incurs either Three Stick Infractions or Head Contact penalties. The offender is immediately removed from the game.

RECORDED AS: GE

Penalty Shot

A non-timed penalty issued when a player trips, holds or otherwise interferes with an opposing player on a breakaway. The receiving player is given the chance to shoot on the goalie. As such, no player comes to the penalty box.

RECORDED AS: PS

HOW TO RECORD PENALTIES

LEGEND	
PER.	Period
#	Player Number
MINS.	Number of Minutes
CODE	Penalty Code
OFF	Time the player LEFT the ice
START	Time the penalty STARTED (usually the same as OFF except in specific conditions)
ON	Time the penalty ended
SB	Penalty Served By (only different when a different player comes off ice to serve)

Minor (2 Minutes)

With 4:35 left in the FIRST PERIOD, Home Team Number 44 is called 2 minutes for Slashing.

PER.	#	MINS.	CODE	OFF	START	ON	SB
1	44	2	SL-MIN	4:35	4:35	2:35	44

With 4:35 left in the FIRST PERIOD, Home Team Number 44 is called 2 minutes for Slashing. A goal is scored by the Visiting Team at 3:25.

PER.	#	MINS.	CODE	OFF	START	ON	SB
1	44	2	SL-MIN	4:35	4:35	3:25	44

With 1:36 left in the FIRST PERIOD, Home Team Number 79 is called 2 minutes for Holding and Visiting Team Number 82 is called 2 minutes for Roughing. These are offsetting penalties. There is a whistle with 14:15 remaining in the SECOND PERIOD, both players re-enter play.

PER.	#	MINS.	CODE	OFF	START	ON	SB
1	79	2	HO-MIN	1:36	1:36	14:15	79

PER.	#	MINS.	CODE	OFF	START	ON	SB
1	82	2	RO-MIN	1:36	1:36	14:15	82

Double Minor (4 minutes)

IMPORTANT! Double minors are recorded as TWO separate 2-Minutes penalties, hence the term *Double Minor*.

With 13:37 left in the SECOND PERIOD, Visiting Team Number 65 is called 4 minutes for Head Contact.

PER.	#	MINS.	CODE	OFF	START	ON	SB
2	65	2	HC-MIN	13:37	13:37	11:37	65
2	65	2	HC-MIN	13:37	11:37	9:37	65

With 13:37 left in the SECOND PERIOD, Visiting Team Number 65 is called 4 minutes for Head Contact. A goal is scored by the Home Team at 12:56.

PER.	#	MINS.	CODE	OFF	START	ON	SB
2	65	2	HC-MIN	13:37	13:37	12:56	65
2	65	2	HC-MIN	13:37	12:56	10:56	65

IMPORTANT! When a goal is scored in the first two minutes of a double minor, the time on the scoreboard is also reduced to 2 minutes as the “First Penalty” is cancelled, and the second one commences.

Major/Game Misconduct (5 Minutes/10 Minutes)

IMPORTANT! In the event of a 5-Minute Major Penalty, the player is automatically issued a Game Misconduct and removed. You MUST record a Game Misconduct for the same offence along with the Major.

With 6:48 left in the SECOND PERIOD, Visiting Team Number 85 is called for a 5-Minute Major and a subsequent Game Misconduct for Checking From Behind. Number 47 is placed in the box to serve the time penalty.

PER.	#	MINS.	CODE	OFF	START	ON	SB
2	85	5	CFB-MAJ	6:48	6:48	1:48	47
2	85	10	CFB-GM	6:48	6:48		85

THE ON TIME FOR THE GAME MISCONDUCT LINE MUST BE LEFT BLANK!

10-Minute Misconduct

With 2:26 left in the SECOND PERIOD, Home Team Number 19 is called a 10-Minute Misconduct for Illegal Equipment. After 10 Minutes, there is 7:26 remaining in the THIRD PERIOD. The next whistle is at 7:05 and the player re-enters play.

PER.	#	MINS.	CODE	OFF	START	ON	SB
2	19	10	IE-MSC	2:26	2:26	7:05	19

It is not uncommon for a 10-Minute Misconduct to be called following a Minor Penalty. In this case, a player will be placed in the box to serve the 2-Minute time penalty. The offending player must serve TWELVE minutes and a whistle. The 10-Minute Misconduct starts as soon as the minor penalty ends.

With 2:26 left in the SECOND PERIOD, Home Team Number 19 is called for a 2-Minute Minor for Roughing and a 10-Minute Misconduct for Unsportsmanlike Conduct. Number 16 is placed in the box to serve the minor penalty. The minor penalty expires with 0:26 remaining, the 10 minutes commence. After TEN minutes of play, there is 5:26 remaining in the THIRD PERIOD. There is a whistle at 5:09 and 19 re-enters play.

PER.	#	MINS.	CODE	OFF	START	ON	SB
2	19	2	RO-MIN	2:26	2:26	0:26	16
2	19	10	USC-MSC	2:26	0:26	5:09	19

Gross Misconduct (10 Minutes)

With 9:45 left in the THIRD PERIOD, Visiting Team Number 5 is called for a Gross Misconduct for Discrimination.

PER.	#	MINS.	CODE	OFF	START	ON	SB
3	5	10	DISC-GRM	9:45	9:45		5

LEAVE THE ON TIME BLANK.

Match Penalty (5 Minutes)

With 7:16 left in the THIRD PERIOD, Visiting Team Number 25 is called for a Match Penalty for Charging. The player is automatically removed from the game. Number 74 is placed in the box to serve 5 minutes.

PER.	#	MINS.	CODE	OFF	START	ON	SB
3	25	5	CHG-MP	7:16	7:16	2:16	74

Game Ejection (GE)

With 3:25 left in the THIRD PERIOD, Home Team Number 95 is called 2 Minutes for Cross Checking. This is their THIRD Stick Infraction in the game. They receive an automatic Game Ejection Penalty for incurring 3 Stick Infractions. Number 92 is placed in the box to serve the Minor Penalty.

PER.	#	MINS.	CODE	OFF	START	ON	SB
3	95	2	CC-MIN	3:25	3:25	1:25	92
3	95	GE	3STK-GE	3:25	3:25		95

Penalty Shot (PS)

IMPORTANT! Penalty Shot is its own Penalty Code, and it is recorded as such.

With 2:46 left in the THIRD PERIOD, Visiting Team Number 64 is called for a Penalty Shot offence.

PER.	#	MINS.	CODE	OFF	START	ON	SB
3	64	PS	PS-MIN	2:46	2:46	2:46	64

THE ON TIME IS THE SAME AS OFF AND START FOR A PENALTY SHOT

ELECTRONIC GAMESHEETS

As of the 2023-24 season, electronic gamesheets are now used for ALL Rep AND House League games.

In the MMHA, each team is responsible for providing a working, compatible iPad to use for Gamesheets. In tournaments, iPads will be provided by tournament officials.

The app is extremely easy to use. However, it is strongly suggested that you bring a notepad to scribble notes down before entering goals or penalties on the app so you don't forget anything.

View the tutorial videos at the link below:

<https://bit.ly/2Lk1jKn>

