✓ Lacombe Minor Hockey Timebox Volunteer Guide

@ Your Role

- Stay alert and **neutral** no cheering or coaching. I know this can be hard!
- Operate penalty box doors **safely** and only during stoppage/play transitions.
 - Communicate briefly and respectfully with on ice officials.



* YELLOW AREAS MUST BE FILLED IN

CIRCLE CORRECT OPTION

Tier = Level you are playing at (1, 2, 3, 4, 5, 6, 7, 8, 9)

Tiering = Tiering, Xover, League, Playoff, Tourn, Ex, Prov.

Division = Division you are playing at (Midget, Bantam, PeeWee, Atom, Novice).

Arena = Name of Arena (may not be your home town)

Home Team = Your Association or town/city name.

Visiting Team = Hockey Association Name or town/city name.

Referee J.Dec
Linesmen K. Dec
Linesmen S.Dec
Timekeeper J.Stewart
Scorekeeper R. Dec
Penalty Keeper M.Dec



Team Name MUST be written or typed on the sticker



Goalies listed first Goalie, First Goalie, Second Last, First Last, First Players listed after goalies in numerical order and last name first If the team has a sticker pre made and there is a player who is wearing a different number than on the sheet it must be corrected. The sheet must reflect the number the player is wearing during that game. If there are coaches missing they must be crossed off the game sheet and only those listed are to be on the bench. Coach 1 Coach 2 Note: The game sheets you see as an example are for CAHL Central Alberta Hockey league Manager

✓ What Counts as a Shot on Goal and Why it matters.

- Shot on Goal = puck would have gone in if not for the goalie's save or it scores a goal.
- X Not a Shot on Goal if:
 - It misses the net (wide/high)
 - Hits the post or crossbar and stays out
 - Is blocked by another player before reaching the net

Why Shots on Goal Matter for Goalies

- ✓ Saves = shots on goal stopped by the goalie
- Save % = saves ÷ total shots on goal
- e.g., 18 saves on 20 shots = .900 save %
- Shows how busy or pressured the goalie was
- 35 shots faced is a much harder game than 10
- Helps with goalie development and tracking progress

In Short: If the goalie had to stop it = shot on goal. If it missed, was blocked, or hit the post = not a shot.

Home Goalie Stats						
Р	#	On	Off	Shots		
1	31	60:00	0:00	37		

This shows that the goalie (#31) played the entire game and had 37 shots.

Home Goalie Stats						
Р	#	On	Off	Shots		
1	31	60:00	10:07	18		
2	1	10:07	0:00	16		

This shows that at 10:07 in the second period the team switched goalies.

Penalty Timing

- Start penalty when play resumes.
- **Double minors (2+2)** = treat as two separate penalties.
- Coincidental penalties: players exit only on next stoppage. See more below ...
- **Game misconduct**: player leaves after next stoppage, goes to dressing room.
- Use a **stopwatch or phone timer** if the clock malfunctions.

What Are Coincidental Penalties and how do they work in the time box?

Coincidental penalties happen when **both teams receive penalties at the same** time, often during scrums, fights, or altercations, and neither team ends up short-handed.







Put both players in the penalty box at the same time .	DO NOT release them when the timer hits 0:00 — this is a key difference!
Start their penalties when the puck drops after play resumes (not immediately when they sit down).	Open the door until the next stoppage in play after their 2 minutes are up (this ensures no team gains an unfair advantage).

Why don't they come out right at 0:00?

Because these penalties **don't cause a manpower advantage**, they must wait until:

- The full 2:00 is served, AND
- There's a stoppage in play after the 2:00 ends.
- This prevents either team from gaining a "jump" in manpower or creating a scoring chance directly off a player coming out of the box.

Multiple Players in the Penalty Box – Quick Guide

1. Two penalties?

Put **both players** in the box

Put both on the clock Team plays 5-on-3

+ 2. More than 2 penalties?

- First **2 minors** go on the clock
- Extra penalties are "delayed" (start later)
 Delayed = Wait until one expires before starting the next

Example:

Player	Penalty Time	Starts When?	
#12	2:00	Right away	
#14	2:00	Right away	
#18	2:00	After #12's ends	

When Can They Leave?

- When team is full strength again → wait for a whistle to come out

Quick Reminders:

- The number of players on the ice + the penalties on the scoreboard should always add up to 5.
 - Example: 5 players + 0 penalties = 5
 - 4 players + 1 penalty = 5
 - 3 players + 2 penalties = 5
 - You can never have more than 2 penalties showing on the scoreboard for one team.
 - You can never have less than 3 players on the ice for one team.

- If a team gets a 3rd penalty, you do not start or put that penalty on the board until the 1st penalty ends. The player still goes to the penalty box right away, but the clock for their penalty doesn't start until the first one is done.
- While waiting, that team will still only have 3 players on the ice until the next whistle after the first penalty expires.
- Coincidental penalties (one from each team at the same time) don't change the number of players on the ice — both teams stay at 5-on-5, and those penalties are not shown on the scoreboard

Penalties on the score sheet

- Team (Home/Away)
- Period
- Player #
- Number of the player serving (Is it the same number of the player who received the penalty OR someone else)
- Penalty Type Tripping, slashing, cross checking etc.
- Duration (2 min, double minor (2 two minute), 5 min
- Time In & Out (Example Start @ 12:45, End @ 11:34) wait to fill out the END in case a goal is scored on the power play/ penalty kill

Г	Home Penalty						
Р	#	Srv'd	Offense	Min	Start	End	
1	12	12	TR	2	18:56	16:56	
2	17	17	C.C	2	12:45	11:34	This penalty ended early because a goal was scored during the power play/penalty kill
2	ВМ	3	B.M	2	9:07	7:07	
							This is a bench minor , so a different player is serving the penalty. Only the serving player's number goes in the "serving
							column — not in the "#" slot, since they didn't take the penalty
-							

Goals on the score sheet

- Team (Home/Away)
- Time & Period
- Scorer's Jersey #
- Up to 2 Assists

	Home S	Scoring			
Period	Time	G	Α	Α	
1	10:07	11	4		
pp 2	1:56	12			Scoring:
2	0:47	13	2	15	P = Period the goal was scored in. TIME = The time the goal was scored. G = Number of the player who scored the goal A = Numbers of the players (2) who may have assisted on the goal.
					When recording a goal, please mark PP (power play) or SH (short-handed) next to it if it applies. This helps the data entry team and the governor keep accurate stats. • Power Play (PP) goals will also affect the "End" time of the penalty — be sure to update it accordingly.

Critical Reminders

- Never change anything on the scoresheet after the ref signs. If there is a discrepancy like someone was credited a goal or penalty when they should not have been, have your manager reach out to your governor.
- If the ref takes the original, have them **sign your copy** and note that it was taken.
- Missing or messy sheets can lead to fines or the team being assigned a loss.

Dealing with Rude or Disrespectful Players in the Box

- Players in the penalty box **must** respect the time box volunteers.
- If a player is being unsportsmanlike and **doesn't stop after you ask**, wait for a stoppage in play and **buzz the horn**.
- 👮 The official can give a warning or add more penalty time.
- Applies to **both teams' players** in the box.

We are incredibly grateful to the parents who volunteer their time to help in the penalty box. It's a key role that keeps the game running smoothly, and we truly appreciate your willingness to learn a new skill and support the team.

Everyone — including volunteers, players, and officials — deserves to be treated with respect. This is a zero-tolerance space for bullying, rude behavior, or unkind words. That includes from players serving penalties.

Let's all work together to create a positive and supportive environment for our kids, our team, and our community.

Thank you for stepping up and making a difference!