

# MJMHA OFF-ICE OFFICIALS MANUAL

## Time keeper/score keeper check list

- ☐ Score sheet
- ☐ Pens—have an extra pens
- ☐ The penalty abbreviations sheet
- ☐ Score clock instructions

## Game Sheet Check-List

- Prior to each game the timekeeper and score keeper should make sure that the game sheet contains the following
  - The top of score sheet is filled out correctly
  - Rosters are completed and there is a signature at the bottom
  - Each page contains a team roster—if roster is on a sticker there must be a sticker on each page of the score sheet

## Filling out Score Sheet

- Each team has a section for scoring and penalties. Home team is on the left and Away team is on the right. Each team's information needs to be filled out completely.
  - Scoring—each team's scoring section has the headings: No, P, Time, Sc, Asst
    - **No**-refers to the number of the goal (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc.)
    - **P**-refers to the period the goal is scored in.
    - **Time**-refers to the time on the clock when the goal is scored
    - **SC**-refers to the number of the player that scored the goal
    - **Asst**-refers to the number of the player(s) that assisted the goal (if any)
  - The referees will provide the scorekeeper with the information regarding the player that scored and who assisted the goal. The other information should be provided by the scorekeeper.
  - Penalties—each team's penalties section has the headings: Per, No, Serv, Infraction, min, off, start, on.
    - **Per**-refers to the period that the penalty was given in.
    - **No**-refers to the number of the player receiving the penalty

- **Serv**-refers to the number of the player serving the penalty, *will only be different from the player receiving the penalty if it is a misconduct or in the case of an injury.*
- **Infraction**-refers to the reason the player received the penalty-use the penalty abbreviation list for this.
- **Min**-refers to the number of minutes the penalty is—standard is 2 minutes for stop time games and 3 minutes for straight time games.
- **Off**—refers to the score clock time that the player step off the ice
- **Start**-refers to the score clock time the penalty actually starts, *will only be different from Off in the case of straight time games, or in a delayed penalty situation.*
- **On**-the time that the player returns to the ice, in the case of a goal scored it will be the time of the goal, if it is at the expired time of the penalty then it will be that time.
  - Referees will provide the score keeper the information regarding the player receiving the penalty, player serving the penalty, reason for the penalty, and number of minutes for the penalty.
- Penalty Abbreviations
  - Attached

## End of game

- At the end of the game the scorekeeper and timekeeper are required to fill out the score sheet by printing and signing their names in the appropriate locations.
- The referee must sign the score sheet in the appropriate location
- The linesmen must print their names in the appropriate locations
- Once this is all done, the scorekeeper is responsible for giving the white and yellow copy to the home team and the pink copy to the visiting team.

## Game sheet Reporting

- Home team is responsible for uploading a photo of the game sheet and all stats as required by your division.(NO STATS IN NOVICE JUST A PICTURE)
- Score sheets must be up loaded within 24 hours of game being finished and score sheet dropped at MJMHA office within 3 days – Mail slot available.
- Any game sheet with an ejection or misconduct must be up loaded within 12 hours of the game being complete and score sheet dropped off to the MJMHA office by 9 AM the following morning and email notice to [admin@mjhockey.com](mailto:admin@mjhockey.com) and [president@mjhockey.com](mailto:president@mjhockey.com)
- Any team not getting score sheets up loaded on time may face a team fine of \$25.00 per score sheet.

# How to fill out a Score Sheet

Within 24 hours Home Team is responsible for Game Results Reporting [www.moosejawminorthockey.com](http://www.moosejawminorthockey.com)

## MOOSE JAW MINOR HOCKEY



HOME TEAM U9 Warriors Red

VISITING TEAM U9 Warriors Blue

☒ League Game  
☐ Provincial Qualifier  
☐ Exhibition Game  
 Sanction N/A  
 Date December 15, 2022  
 Played at Bert Hunt  
 Division U9 Tier B  
(ie. Senior, Adult Rec, Junior, Minor, Female)

### SCORING

### GAME OFFICIALS MUST SIGN BEFORE FORWARDING

### SCORING

NO	NAME
G 1	Tom Smith
G 31	Sealy Jones
3	Frank Morris
4	Bill Hull
5	Brad Top
6	Nick Nick
6	Jim Bob

No	P	Time	Sc	Asst.
1	2	10:03	2	6

REFEREE (print) Ron Roy  
 Signature [Signature]  
 REFEREE (print) May May  
 Signature [Signature]  
 OFFICIAL TIME KEEPER (print) Art Bob  
 Signature [Signature]  
 OFFICIAL SCORER (print) Lilly Flower  
 Signature [Signature]  
 LINESMAN (print names only)  
 #1 Tom Barker  
 #2 addy overs

No	P	Time	Sc	Asst.
1	1	10:03	6	3,1

NAME	NO
Ber Olson	1
G	G
John Flynn	2
Bob Bob	3
Laura Hall	4
Alice Lee	5
Eve Willis	6

Staff on Bench must be listed here

COA	*	
ASST COA	*	
ASST COA	*	
MAN	*	
MAN	*	
TEAM OFFICIAL SIGNATURE		
SUSPENDED		

No	P	Time	Sc	Asst.
12				
13				
14				
15				
16				
17				
18				

\* OFFICIALS MUST FILL OUT IF THERE WAS A SUSPENSION OR FINE / Game Ejection.

PLAYER #	RULE #	PERIOD
U9W Red	6	1

IF A PLAYER IS SERVING A SUSPENSION FROM A PREVIOUS GAME - MUST RECORD HERE

COA	*	
ASST COA	*	
ASST COA	*	
MAN	*	
MAN	*	
TEAM OFFICIAL SIGNATURE		
SUSPENDED		

No	P	Time	Sc	Asst.
12				
13				
14				
15				
16				
17				
18				

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECT FOR ABOVE TEAM ONLY

PER	NO	SERV	INFRACTION	MIN	OFF	START	ON
1	6	4	CFB	2	10:00	10:00	12:00

PER	NO	SERV	INFRACTION	MIN	OFF	START	ON
2	3	3	INT	2	10:00	10:00	12:00

Suspension Reports must be delivered to 370 Saskatchewan Street West, E-mail to [mjmha@sasktel.net](mailto:mjmha@sasktel.net) within 24 hours.

## STANDARD PENALTY ABBREVIATIONS

PENALTY	ABBREVIATION	PENALTY	ABBREVIATION
Abuse of Officials	AOO	Holding	HOLD
Aggressor	AGG	Holding the Stick	HOLD.S
Attempt to Injure	ATI	Hooking	HKG
Bench Minor	BM	Instigator	INSTG
Boarding	BDG	Interference	INT
body Checking	BC	Goaltender Interference	G. INT
Broken Stick	BRS	Kneeing	KNEE
Butt-Ending	BE	leaving the Penalty Box	LPB
Charging	CHG	Match penalty	MP
Checking from Behind	CFB	Misconduct	MISC
Head Contact	CHKH	Penalty Shot	PS
Cross Checking	CC	Physical Abuse of an Official	PAOO
Delay of Game	DG	Power Play Goal	PPG
Elbowing	ELB	Refusing to Start Play	RSP
Empty Net Goal	ENG	roughing	RO
Failure to go to the bench	FGB	Rough after the whistle	RAW
Falling on the Puck	FOP	Short Handed Goal	SHG
Fighting	FIGHT	Slashing	SL
Game Ejection	GE	Spearing	SPEAR
Game Misconduct	GM	Spitting	SPIT
Goalie leaving the Crease	GLC	Throwing the Stick	TS
Gross Misconduct	GRM	Too Many Men	TMM
Handling the Puck	HP	Tripping	TR
High Stick	HS	Unsportsmanlike Conduct	USC