

NGHA Timekeeping Manual

2015-2016



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Acknowledgments

The latest revised version of this Manual has been prepared by Sherry Jones using the Hockey Canada Timekeepers Handbook as the foundation of the document with added information specific to the NGHA.

Introduction

The duties of timekeepers as well as instructions to these people appear in the Canadian Hockey Rule Book. This manual is intended to complement the information already available and provide additional information when necessary. Timekeepers should know their duties for each game, but should also become familiar with the actual playing rules and regulations.

Timekeepers should be familiar with most rules, but should have a thorough working knowledge of the following:

- Rule 16 - Players in Uniform
- Rule 17 - Team Roster
- Rule 18 - Captain of the Team
- Rule 28 - Minor Penalties (including Coincident Minor Penalties)
- Rule 29 - Bench Minor Penalties
- Rule 30 - Major Penalties (including Coincident Major/Match penalties)
- Rule 31 - Misconduct Penalties
- Rule 32 - Game Misconduct Penalties
- Rule 32 - Game Ejection
- Rule 33 - Gross Misconduct Penalties
- Rule 34 - Match Penalties
- Rule 38 - Delayed Penalties

The responsibilities and functions performed by the timekeepers are not minor but rather very important and an integral member of the team. Remember, you are an official and you must act accordingly, remaining neutral just as the officials on the ice.

Responsibilities

General Information

Timekeepers are under the supervision of the Referee. As per rule 40 (d), the Referee shall have full authority and the final decision in all matters under dispute. His decision shall be final on all questions of judgement and not subject to appeal.

Timekeepers should refrain from criticizing the work of any other official at any time.

Concentrate on your job and avoid any unnecessary conversation and distractions.

If mistakes are made, report them to the Referee. It is important to correct these mistakes as soon as possible.

Referees, Linesmen and Timekeepers shall be treated with courtesy at all times by players and team officials.

Possess a sound knowledge of the playing rules, especially those pertaining to the responsibilities of timekeepers – Canadian Hockey Rulebook – Rules 43, 44, 45, 46.

Keep the time served by each penalized player during the game and, upon request, inform the penalized player as to the unfinished time of the penalty.

If a player leaves the penalty bench before the time has expired, note the time and signify that to the Referee, who will stop play as soon as possible.

Be able to recognize the different situations and the order in which penalized players return to the ice.

Understand the coincidental Minor penalty rule and examples contained in this manual and in various Canadian Hockey publications.

Understand the coincident Major/Match penalty rule and examples contained in the various Canadian Hockey publications.

Understand the order of occurrence procedures as stated in all sections of rule 38 – Delayed Penalties.

Keep the penalty bench free of spectators. Should there be any trouble, advise the Referee immediately.

Advise the Referee of any problems pertaining to their duties.

Enter on the official game report a correct record of the goals scored, by whom they were scored, and to whom assists, if any, are to be credited.

Record all penalties assessed, stating the numbers of all penalized players, the duration of each penalty, the infraction, and the time at which the penalty was assessed.

Multiple penalties during the same stoppage of play shall be recorded in their order of occurrence, as reported by the Referee.

Record the numbers of the players on the ice when a goaltender is assessed any penalty, when a team is assessed a Bench Minor penalty or again when a player on the ice must serve a time penalty for a teammate, and when an injured player is to be penalized, rule 20 (e).

Advise the Referee when the same player has received a second Major penalty or second Misconduct penalty during the game.

Advise the Referee when a player has received a third stick infraction, rule 28 (f).

If a bench clearing incident occurs, assist the Referee by noting the numbers of the players involved and give that information to the Referee only if there is a request. Be familiar with rule 70 - Leaving the Players' or Penalty Bench.

Check the official game report for date of game, category, league, names of teams, length of periods and convenors' name and address.

At the completion of the game, ensure the official game report is signed by each official, as well as yourself. **(Follow the procedures of the branch or the league.)**

Procedures for Timekeepers

General

Step 1: Make sure you are dressed warmly and appropriately.

Step 2: Be at arena 1/2 hour before game time.

Step 3: Have the following equipment:

- 4 ball point pens
- 1 pencil
- 1 small pad or note paper
- 1 stop watch (in case of clock failure) or phone app
- 1 whistle (in case of buzzer failure)
- 1 Clip Board
- Optional – A heater – The timekeepers boxes can be very cold.

Pre-Game Duties

After checking in with the referees, present yourself to the home team and get the gamesheet. Make sure all the information on the gamesheet has been filled in appropriately and everything has been signed

Once you have the gamesheet, go to the timekeeper's booth and make sure all the equipment is functioning. If there are any problems or if there is any equipment missing, speak to the ice attendants (typically to be found in the zamboni area).

Gamesheets

The Home Team roster will be on the left-hand side of the gamesheet, while the Visiting Team roster will be on the right-hand side of the gamesheet. Make sure that both teams have completed their rosters and all the trainers, coaches and players have signed. Make sure that the trainer number is recorded on the gamesheet.

Note: There must be a certified trainer on at least one of the teams in order for the game to be played. If only one team has a trainer, ask if the other team would share their trainer in case of emergency

Ensure that the top header of the gamesheet is filled out, including the Location of the Game, League Division, Home/Visitor Team, Type of Game, Length of Game and Date of Game. If the periods are stopped time, circle the 'STOP' option; if it is running time, do not circle 'Stop'

Before the game starts, present the gamesheet to the referees so they can go over the information. Draw to the Referees attention any case which does not comply with the rules. This would include any time a team lists more than the maximum number of players or when a team lists more than five (5) team officials – rule 9 (c), 16 (a, b).

During the Game

During the game you will be responsible for running the clock, putting the information on the clock and documenting all the game details on the game sheet. In any dispute regarding time, refer the matter to the Referee for a final decision.

You are responsible for informing all players who are serving penalties on when they are able to leave the penalty box specifically in the cases of misconducts, coincidental, delayed penalties, etc. You do not have to open the penalty doors at the end of a player's penalty but it is advised you close the door to ensure there are no injuries/incidents

When recording double minor penalties ensure that they are recorded as TWO SEPARATE penalties on two separate lines.

Watch for the three (3) stick infraction rule and notify the referee immediately if player receives 3 of the following five (5) stick infractions: Double Minor penalties for butt-ending and spearing only count as one stick infraction.

- Slashing
- Spearing
- Butt-ending
- High sticking
- Cross-checking

End of Game

Make sure you have filled in all the fields on the gamesheet for both penalties and goals.

Turn off the clock and bring the gamesheet to the referee room. After double-checking your work, present the gamesheet to the referee, who will then establish everything is documented correctly and sign in the appropriate fields

After the gamesheet has been signed by the referees, you will need to distribute the copies to both teams. Distribution goes as follows:

- The white and yellow copies go to the home team.
 - NOTE: In the case of a game misconduct, the referee will take the white copy and only the yellow copy will go to the home team
- The pink copy goes to the visiting team

Timing of the Games

All house league games have a three (3) minute warm-up with periods of 10 minutes, 10 minutes, and 12 minutes

All competitive games excepting Bantam AA, Midget A, Midget AA and Intermediate AA have a three (3) minute warm-up with periods of 10 minutes, 10 minutes, and 12 minutes

- Bantam AA and A have a three (3) minute warm-up with periods of 15 minutes, 15 minutes, and 15 minutes

- Midget AA and Midget A have a three (3) minute warm-up with periods of 15 minutes, 15 minutes, and 20 minutes
- Intermediate AA has a five (5) minute warm-up with periods of 15 minutes, 20 minutes, and 20 minutes. There is a 15 minute running time intermission between the second and third periods.

In stopped time, minor penalties are two (2) minutes, major penalties are five (5) minutes, misconducts are ten (10) minutes and game misconducts are recorded as ten (10) minutes. In running time, minor penalties are three (3) minutes, major penalties are seven (7) minutes, misconducts are twelve (12) minutes and game misconducts are recorded as twelve (12) minutes.

NOTE: In running time, penalties do not go up on the board until the puck has dropped

Pay Rates

Tier 1: \$11/game	House League: Novice, Atom, Peewee Competitive: Novice, Atom, Peewee
Tier 2: \$13/game	House League: Bantam Competitive: Bantam BB, Bantam B, Bantam C
Tier 3: \$14/game	House League: Midget Competitive: Midget BB, Midget B, Midget C
Tier 4: \$19/game	Competitive: Bantam AA, Bantam A
Tier 5: \$21/game	Competitive: Midget AA, Midget A
Tier 6: \$29/game	Competitive: Intermediate AA

Note: Travel Fee: \$5 for any arenas outside the Nepean area. Except for Kemptville which is \$10

Nepean Arenas

- Walter Baker
- Bell
- Minto Recreation Centre
- Nepean Sportsplex
- Merivale
- Barbara Ann Scott

Arenas Applicable for Travel Fee

- Dulude
- Carleton University
- Brewer
- Bell Sensplex
- KRC
- University of Ottawa
- Tom Brown
- GRC
- Richcraft Sensplex
- Kemptville

Game Report Language

Clarity and brevity are important.

Print clearly and firmly. You are making multiple copies.

Goals and Assists

Do not record players name but use only the number. A common code is:

SHG short-handed goal

PPG power play goal

ENG empty net goal

Penalties

Record the numbers only.

Penalty Coding

2	Minor Penalty (2 Minutes)	GM	Game Misconduct Penalty
5	Major Penalty (5 Minutes)	GRM	Gross Misconduct Penalty
10	Misconduct Penalty (10 Minutes)	MP	Match Penalty
M	Misconduct Penalty (10 Minutes)	GE	Game Ejection

Minor and Major Penalty – Abbreviations

AGG	Aggressor	HO	Holding
BC	Body Checking	HP	Handling the Puck
BDG	Boarding	HS	High Sticking
BM	Bench Minor	IE	Illegal Equipment
BRS	Broken Stick	IP	Ineligible Player
BUTT	Butt Ending	INS	Instigator
CC	Cross Checking	INT	Interference
CFB	Checking from Behind	INTGT	Interference/Protection of Goalie
CHG	Charging	KNE	Kneeing
HC	Head Contact	LPB	Leaving Penalty Bench
DE	Dangerous Equipment	PS	Penalty Shot
DG	Delay of Game	RAW	Roughing After the Whistle
ELB	Elbowing	RH	Removes Helmet
FI	Fighting	RO	Roughing
FLPB	First to Leave Players'/Penalty Bench	SL	Slashing
FMSK	Face Masking	SP	Spearing
FOP	Falling on the Puck	TMP	Too Many Players
GLC	Goalie Leaving Crease	TR	Tripping
HB	Head Butting	TS	Throwing the Stick
HKG	Hooking	USC	Unsportsmanlike Conduct

Note: Stick infractions (cross-checking, high sticking, slashing, butt-ending and spearing) should be indicated with a circle around the offending players number in the penalties section of the Official Game Report (e.g. (10) Slashing.) By doing so, you will be able to easily notify the Referee once a player has received his/her third stick infraction in the same game. Double Minor penalties for butt-ending and spearing only count as one stick infraction.

Ice Management System (IMS)

Overview

The IMS has been updated to include Time Keeping utilities for the upcoming season with the existing NGHA policy. If you have any questions/comments/errors please send an email to timekeeper@ngha.ca. Outside of the initial email the IMS does not send email notifications so be sure to log in frequently to check your schedule. The system can be accessed from any computer with Internet access. To log in go to: <http://ngha.ca/ice/admin/adminlogin.asp>

Obtaining Authorization

You will receive an email with your user name and password for the IMS from the Time Keeper Administrator (TKA) once you have been hired by the NGHA.

Home page

Each time you enter IMS you will see:

- System notices
- Your next assignment date, time and location
- Your NGHA team info, sister's NGHA team info and arena preferences.

Updating your Contact Information

My Profile: Will allow you to change any of your contact information, including User name and Password

Viewing your Time Keeping Schedule

Schedule → My Schedule: Displays assignments between date ranges. VIEW all assignment details by clicking corresponding '>>' button.

Return Request: If you are unable to make an assignment you can make a return request from the details page of an assignment. You will be notified via the system notices when the TKA approves or denies your request.

Submit Blackout Dates to the TKA

Schedule → Blackout Dates: Enter dates and reason that you know you cannot time keep on. If you play in the NGHA you do not need to enter your team's schedule. You must enter out of town tournaments and exhibition games as blackouts. You will be notified via the system notices when the TKA approves or denies your request.

Invoices

Invoices → My Invoices: See your invoices with an assignment listing.

Contacting IMS Users

Utilities → Contact System Users: IMS Users can use this tool to communicate via system notices.

Penalty Scenarios

Minor Penalties

What happens to the player in the penalty box when a goal is scored?

Calling a Minor penalty and sending the player to the box for two minutes is easy for a Referee to do. If nothing happens in the next two minutes of playing time, the penalty will be over and the player will return to the ice. If a goal is scored against the short-handed team, the player will return to the ice, the remaining time to be served by the Minor penalty is cancelled by the goal.

Problems do arise though when some of the following situations occur:

- A player gets a double Minor and a goal is scored.
- Players from the same team go off together - goals are scored
- A team has more than 2 players in the box - when do penalties start? - who returns when a goal is scored against this team?

These are only some possible situations. The following are 35 examples of different situations that can arise which may present problems to the Referee and penalty timekeeper. Both these people must be confident enough to handle the situation properly.

Penalized team and player	Penalty type & length	Time of penalty	Time of goal(s)	Time penalized player(s) returns to the ice
1 Team B #7	Slash 2 min	3:00	Team A scores at 1:40	Team B #7 returns to the ice at 1:40.
2 Team B #7	Trip 2 min + Interf 2 min	8:00	Team A scores at 6:15	No player returns to the ice. #7 starts serving the second penalty at 6:15.
3 Team B #7	Trip 2 min + Interf 2 min	8:00	Team A scores at 5:30	Team B #7 returns to the ice at 5:30 because goal scored was scored during second penalty.
4 Team B #7	Trip 2 min + Interf 2 min	8:00	Team A scores at 6:15 & 5:00	No player returns on the first goal. Second penalty starts at 6:15 and #7 returns to the ice at 5:00.
5 Team B #7	Trip 2 min + Interf 2 min	8:00	Team A scores at 6:00	Team B #7 returns to the ice at 6:00.
6 Team B #15 Team B #18	Trip 2 min Hold 2 min	5:00 4:00	Team A scores at 3:30	Team B #15 returns to the ice at 3:30.
7 Team B #7 Team B #9 Team B #12	Trip 2 min Hold 2 min Interf 2 min	8:00 7:20 7:00	Team A scores at 5:50	Team B #9 returns to the ice at 5:50. Team B #12 penalty starts at 6:00.
8 Team B #7 Team B #9 Team B #12	Trip 2 min Hold 2 min Interf 2 min	8:00 7:20 7:00	Team A scores at 6:50	Team B #7 returns to the ice at 6:50. Team B #12 penalty starts at 6:50.
9 Team B #7	Trip 2 min	8:00	Team A	Team B #7 penalty is up at 6:00 and #9

	Penalized team and player	Penalty type & length	Time of penalty	Time of goal(s)	Time penalized player(s) returns to the ice
	Team B #9	Hold 2 min	7:20	scores at 6:00	returns to the ice at 6:00 and #12's penalty starts at 6:00.
	Team B #12	Interf 2 min	7:00		
10	Team B #6	Trip 2 min	4:30	Team A scores at 1:30	Team B #14 and #19 both return to the ice at 1:30 as #14's penalty was up and the goal washes out #19's penalty.
	Team B #14	Hook 2 min	4:00		
	Team B #19	Interf 2 min	3:00		
11	Team A #5	Trip 2 min	8:20	Team A or B scores at 7:20	No player returns to the ice.
	Team B #11	Interf 2 min	8:00		
12	Team A #4	Trip 2 min	8:20	Team A scores at 6:20	Team B #11 returns to the ice at 6:20.
	Team B #11	Interf 2 min	8:00		
13	Team A #6	Trip 2 min	4:00	Team B scores at 2:30	Team A#6 returns to the ice at 2:30.
	Team A #17	Interf 2 min	3:30		
	Team B #11	Hook 2 min	3:00		
14	Team A #6	Trip 2 min	3:30	Team B scores at 2:00	Team A #6 returns to the ice at 2:00.
	Team A #17	Rough 2 min	3:00		
	Team B #11	Rough 2 min	3:00		
15	Team A #6	Trip 2 min	4:00	Team B scores at 3:00	Team A #17 returns to the ice at 3:00.
	Team B #11	Hook 2 min	4:00		
	Team A #17	Interf 2 min	3:30		
16	Team B #8	High St 5 min + Trip 2 min	11:00	Team A scores at 7:00	No change. Penalties remain the same as player #8 is still serving the Major.
17	Team B #8	High St 5 min + Trip 2 min	13:30	Team A scores at 7:00	Team B #8 returns to the ice at 7:00 since Major expired and Minor is washed out with scoring of goal.
18	Team B #8	High St 5 min + Trip 2 min	12:00	Team A scores at 7:00	Team B #8 returns to the ice at 7:00.
19	Team B #10	Board 5 min	6:30	Team A scores at 5:45	Team B #12 returns to the ice at 5:45.
	Team B #12	Trip 2 min	6:00		
20	Team B #10	Trip 2 min	6:30	Team A scores at 5:45	Team B #10 returns to the ice at 5:45.
	Team B #12	Board 5 min	6:00		
21	Team B #7	High St 5 min	5:00	Team A scores at 3:00	Team B #5 returns to the ice at 3:00 and #8 penalty starts at 3:00.
	Team B #5	Trip 2 min	4:20		
	Team B #8	Interf 2 min	4:00		
22	Team B #7	High St 5 min	5:00	Team A scores at 2:20	Team B #5 penalty is up and #8 returns to the ice at 2:20.
	Team B #5	Trip 2 min	4:20		
	Team B #8	Interf 2 min	4:00		
23	Team B#9	High St 5 min	4:00	Team A scores at 2:30	Team B#11 returns to the ice Team A scores and the delayed penalty to Team B is assessed
	Team B #11	Trip 2 min	3:00		
	Team B	Delayed penalty			

Penalized team and player	Penalty type & length	Time of penalty	Time of goal(s)	Time penalized player(s) returns to the ice
24 Team A #2 Team B #11	High St 5 min Trip 2 min	3:15 3:00	Team A scores at 1:15	No player returns to the ice
25 Team A #6 Team A #17 Team B #11	Trip 2 min High St 5 min Interf 2 min	4:00 3:30 3:00	Team B scores at 2:30	Team A #6 returns to the ice at 2:30.
26 Team A #6 Team A #17 Team B #11	High St 5 min Interf 2 min Trip 2 min	4:00 3:30 3:00	Team B scores at 2:30	Team A #17 returns to the ice at 2:30.
27 Team A #7 Team B #15 Team A #23	High St 5 min Trip 2 min Slash, 2 min	5:00 4:30 4:00	Team B scores at 3:30	Team A # 23 returns to the ice at 3:30.
28 Team A #6 Team B #11 Team A #23	High St 5 min Trip 2 min Slash 2 min	3:30 3:30 3:00	Team B Scores at 2:00	Team A #23 returns to the ice at 2:00.
29 Team A #6 Team B #11 Team A #16	High St 5 min Trip 2 min Hook 2 min	4:00 3:00 3:00	Team B scores at 2:30	No player returns to the ice on the goal. Team B #11 and A #16 are coincident Minor penalties.
30 Team A #7 Team B #15 Team A #23 Team A	High St 5 min Trip 2 min Slash 2 min Delayed penalty	5:00 4:30 4:00	Team B scores at 3:30	Team A #23 returns to the ice at 3:30. The delayed penalty to Team A is assessed.
31 Team A#7 Team B#15 Team A#23 Team A	High St 5 min Trip 2 min Slash 2 min Delayed penalty	4:30 4:00 4:00	Team B scores at 3:00	Team B No player returns on the goal, but the scores delayed penalty on the ice is washed at 3:00 out Team B #15 and team A #23 are coincident Minor penalties
32 Team A #6 Team B #11 Team A #17	Trip 2 min Hook 2 min High St 5 min	3:30 3:30 3:10	Team B scores at 2:40	No player returns to the ice on the goal Team A #6 and team B #11 are coincident Minor penalties.
33 Team A #6 Team B #11 Team A #17	Trip 2 min Hook 2 min High St 5 min	3:30 3:00 3:00	Team B scores at 2:00	Team A #6 returns to the ice at 2:00.
34 Team A #6 Team B #11 Team A #17	High St 5 min Slash 5 min Trip 2 min	4:00 3:30 3:00	Team B scores at 2:30	Team A #17 returns to the ice at 2:30.
35 Team A #6 Team B #11 Team A #17	High St 5 min High St 5 min Trip 2 min	3:30 3:00 3:00	Team B scores at 2:00	Team A #17 returns to the ice at 2:00.

Coincidental Penalty

In cases where Minor penalties are assessed at the same time to more than one player from the same team, those penalties shall be served in order of occurrence. This does not apply when the coincident Minor penalty rule is applied.

Under this coincident Minor penalty rule you would cancel as many penalties as possible - only the difference is served.

Action:

When canceling penalties the following guidelines will be used in the order given:

- **M** Always cancel as **Many** penalties as possible.
- **O** Cancel in a way to make the team only **One** player short.
- **T** Cancel in a way to avoid **Taking** an extra player off the ice.
- **O** Cancel using the **Order** of penalty occurrence, or in the order that they were reported by the Referee.

Examples that define the action steps:

Penalized team and player	Penalty length	Time of penalty	Interpretation
1. Team A #6	2 min.	3:00	Full strength with immediate substitution.
Team B #11	2 min.	3:00	
2. Team A #6	2 min.	3:00	Full strength with immediate substitution.
Team A #7	2 min.	3:00	
Team B #11	2 min.	3:00	
Team B #12	2 min.	3:00	
3. Team A #6	2 min.	3:00	Full strength with immediate substitution.
Team A #7	2 min.	3:00	
Team B #11	2+2 min.	3:00	
4. Team A #6	2 min.	3:00	Team A will play 1 player short Team A #7 will serve the time penalty Order of occurrence serves as the guide for canceling.
Team A #7	2 min.	3:00	
Team B #11	2 min.	3:00	
5. Team A #6	2 min.	3:00	Team B will play 1 player short Team B #11 must serve the time penalty to avoid taking another player off the ice.
Team A #7	2 min.	3:00	
Team B #11	2 min.	3:00	
Team B # 12	2+2 min.	3:00	
6. Team A #6	2 min.	3:00	Team B will play 1 player short A player off the ice to serve the extra Minor.
Team B #11	2+2 min.	3:00	
7. Team A #6	2 min.	3:00	Team B will resume play with 1 player short for 4 minutes Team B #11 will serve the time penalties in order to place Team B only1 player short.
Team B #11	2+2 min.	3:00	
Team B #12	2 min.	3:00	

Variations of Coincidental Minor Penalties

Penalized team and player	Penalty length	Time of penalty	Time of Goal	Interpretation
1. Team A #7 Team B #8 Team A #8	2 min. 2 min. 2 min.	3:30 3:30 3:00	Team B scores at 2:30	Team A #8 returns at 2:30. The coincident Minor penalties to Team A #7 and Team B #8 did not cause the team to be shorthanded.
2. Team A #8 Team A #9 Team B #15 Team B # 24	2+2 min. 2 min. 2 min. 2 min.	3:00 3:00 3:00 3:00		Initially Team A was to play 1 player short. Team B's second penalty results in both teams playing even 5 vs 5.
	+2 min (just prior to resuming play)	3:00		
3. Team A #8 Team B #9	5+2 min. 2 min.	3:00 3:00		The coincidental Minor penalty rule does apply Team A must place 1 player off the ice in the penalty box for 5 min Team A #8 may return to the ice on the first stoppage after 7 min.
4. Team A #8 Team B #8 Team A #9	2 min. 2 min. 5 min.	3:30 3:30 3:00	Team B scores at 2:30	No player returns. The only time penalty being served by Team A is the Major to Team A #9.
5. Team A #8 Team B #14 Team B #16	2 min. 5 min. 2+2 min.	5:00 5:00 5:00	Team A scores at 4:30	Team B places a second player off the ice in the penalty box to serve the extra Minor to #16. This second player returns to the ice at 4:30. Team B #16 starts serving the second penalty, returning to the ice on the first stoppage of play after 2:30.
6. Team A #8 Team B #14 Team B #16	2 min. 5+2 min. 2 min.	5:00 5:00 5:00	Team A scores at 4:15	No player returns. Team B #14 is currently serving the Major penalty.
7. Team A #8 Team B #14 Team B #16	2 min. 5+2 min. 2 min.	9:00 9:00 9:00	Team A scores at 3:48	Team B #14 returns.
8. Team A #8 Team B #7	2 min. 2 min.	1:30 1:30		To avoid unnecessary confrontation at the game's end the players can be sent to the dressing room by the Referee.

Coincidental Major/Match Penalties

Guidelines for the use of this rule:

Step 1:

There must be at least one Major and/or Match penalty assessed to each team during the same stoppage of play.

Examples that define the rule:

Penalized team and player	Penalty length	Time of penalty	Interpretation
1. Team A #8	5 min.	3:00	There is at least one Major/Match penalty on each team. Therefore, the coincident Major/Match penalty rule is to be enforced.
Team B #12	5 min.	3:00	
Team B #17	5 min.	3:00	
2. Team A #6	5 min+Match	3:00	There is at least one Major/Match penalty on each team. Therefore, the coincident Major/Match penalty rule is to be enforced.
Team B #12	5 min.	3:00	
3. Team A #3	5 min.	3:00	There is at least one Major/Match penalty on each team. Therefore, the coincident Major/Match penalty rule is to be enforced.
Team A #8	5+5+G.M.	3:00	
Team A #17	5+2 min.	3:00	
Team B # 12	5+5+G.M.	3:00	
Team B #17	5+5+G.M.	3:00	
4. Team A #7	2+2 min.	3:00	The basic condition of a minimum of one Major/Match penalty per team is not met. All penalties are to be served as time penalties, with both teams playing short-handed.
Team B #4	5 min.	3:00	

Therefore, when the summary of penalties has been given to the penalty timekeeper, as long as you have at least one Major and/or Match penalty assessed to each team, you may apply this rule.

Step 2:

Cancel out as **Many** Major/Match penalties on each team as possible.

Cancel in a way to make the team **One** player short.

Cancel in a way to avoid **Taking** another player off the ice.

Cancel using the **Order** of penalty occurrence, or in the order that they were reported by the Referee.

Example of Step 2:

Note: A player must serve the total of assessed time, except if a goal is scored against the team which would wash out part of the Minor penalty in certain cases.

A player involved in the coincident Major/Match penalty rule must proceed to the dressing room and may need to be replaced by a substitute on the penalty bench. A substitute would be required on the penalty bench when a time penalty is to be served and the penalized player has been assessed Misconduct or other penalty where he/she has been removed from the game.

Penalized team and player	Penalty length	Time of penalty	Interpretation
1. Team A #8	5+5+G.M.	3:00	The two Major penalties to team A #8 are to be canceled out against the Major penalties to team B #12 and #17. Therefore, there is immediate substitution for all Major penalties.
Team B #12	5 min.	3:00	
Team B #17	5 min.	3:00	







Penalized team and player	Penalty length	Time of penalty	Interpretation
2. Team A #12	5 min.	3:00	Immediate substitution on the ice for team A #12 & #4, and team B #16Team A #19 will serve the Minor penalty in the usual manner and team A will play short-handed one player for two minutes. Team B will have to send a player (from the ice) to serve team B #4's outstanding Major, and play short-handed for 5 minutes.
Team A #4	5+2 min.	3:00	
Team A #19	2 min.	3:00	
Team B #4	5+5+G.M.	3:00	
Team B #16	5+2 min.	3:00	
3. Team A #3	5 min.	3:00	Immediate substitution for team A=s #3 & #8, team B=s #12 & #17. Team A will have to send a player (from the ice) to serve #17's outstanding Minor penalty and play short-handed one player for two minutes.
Team A #8	5+5+G.M.	3:00	
Team A #17	5+2 min.	3:00	
Team B #12	5+5+G.M.	3:00	
Team B #17	5+5+G.M.	3:00	
4. Team A #3	2 min.	3:00	The first step is to cancel out both Majors, according to the coincident Major/Match penalty rule.
Team A #6	5 min.	3:00	
Team B #7	2 min.	3:00	
Team B #9	5 min.	3:00	
(You are then left with the following)			
Team A #3	2 min.	3:00	One Minor penalty left to each team. Those two may be canceled out, according to the coincident Minor penalty rule, therefore, there is immediate substitution for all players.
Team B #7	2 min.	3:00	
5. Team A #3	2 min.	3:00	Immediate substitution for all players.
Team A #6	5 min.	3:00	
Team B #7	5+2 min.	3:00	
6. Team A #3	2 min.	3:00	Immediate substitution for all players.
Team A #6	5+2 min.	3:00	
Team B #7	5+2 min.	3:00	
Team B #9	2 min.	3:00	
7. Team A #3	2 min.	3:00	Majors cancel out. Cancel Minor to Team A #6 & Team B #7. Team A #3 serves Minor penalty in the normal manner.
Team A #6	5+2 min.	3:00	
Team B #7	2 min.	3:00	
Team B #9	5 min.	3:00	
8. Team A #3	2 min.	3:00	Minors cancel out. The Major must be served, as the coincident Major/Match penalty rule does not apply.
Team A #6	5 min.	3:00	
Team B #7	2 min.	3:00	
9. Team A #3	2+2 min.	3:00	Majors cancel out. Cancel one Minor to Team A #3 and Team B #7. Team A will have to send a player from the ice to serve Team A #3's second Minor.
Team A #6	5 min.	3:00	
Team B #7	2 min.	3:00	
Team B #9	5 min.	3:00	
10. Team A #3	5+2 min.	3:00	The first step is to cancel out all Major penalties and all coincident penalties of equal duration including a Major on each team. The result is that one Minor penalty is left to each team. Those two may be canceled out, according to the coincident Minor penalty rule and there
Team A #6	5 min.	3:00	
Team A #20	5+2+2	3:00	
Team B #7	5+5+2+G.M.	3:00	
Team B #9	5+2 min.	3:00	







Penalized team and player	Penalty length	Time of penalty	Interpretation
Team B #22	2 min.	3:00	is immediate substitution for all players.
11. Team A #6	2 min.	3:00	Immediate substitution - teams at full strength.
Team A #7	5 min.	3:00	
Team B #7	5+2 min.	3:00	
12. Team A #6	5+2 min.	3:00	Team B to resume play 1 player short for 7 min.
Team A #7	5 min.	3:00	
Team B #11	5+2+2 min.	3:00	
Team B #12	5+5+G.M.	3:00	
13. Team A #6	5 min + Match	3:00	Immediate substitution - both teams at full strength.
Team B #12	5 min.	3:00	
14. Team A #6	5+5+G.M.	3:00	Immediate substitution - both teams at full strength.
Team B #12	5 min.	3:00	
Team B #11	5 min.	3:00	
15. Team A #6	5 min.	3:00	Team A to resume play 1 player short. Team A #7 to serve the time penalty - order of occurrence or as reported to the timekeeper.
Team A #7	5 min.	3:00	
Team B #12	5 min.	3:00	
16. Team A #6	5+5+G.M.	3:00	Team A will play 1 player short for 5 min. Team A must take a player off the ice to serve the time penalty.
Team B #12	5 min.	3:00	
17. Team A #6	5+2 min.	3:00	Immediate substitution - both teams at full strength.
Team B #7	5+2 min.	3:00	
18. Team A #6	5+2 min.	3:00	Immediate substitution - both teams at full strength.
Team B #7	5 min.	3:00	
Team B #8	2 min.	3:00	
19. Team A #6	5+2 min.	3:00	Immediate substitution - both teams at full strength.
Team A #7	5+2 min.	3:00	
Team B #8	5+5+G.M.	3:00	
Team B #9	2+2 min.	3:00	
20. Team A #3	5 min.	3:00	Team A will resume play 1 player short for 2 min Team A #6 will serve the time penalty - order of occurrence.
Team A #4	2 min.	3:00	
Team A #6	2 min.	3:00	
Team B #7	5 min.	3:00	
Team B #8	2 min.	3:00	
21. Team A #3	5+2 min.	3:00	Immediate substitution - both teams at full strength.
Team A #4	5 min.	3:00	
Team A #6	5+2+2 min.	3:00	
Team B #7	5+5+2+G.M.	3:00	
Team B #8	5+2 min.		
Team B #9	2 min.	3:00	







Other Examples of the Coincidental Major/Match penalty







Penalized team and player	Penalty length	Time of penalty	Time of Goal	Interpretation
1. Team A #3 Team B #7	5+G.M. 5+G.M.	3:00 3:00		Immediate substitution for both players. Neither team is required to send a player to the penalty bench for the Major.
2. Team A #9 Team B # 14	5+G.M+2 min 5+G.M min.	11:40 11:40	Team B scores at 11:25	Immediate substitution is permitted for Team B #14. Team A is required to send a player (from the ice) to the penalty bench to serve the Minor penalty assessed to Team A #9. The Minor starts at 11:40. With the goal, the Minor penalty being served is washed out.
3. Team A #6 Team A #7 Team B #11	5+2 min. 5 min. 5 min.	3:00 3:00 3:00		Team A will play 1 player short Team A #7 will cancel with Team B #11 to place Team A only 1 player short for 7 min.
4. Team A #6 Team A #7 Team A #8 Team B #7 Team B #8	5 min. 5+2+2 min. 2 min. 5+2 min. 5+5+G.M.	3:00 3:00 3:00 3:00 3:00		Team A and B will resume play both 1 player short. Team A will need a player off the ice for 4 min. Team B will need a player off the ice to serve 5 min.
5. Team A #6 Team A #7 Team A #8 Team B #11 Team B #12	5+2 min. 5 min. 5 min. 5+5+2+ 2+G.M. 5+5+G.M.	3:00 3:00 3:00 3:00 3:00		Team B will start 1 player short. Team B must take 1 player off the ice for 7 min. The Major to be served first.
6. Team A #6 Team A #7 Team A #8 Team B #11 Team B #12	5 min. 5+2 min. 2 min. 5+5+G.M. 5 min.	3:00 3:00 3:00 3:00 3:00		Team B will start 1 player short, # 12 for 5 min. Team A will start 2 players short. One player off the ice to serve the Minor penalty assessed to Team A #7 as well as #8 who will serve a 2 minute time penalty.
7. Team A #3 Team A #6 Team A #9 Team B #7 Team B #8 Team B #9 Team B #10	5+2 min. 5 min. 5+2+2 min. 2 min. 5+2 min. 2 min. 5+5+2+G.M.	3:00 3:00 3:00 3:00 3:00 3:00 3:00		Team B will resume play 1 player short. Team B #9 will serve the time penalty. The Minors to Team B #8 and #10 must be canceled to avoid taking another player off the ice. Team B #9 serves the time penalty - not #7 - order of occurrence.






Referee Signals

Boarding Striking the clenched fist of one hand into the open palm of the opposite hand in front of the chest.	
Body Checking Open palm of the non-whistle hand, with fingers together, comes across body on to the opposite shoulder.	
Butt-Ending A cross motion of the forearms, one moving under the other.	
Charging Rotating clenched fists around one another in front of the chest.	
Checking from Behind A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest at shoulder level.	
Checking to the head: A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest at shoulder level.	





































<p>Cross-Checking</p> <p>A forward and backward motion of the arms with both fists clenched, extending from the chest for a distance of about 30 centimetres (one foot).</p>	
<p>Delayed Calling of Penalty</p> <p>Extending the non-whistle arm fully above the head.</p>	
<p>Delayed Off-Side</p> <p>Non-whistle arm fully extended above the head. To nullify a delayed off-side the Linesman shall drop the arm to the side.</p>	
<p>Elbowing</p> <p>Tapping either elbow with the opposite hand.</p>	
<p>Goal Scored</p> <p>Point directly at the goal with an open hand when the puck has legally entered the net.</p>	
<p>High Sticking</p> <p>Holding both fists clenched, one immediately above the other at the height of the forehead.</p>	

<p>Holding</p> <p>Clasping either wrist with the other hand in front of the chest</p>	
<p>Holding the Stick</p> <p>Two stage signal involving the holding signal (shown at left) followed by a signal indicating you are holding onto a stick with two hands in a normal manner.</p>	
<p>Hooking</p> <p>A tugging motion with both arms as if pulling something from in front toward the stomach.</p>	
<p>Icing the Puck</p> <p>The back Referee or Linesman signals a possible icing by fully extending the back arm over her head. The arm should remain raised until the front Referee or Linesman, either blows the whistle to indicate an icing or until the icing is washed out. Once the icing has been completed, the back official will then point to the appropriate face-off spot and skate to it.</p>	
<p>Interference</p> <p>Crossing arms stationary in front of the chest.</p>	
<p>Kneeing</p> <p>Slapping either knee with the palm of the hand while keeping both skates on the ice.</p>	

<p>Match Penalty</p> <p>Patting flat of the hand on the top of the head.</p>	
<p>Misconduct</p> <p>Both hands on hips.</p>	
<p>Penalty Shot</p> <p>Arms crossed above the head. Give the signal upon stoppage of play.</p>	
<p>Red Line Off-Side Pass</p> <p>The back Linesman or Referee who is positioned at or near the blue line will signal if the pass originated inside the blue line with the following signal: with arm extended at shoulder level, the official will point toward the centre red line.</p>	
<p>Roughing</p> <p>Fist clenched and arm extended out to the front or side of the body.</p>	
<p>Slashing</p> <p>A chopping motion with the edge of one hand across the opposite forearm.</p>	

<p>Spearing</p> <p>Jabbing motion with both hands thrust out immediately in front of the body and then hands dropped to the side of the body.</p>	
<p>Tripping</p> <p>Striking leg with hand below the knee, keeping both skates on the ice.</p>	
<p>Unsportsmanlike Conduct</p> <p>Using both hands to form a T in front of the chest.</p>	
<p>Wash Out</p> <p>A sweeping sideways motion of both arms across the front of the body at shoulder level with palms down. This signal is used:</p> <ul style="list-style-type: none"> a. by the Referee to signal no goal b. by the Linesman to signal no-icing c. in certain situations no off-side. 	
<p>Line Change Procedure</p> <p>The arm should be raised toward the Visiting Team bench not towards the stands. With the arm still raised, the Referee shall then look to the Home Team players bench making eye contact with the coach. The Referee shall again allow a five second period during which the Home Team may make a player(s) change. The Referee shall then drop the arm to indicate that the Home Team may no longer change.</p>	

Score Clock at Dulude, McNabb, & Brewer Park

Home 	GUEST 								
SCORE		AUTO HORN			MAN. HORN				
		NEW GAME			ABORT FUNCT.				 + ADV.
	TIME OUT		INTER-MISS			SET TIMER			 - BACK
	PENALTY & STATS		PERIOD			TIME OF DAY			 CLEAR
	SHOTS		PEN. RUN			PEN. HOLD			 D RECALL
	TEAM NAMES		TIMER RUN			TIMER HOLD	ALT PEN. ENTER		

Start a New Game

1. Press NEW GAME key.
2. Press CLEAR key.
3. The clock display screen will ask for timer direction (usually already set for Down).
4. Press ENTER key.
5. Enter # of period (i.e. 1, 2 or 3) using number keys.
6. Press ENTER key.
7. Enter length of period (in minutes – 2 digits only)(i.e. 05 or 15)
8. Press ENTER key.
9. Press ENTER key.

Enter Period

1. Press PERIOD key.
2. Enter # of period (i.e. 1, 2 or 3) using number keys.
3. Press ENTER key.
4. Enter length of period (in minutes – 2 digits only)(i.e. 05 or 15)
5. Press ENTER key.

Start and Stop Clock

1. Press TIMER RUN key to start the clock.
2. Press TIMER HOLD key to stop the clock.

Enter a Score

1. Press HOME SCORE key (yellow button) or GUEST SCORE key (blue button).
2. The clock display screen should increment the score by 1.
3. Press ENTER key to accept that score.

Edit the Score

1. Press RECALL key (right side of number pad).
2. Press HOME SCORE key (yellow button) or GUEST SCORE key (blue button).
3. Press CLEAR key.
4. Enter the correct score using number keys (i.e. 2).
5. Press ENTER key.

Enter a Penalty

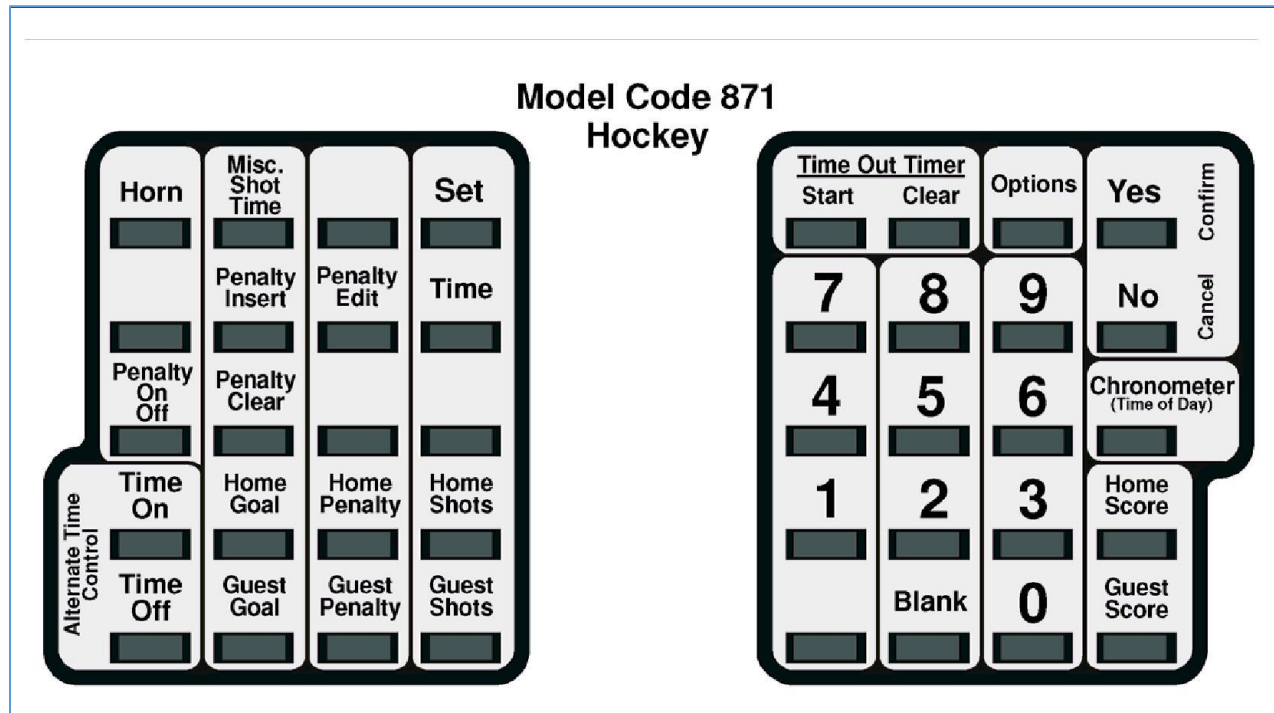
1. Press HOME PENALTY key (yellow button) or GUEST PENALTY key (blue button).
2. The clock display screen will display H-Penalty at N:NN or G-Penalty at N:NN where N:NN is the time on the clock when the penalty key was pressed.
3. Press ENTER key.
4. Enter the length of the penalty in minutes (in full minutes – i.e. 2 for 2:00 min).
5. Press ENTER key.
6. Enter the player number (2 digits only - i.e. 02 or 15).
7. Press ENTER key.
8. Press ENTER key to set penalty. The penalty clock will start once the timer is run.

Cancel a Penalty

1. Press RECALL key (right side of number pad).
2. Press HOME PENALTY key (yellow button) or GUEST PENALTY key (blue button).
3. Press RECALL key.
4. Press CLEAR key.
5. Press ENTER key.

Score Clock at Barbara Ann Scott & KRC

All of the NEVCO clocks operate in a similar manner these instructions can be used as a basis for other models.



Start a New Game

1. Turn clock on (button on right side of unit). If clock is already on, turn unit off then on.
2. PROMPT: START WHERE TURNED OFF LAST?
3. Press **No** key.
4. PROMPT: GO TO A BOOKMARK?
5. Press **No** key.
6. PROMPT: ENTER YOUR MODEL CODE
7. Enter **871**, using numbers keys. Do Not Press **Yes**.
8. The word "Hockey" will display briefly.
9. PROMPT: DO YOU WANT TO OPERATE WIRELESS? (**Note:** This prompt will not be present on all clocks.)
10. Press **Yes** key.
11. The phrase "All scoreboards" will display.
12. Press **Yes** key.
13. PROMPT: DO YOU WANT TO USE PENALTY TIME OUT?
14. Press **No** key.
15. The time and direction it will count will display: [0.00.0 DN]

Set a New Period

1. Press **Set** key
2. Press **Time** key.
3. PROMPT: SET MM:SS.s
4. Enter length of period (i.e. 10:00.0 or 12:00.0 - you need to enter ALL digits, including all zeros).
5. Press **Yes** key.
6. PROMPT: PERIOD 0
7. Enter period number, using number keys.
8. Clock is automatically set to count down.
9. Use hand-held switch to start and stop the clock. Top button is timer run toggle and bottom button is manual horn.
10. **Note:** The Time On and Time Off keys are disabled if hand-held switch is plugged into unit.
11. **Important:** Turn timer run off at end of period or else the clock will automatically start running after you set the next period!

Enter or Edit the Score

1. Press **Set** key
2. Press **Home Score** key or **Guest Score** key
3. Enter the correct score using number keys (i.e. 1, 2, etc.)
4. Press **YES** key

Enter a Penalty

1. Press **Set** key
2. Press **Home Penalty** key or **Guest Penalty** key
3. PROMPT: PEN MM:SS
4. Enter the length of the penalty in minutes. You must enter as 2-digit minutes with zero seconds (i.e. 02:00 for 2 minute penalty)
5. Press **Yes** key
6. PROMPT: H.PLAYER# or G.PLAYER#
7. Enter 2-digit player number, using number keys (i.e. 09 or [Blank] key & 9 for Player #9)
8. Press **Yes** key
9. The penalty clock will start once the timer is run

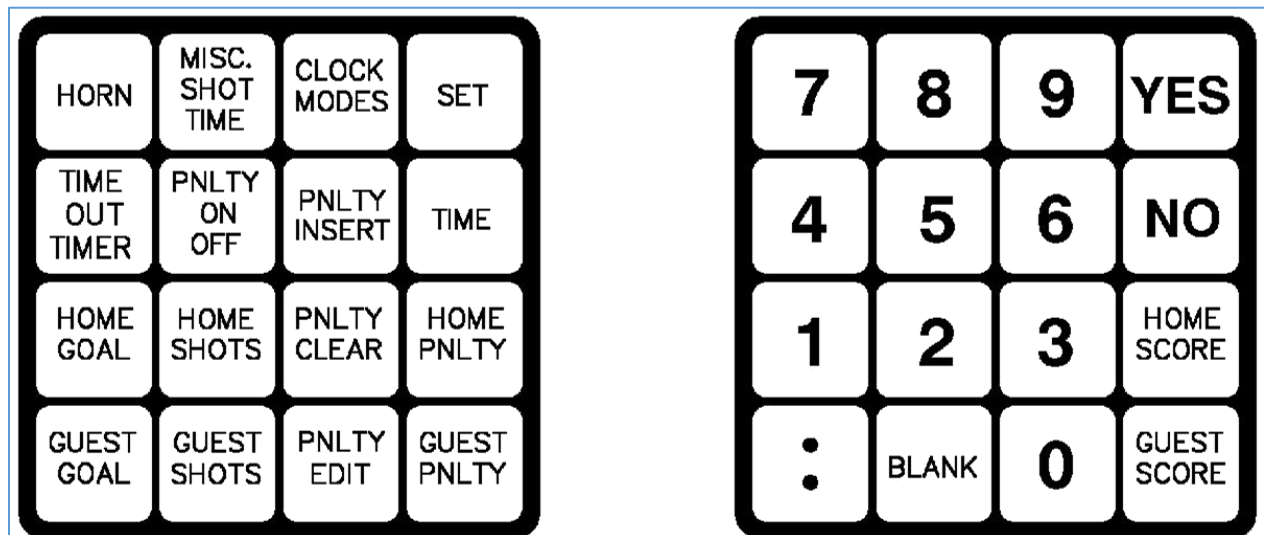
Cancel a Penalty

1. Press **Home Penalty** key or **Guest Penalty** key to recall first penalty to control.
2. Each time your press **Home Penalty** key or **Guest Penalty** key, the next penalty on the list will display.
3. Press **Penalty Clear** key.
4. PROMPT: CLEAR Y-N
5. Press **YES** key.

Score Clock at Sportsplex 1 & 3, Bell, Howard Darwin & Ottawa University

All of the NEVCO clocks operate in a similar manner these instructions can be used as a basis for other models.

Model Code # 008-3261



Start a New Game

1. Turn clock on (button on right side of unit). If clock is already on, turn unit off then on.
2. PROMPT: START WHERE TURNED OFF LAST?
3. Press **No** key.
4. PROMPT: ENTER YOUR MODEL CODE
5. Enter **008 3261**, using numbers keys. Do Not Press **Yes**.
6. The word "Hockey" will display briefly.
7. PROMPT: DO YOU WANT TO OPERATE WIRELESS? (**Note:** This prompt will only happen on the clocks at Bell & Howard Darwin)
8. Press **Yes** key.
9. PROMPT: DO YOU WANT TO USE SHOT CLOCK?
10. Press **No** key.
11. PROMPT: DO YOU WANT TO USE PENALTY TIME OUT?
12. Press **No** key.
13. The time and direction it will count will display: [0.00.0 DN]

Set a New Period

1. Press **Set** key
2. Press **Time** key.
3. PROMPT: SET MM:SS.s
4. Enter length of period (i.e. 10: or 12: - there is no need to enter all of the digits)
5. Press **Yes** key.
6. PROMPT: PERIOD 0
7. Enter period number, using number keys.
8. Clock is automatically set to count down.
9. Use hand-held switch to start and stop the clock. If there is no remote use the start stop button near the top of the clock.
10. **Note:** The start stop button near the top of the clock is disabled if hand-held switch is plugged into unit.
11. **Important:** Turn timer run off at end of period or the horn will continue to sound.

Enter or Edit the Score

1. Press **Set** key
2. Press **Home Score** key or **Guest Score** key
3. Enter the correct score using number keys (i.e. 1, 2, etc.)
4. Press **YES** key

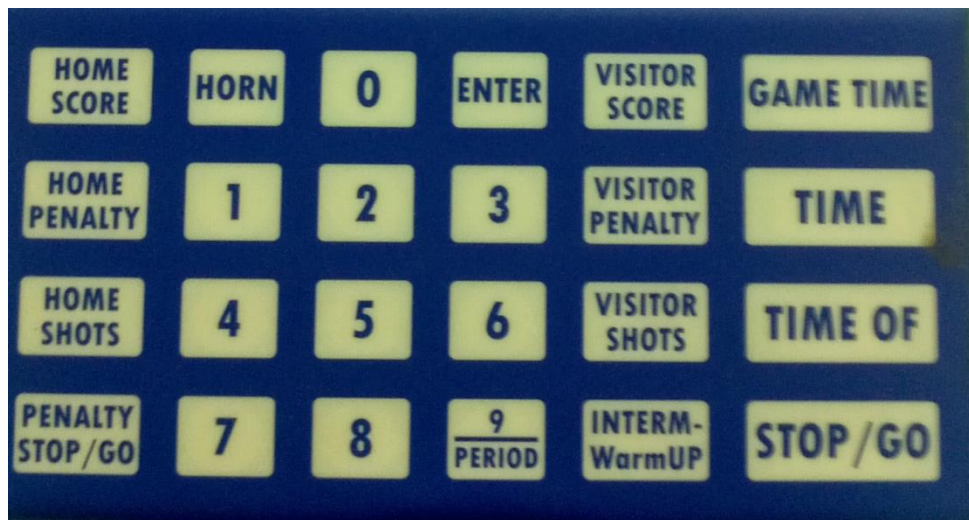
Enter a Penalty

1. Press **Set** key
2. Press **Home Penalty** key or **Guest Penalty** key
3. PROMPT: PEN MM:SS
4. Enter the length of the penalty in minutes. (i.e. 2: for 2 minute penalty or 5: for a 5 minute penalty)
5. Press **Yes** key
6. PROMPT: PLAYER
7. Enter 2-digit player number, using number keys (i.e. 09 or 10)
8. Press **Yes** key
9. The penalty clock will start once the timer is run

Cancel a Penalty

1. Press **Home Penalty** key or **Guest Penalty** key to recall first penalty to control.
2. Each time you press **Home Penalty** key or **Guest Penalty** key, the next penalty on the list will display.
3. Press **Penalty Clear** key.
4. PROMPT: CLEAR (Y-N)
5. Press **YES** key.

Clock at Goulbourn Recreation Centre Arena B



Start a New Game

1. If the scoreboard is blank or showing only time of day, it is in Display Saver mode. This is cancelled by pressing [GAME TIME] key to return to scoreboard.
2. Pressing [GAME TIME] key again clears the scoreboard
3. Repeatedly pressing [GAME TIME] key displays start times through 5, 8, 10, 12, 15, 20, 45, 60 minutes to set up common period durations.
4. Start or stop the running of the clock by pressing the [STOP/GO] key

Note: Only use the [GAME TIME] key to initially set-up the game. If you use it to set a different time for a period it will reset the clock.

Set a New Period

1. To enter a different time for a period press the [TIME] key
2. Enter the length of the period using the number pad e.g.[1][2]
3. Press [ENTER]

Note: Once the period time is selected using the [GAME TIME] key it will automatically be repeated for each period.

Note: Periods will automatically advance at the end of each period. To correct the period display, press the [9/PERIOD] when the time is stopped.

Enter the Score

1. Press [HOME SCORE] or [GUEST SCORE] key to advance the score by 1.

Edit the Score

1. Press [HOME SCORE] or [GUEST SCORE] key
2. Enter the score using the number pad e.g. [3]
3. Press [ENTER] key

Enter a Penalty

2 minute – [HPEN] or [VPEN] [ENTER][ENTER]

3 minute - [HPEN] or [VPEN] [1] or [2] (1st or 2nd penalty) [TIME][3][0][0][ENTER][ENTER]

4 minute - [HPEN] or [VPEN][TIME][ENTER][ENTER]

5 minute - [HPEN] or [VPEN] [TIME][TIME][ENTER][ENTER]

7 minute - [HPEN] or [VPEN] [TIME][TIME][TIME][ENTER][ENTER]

Note: to enter the players number on the clock press [1] to [9][9] using the key pad between the two [ENTER] keys above

Cancel a Penalty

Note: Minor Penalties will automatically be cancelled when the score is entered for the opposing team.

To correct or zero penalties [HPEN] or [VPEN] [1] or [2] (1st or 2nd penalty) [TIME] min:sec or 0 [ENT][ENT]