



TIME/SCOREKEEPER OFFICIAL'S MANUAL

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Pre-Game

Before starting a game, there should be a designated timekeeper and a designated scorekeeper. Both people will be in the timekeeper's box prior to the start of the game to set up everything. They will remain there for the duration of the game.

The timekeeper will be in charge of the score clock. The information that the timekeeper must put on the score clock is the period that the game is in, the time for each period, goals, penalties, and shots on goal. The time keeper must also start and stop the clock according to the stops and starts in play during the game.

The scorekeeper will be in charge of the game sheet. This means that they must record all of the scoring and penalty information in the correct spots on the game sheet. All of this information will be provided to the scorekeeper by the referee.

Timekeeper/Scorekeeper Check-list

Prior to each game, the timekeeper and scorekeeper should make sure that they have the following items.

- A Game Sheet
- Pens (It is always handy to have extra pens just in case)

Game Sheet Check List

Prior to each game, the timekeeper and score keeper should make sure that the game sheet contains the following:

- Each team should have a signature in the "verified by" box located by the team roster, indicating the coach has confirmed the roster as complete with only those players playing in the game.
- The team names, team roster, division, date, arena, type of game, game number, and start time are all filled out prior to the start of the game.
- Each page of the game sheet must have a copy of the team rosters (ie. if team rosters are printed off on a sticker there must be a sticker on each page)
- All coaching staff behind the bench must be listed

- If any of the above is not there please notify the referee prior to the game starting
- Time keepers please place your name **clearly** in the appropriate box

Filling out the Score Sheet

Each team has sections on the game sheet for scoring and penalties. The Home Team's sections will be filled out on the left side of the score sheet, and the Visiting Team's section will be on the right side of the score sheet. All scoring and penalty information should be filled out in the team's section.

Scoring

Each team's scoring section has the headings *Per.*, *Time*, *SC* and *Assist*. All of these sections should be filled in the by the scorekeeper.

- *Per.* refers to the period in the game that the goal is scored
- *Time* refers to the time left in the period in which the goal took place(ie. the time left on the clock)
- *SC* refers to the jersey number of the player that scored the goal
- *Assist* refers to the jersey number(s) for the one or two players that assisted the goal
- As well the following codes should be noted beside the goal
 PP=Power Play Goal SH=Short Handed Goal
 EN=Empty Net Goal

The referees will provide the scorekeepers with the information regarding which player scored and who they were assisted by. The information regarding the period and the time left in the period can be found by the scorekeeper on the score clock. For this the scorekeepers should write down the exact time left on the score clock.

Penalties

Each team's penalties section includes the headings *Per.*, *No.*, *Serv.*, *Offence*, *Min. Off*, *Start* and *On*. All of these sections should be filled in by the scorekeeper.

- *Per.* refers to the period in which the penalty occurred
- *No.* refers to the jersey number of the player that received the penalty
- *Serv.* refers to the jersey number of the player that served the penalty in the penalty box
- *Offence* refers to why the player received the penalty
- *Min* refers to the number of minutes the penalty is for
- *Off* refers to the time on the score clock that the player got off the floor for the penalty
- *On* refers to the time on the score clock that the player was allowed to go back on the floor.
- The referees will provide the scorekeepers with the information regarding which player received the penalty, which player is serving the penalty, why the player received the penalty and how many minutes the penalty is for. The information regarding the period, the time the player got off the ice, when the penalty started and when the player got on the ice can be found by the scorekeeper on the score clock. For these the scorekeeper should write down the exact time on the score clock. All abbreviations for penalties can be found on the right side of the score sheet.

Shots on Net

Shots on net must be recorded on game sheet. You can keep track of them by keeping a tally by pressing the **SHOT+1** button on the score clock. Shots on goal are recorded for all divisions. Count the shots on goal for each team in each period and enter them into the appropriate box. Add the two periods together and put this total into the Total Shots box.

End of the Game / Score Sheet Example

When the game is finished please tally up goal total for each team, and record shots on net. The referee will then verify and sign the scoresheet, and distribute copies to the Coaches and SMBHA. Please see the next page for an example of the Score Sheet.

BC BALL HOCKEY ASSOCIATION

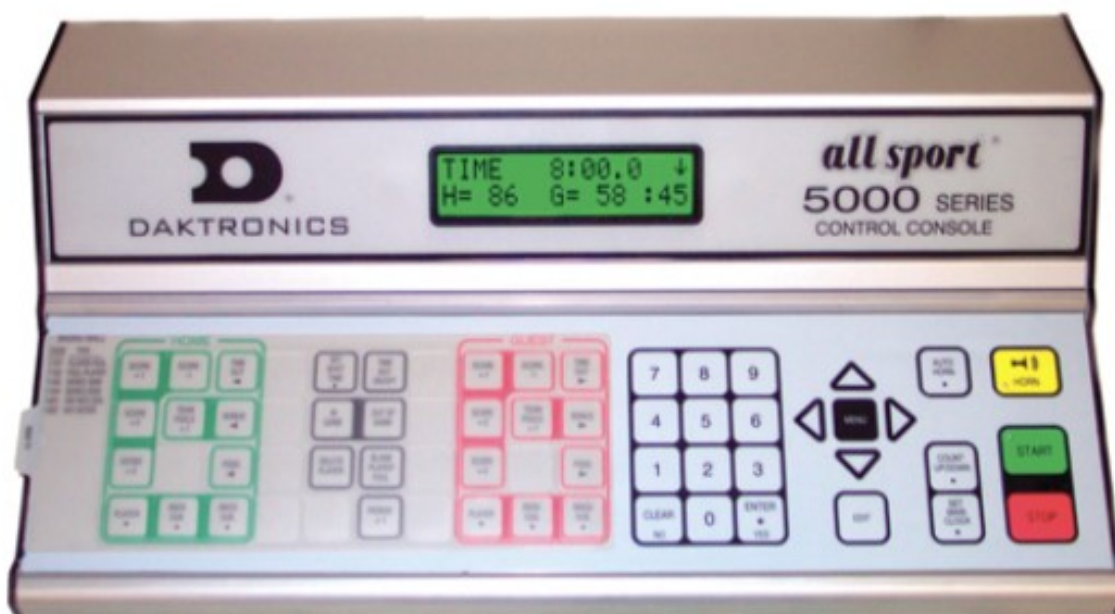
HOME TEAM										VISITING TEAM											
Team Name: SRY MN2 VIPERS										Team Name: SRY MN7 FRENZY											
Coach: [Signature]										Coach: [Signature]											
Position	Sw #	Player	Per	Scored	By	Assist	Time	PP	SH	EN	Position	Sw #	Player	Per	Scored	By	Assist	Time	PP	SH	EN
Starting Goalie	1	PLAYER	1	3	16	5	17:13				Starting Goalie	1	PLAYER	1	12	9	8	9:06	X		
	2	PLAYER	1	7	3	2	13:27			X		2	PLAYER	2	6	7	10	16:57			
	3	PLAYER	2	13	6	11	18:05					3	PLAYER	2	10	8	4	10:21			
	4	PLAYER	2	4	9	6	4:41	X				4	PLAYER	2	10	8	4	10:21			
	5	PLAYER										5	PLAYER								
	6	PLAYER										6	PLAYER								
	7	PLAYER										7	PLAYER								
	8	PLAYER										8	PLAYER								
	9	PLAYER										9	PLAYER								
	10	PLAYER										10	PLAYER								
	11	PLAYER										11	PLAYER								
	12	PLAYER										12	PLAYER								
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	14	PLAYER										14	PLAYER								
	15	PLAYER										15	PLAYER								
	16	PLAYER										16	PLAYER								
	17											17									
	18											18									
	19											19									
	20											20									
	21											21									
Alternate Goalie											Alternate Goalie										
Players Verified By Team Official: [Signature]										Players Verified By Team Official: [Signature]											
Bench Staff											Bench Staff										
Bench Staff											Bench Staff										
Suspended Player											Suspended Player										
Suspended Player											Suspended Player										
TOTAL SHOTS: 27										TOTAL SHOTS: 23											
GOALS: 2										GOALS: 1											
TIME: 8:19										TIME: 9:14											
PERIOD: 2										PERIOD: 2											
OVERTIME: 4										OVERTIME: 3											

Score Clock Instructions

Prior to the start of the game you may need to clear the score clock to zero on all fields, and set it to Period 1 and enter 5 minutes on the main clock for a warm up. The Referee will instruct you when to start the clock for the warm up.

After the warm up is complete, put 20 minutes on the clock for the first period. The referee will check with the Goalies (who will give a nod), then you to see if everyone is ready for the ball to be dropped. Once the ball hits the floor, push the **START** button.

It is your job to pay attention to the game in front of you, starting and stopping the clock as soon as the Referee blows the whistle, and starting as soon as the ball hits the floor again. Also to keep track of all shots on net.



DAKTRONICS ALLSPORT 5000 scoreboard controller

The console provides a green key cluster (Home), a red cluster (Guest / Visitor) and black (shared). At centre right is the black MENU key, at far right, a green

START, a red STOP and a yellow HORN. On each side of 0: CLEAR and ENTER. NEW GAME: Press MENU once, then press ENTER.

SET MAIN CLOCK: First press STOP. To the left STOP, press SET MAIN CLOCK. Enter the desired value using the number pad, fill with zeros as needed, and press ENTER. To abort your changes, press CLEAR twice.

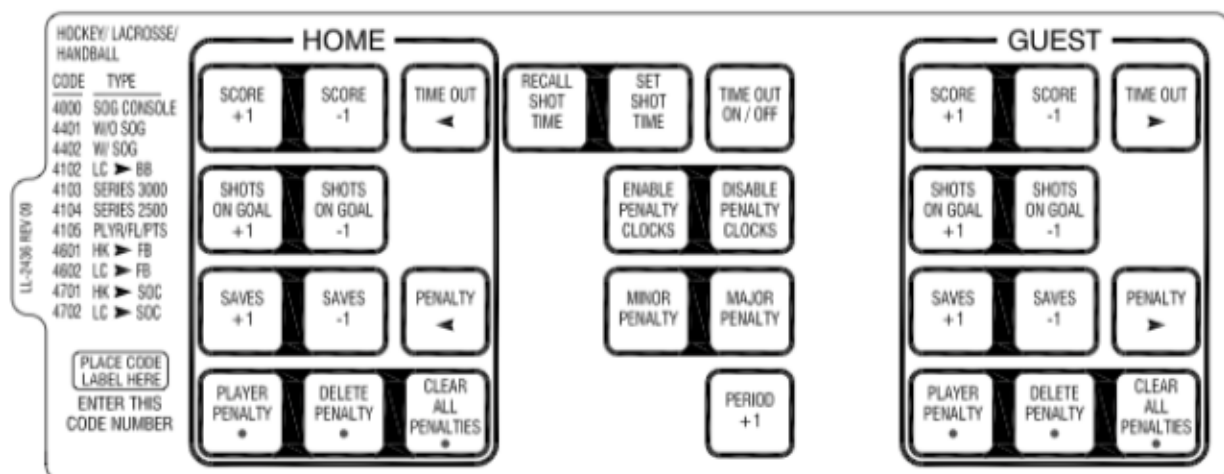
SET PERIOD: Press PERIOD +1 ... each press cycles 0 through 9, then to 0 again. If you go too far, cycle around.

RUN CLOCK: Press START after the ref blows the whistle, as the puck drops. To stop the clock, press STOP. **SCORE:** Among the Home and Guest keys, press SCORE+1 and SCORE-1 as needed.

PENALTIES: Among the Home and Guest keys, press PLAYER PENALTY. On pressing, you see P and 2-digit player number. Key in the 2-digit player number. Penalties default to 2:00 minutes. For a major (5:00), enter [5][0][0] or press

MAJOR PENALTY. Then press **ENTER**. If the short-handed team is scored against, press DELETE PENALTY. In case of multiple penalties, use the arrow keys to move up or down.

SHOTS ON GOAL: Among the Home / Guest keys, press **SHOTS ON GOAL +1** (or -1). Count (i) all goals, plus all shots that would have gone in absent of a goalie, meaning (ii) the on goal shots that the goalie catches, and (iii) shots that the goalie blocks, where you judge the shots were on goal. You don't count shots off the goal posts or crossbar that don't go in, nor those blocked by defenders, nor loose pucks that the goalies trap. Scoresheet "shots on goal actually stopped"



Contacts

Referee Assignor: refassignor@smbha.org

Referee in Chief : referee@smbha.org

Operations : operations@smbha.org

Arenas

Cloverdale Arena 6090 176th Street
Surrey, B.C.
604-502-6410

Newton Arena 7120 136B Street
Surrey, B.C.
604-501-5044

North Surrey Arena 10275 135th Street
Rink #1 & #2 Surrey, B.C.
604-502-6300

Final Notes

- You are an important asset to SMBHA
- You are an Off-Ice Official of the game, therefore you must remain neutral to both teams playing
- The time keepers box should be left clean at the end of each game (ie no drink containers or garbage left behind)
- No texting or cell phone use while you are an official at a game

*** No one is authorized to make changes on a scoresheet once the game is complete, if this happens please report it to the Referee in Chief immediately ***