



HOCKEY CALGARY

OFF-ICE  
OFFICIAL'S  
MANUAL



## HOCKEY CALGARY

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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 then 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 up on the score clock is the period that the game is in, the time for each period, goals, penalties, and shots on goal. The timekeeper 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's Check-List**

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

- A completed Game Sheet (see check-list below)
- Pens (it is always handy to have an extra pen incase one runs out of ink)
- The penalty abbreviations provided in this manual
- The score clock instructions provided in this manual

### **Game Sheet Check-List**

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

- All referees and linesmen have provided their referee/linesmen numbers and have signed the game sheet prior to the start of the game
- Each team roster has a signature in the "verified by" box located below the team rosters
- The team names, team rosters, division, date, arena, type of game, 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 (if team rosters are printed off on a sticker there must be a sticker on each page of the game sheet).



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### **Filling-out the Score Sheet**

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

### **Scoring**

Each team's scoring section has the headings *No.*, *Per.*, *Time*, *SC*, and *Assist*. All of these sections should be filled in by the scorekeeper.

- *No.* refers to the number of goals for that team. This section of the game sheet is already filled in with the numbers 1 through 15 and the scorekeeper does not have to add any information to this section.
- *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 (i.e. the time left on the score 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 on the 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 scorekeeper 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 that the penalty is for.
- *Off* refers to the time on the score clock that the player got off the ice for the penalty
- *Start* refers to the time on the score clock that the time for the penalty started



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- *On* refers to the time on the score clock that the player was allowed to go back on the ice after the penalty. This section should not be filled in by the scorekeeper until after the player is back on the ice as the player may not have to serve the entire length of their penalty if the other team scores a goal.

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.

### Penalty Abbreviations

Because there is a limited amount of space on a game sheet to write in the type of offence for a penalty, scorekeepers should use the abbreviated form for each type of penalty. Using abbreviations will also come in handy if the referee is providing the scorekeeper with information about several penalties all at once. The following are the abbreviations for each penalty in hockey.

<u>Penalty</u>	<u>ABR.</u>	<u>Penalty</u>	<u>ABR.</u>
Aggressor	AG	Gross Misconduct	GRM
Body Checking	BC	Hooking	HK
Boarding	BDG	Holding	HO
Bench Minor	BM	Handling Puck	HP
Broken Stick	BRS	High Sticking	HS
Butt Ending	BUTT	Instigator	INS
Cross Checking	CC	Interference	INT
Checking from behind	CFB	Interference/Protection of Goalie	INTGT
Charging	CHG	Kneeing	KNE
Checking to the head	CTH	Leaving Players Bench	LPB
Dangerous/ Illegal Equipment	DE/EI	Match Penalty	MP
Delay of Game	DG	Roughing After the Whistle	RAW
Elbowing	ELB	Roughing	RO
Fighting	FT	Slashing	SL
Face Masking	FMSK	Spearing	SP
Falling on Puck	FOP	Too Many Players	TMM
Game Ejection	GE	Tripping	TR
Game Misconduct	GM	Throwing Stick	TS
Goalie Leaving Crease	GLC	Unsportsmanlike Conduct	USC







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### Arena Score Clocks

There are several types of score clocks in Calgary Arenas. The following section includes information pertaining to which arena has which score clock as well as information on how to use each particular score clock.

Score clocks are generally similar; however there are variations between brands on how each clock operates. It is advised that timekeepers read the following information prior to timekeeping at any hockey games.

### **SCORETEC Score Clock**

The arenas that use the SCORETEC score clock are as follows:

- East Calgary Twin Arena- *299 Erinwoods Drive SE*

The following contains information about the SCORETEC score clock. Provided are instructions on how to use the score clock and its many features.

It should be noted that East Calgary Twin Arenas also provides a copy of the following instructions beside their SCORETEC score clock for timekeepers to use.

A diagram of what the key pad of the SCORETEC score clock looks like is also provided below. This allows for timekeepers to get a visual of where the commands provided in these instructions are on this score clock.



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### **SCORETEC Score Clock Instructions**

- This clock is always on- set it to Game Mode Instructions on LCD
- There is no remote control- run the clock by pressing run and stop
- Note: you press ENTER BEFORE entering the date

#### **To Clean the Board at the Beginning of Game:**

Make sure the clock is in Game Mode. If not press: GAME MODE. Then press: CLEAR. Hold for 5 seconds.

#### **To Set the Game Time:**

Press: ENTER – 20:00 – CLOCK SET (20:00 is just an example of how to set the time for a game with 20:00 periods. Here timekeepers can input the amount of time that applies to the game that they are timekeeping for).

#### **To Enter the Score:**

Press: ENTER – 1 – SCORE on the correct side (Home/ Away).  
For the next goals simply press: SCORE on the correct side (Home/ Away).

#### **To Correct the Score:**

Press: ENTER - NUMBER OF GOALS - SCORE on the correct side (Home/Away)

#### **To Set a Penalty:**

Press: ENTER – 2:00 – HOME/AWAY PENALTY 1 will show on display

#### **To Set a Second Penalty**

Press: HOME/AWAY PENALTY. Penalty 2 will show on the display with 0:00 time.  
Press: ENTER – 2:00 – HOME/AWAY PENALTY.  
Penalty 2 will be displayed

#### **To Cancel a Penalty**

Press: HOME/AWAY PENALTY until the penalty in question is displayed on LCD.  
Press ENTER – 0 – HOME/AWAY PENALTY

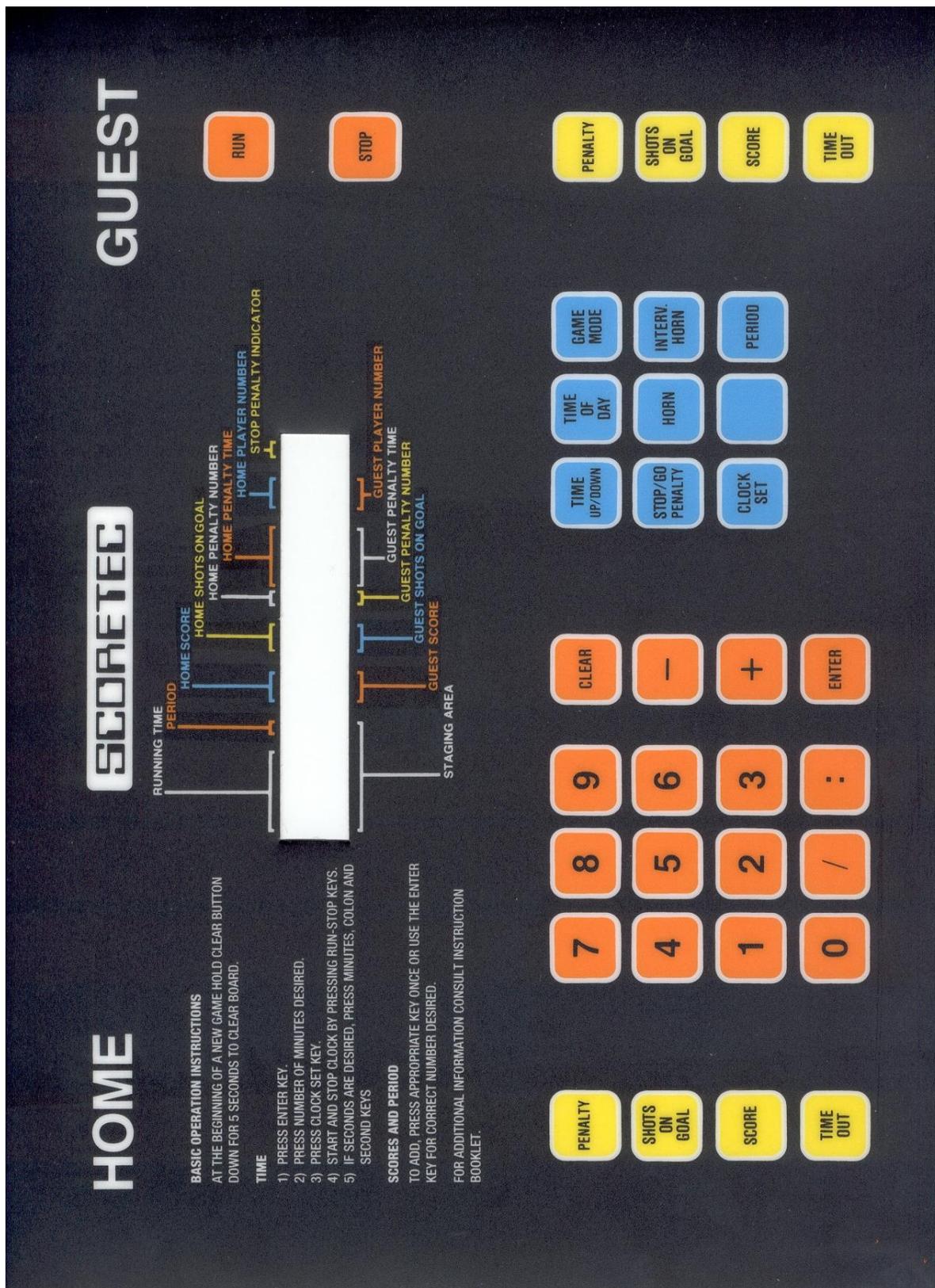
#### **To Enter a Penalty During Run Time (if the Mercy Rule is in Effect)**

Stop the clock when the penalty is called.  
Press: HOME/AWAY PENALTY – 3:00 – HOME/AWAY PENALTY.  
Do not restart the clock until the puck is dropped.



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## SCORETEC Controller Diagram





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### NEVCO Score Clocks

The Calgary arenas that use NEVCO score clocks are as follows:

- Acadia Recreation Centre- *240 90 Avenue SE*
- Bowness Sportsplex- *7809 43 Avenue NW*
- Brentwood Sportsplex- *Northmount Drive & 35 Street NW*
- Calgary Centennial Arenas (Blue and Gold)- *2390 47 Avenue SW*
- Cardel Place (East and West)- *11950 Country Village Link NE*
- Crowchild (Blue and Red)- *185 Scenic Acres Drive NW*
- Crowfoot- *8080 John Laurie Boulevard NW*
- Ed Whalen- *2000 Southland Drive SW*
- Ernie Starr- *4808 14 Avenue SE*
- Family Leisure Centre- *11150 Bonaventure Drive SE*
- Father David Bauer- *2424 University Drive NW*
- Frank McCool- *1900 Lake Bonavista Drive SE*
- George Blundun- *5020 26 Avenue SW*
- Henry Viney- *810 13 Avenue NE*
- Joe Kryczka- *2000 Southland Drive SW*
- Lake Bonavista- *1401 Acadia Drive SE*
- Max Bell Arena- *1001 Barlow Trail SE*
- Murray Copot- *6715 Centre Street North*
- Norma Bush- *2424 University Drive NW*
- Northeast Sportsplex (East and West) Don Hartman Arena- *5206 68 Street NE*
- Oakridge- *9504 Oakfield Drive SW*
- Optimist- *5020 26 Avenue SW*
- Renfrew/ Stu Hendry- *810 13 Avenue NE*
- Rose Kohn- *502 Heritage Drive SW*
- Shouldice- *1515 Home Road NW*
- South Fish Creek (North and South)- *100, 333 Shawville Boulevard SE*
- Stu Peppard- *5300 19 Street SW*
- Thorncliffe/Greenview- *5600 Centre Street North*
- Triwood- *2244 Chicoutimi Drive NW*
- Village Square (1 and 2)- *2623 56 Street NE*



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The following contains information about how to use the NEVCO score clock. Included are instructions for each of its many features as well as a visual of what will display on the screen with each command.

A diagram of what the key pad of the SCORETEC score clock looks like is also provided below. This allows for timekeepers to get a visual of where the commands provided in these instructions are on this score clock.

### **Turning on the Game Clock**

When you first turn on the score clock, a series of stars will scroll by, followed by a description of the clock. You can skip this by entering in the vendor code of the score clock, which is found on the front panel.

After doing this, you will be given the option to start where you left off. If this is selected, it will go back to the score and time the clock was at before it was last switched off.

Select NO for using penalty time out.

### **Setting the Main Game Time**

Press SET, then the minutes you want to set the period to, remembering to separate the minutes and seconds by a colon (:).

*Example-* the main game time needs to be set to 15 minutes

SET – TIME – 1 – 5 – : – 0 – 0 – YES

This also comes in handy when having to reset the time if the clock happened to be started or stopped early.

### **Setting the Period**

The only time you can set the period is after you set the game time. Once you have entered the time, as was done above, the readout will say, “PERIOD.” Here, you simply press the number of the period and it will then be set. Note- **do not** use SET – PERIOD for this.



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### Setting Goals

There are two ways to set the score:

- 1) Manually setting each goal when it happens  
This is as simple as SET- HOME SCORE/ GUEST SCORE - # OF GOALS

Example- the HOME team just scored a goal to go ahead 3-2

SET – HOME SCORE - 3

- 2) Adding a goal to the total each time one is scored  
After setting the HOME SCORE and GUEST SCORE to 0, you can add 1 to the score by pressing HOME SCORE or GUEST SCORE. Once this happens, the score will be shown in the readout, followed by a plus sign- this is a prompt asking you how many goals you would like to add on, here 1.

This also comes in handy when a team has scored 10 or more goals, you can't set double-digit scoring using SET – HOME SCORE/ GUEST SCORE

### Setting Penalties

Setting penalties works similarly to setting the game time, except that once you finish instead of the read out saying “PERIOD: it will say “PLAYER.” Here, you simply type in the number of the player.

CAUTION- Avoid using the same number for each penalty. If you have two penalties to two different players, and use the same number for both, they will count as two consecutive penalties to one player.

*Example-* #5 white received 2 minutes for slashing, and white is the home team

SET- HOME PENALTY – 2- : - 0 – 0 – YES - 0 - 5

Remember that all numbers entered for players have to be two digits, so any single-digit player number needs a 0 in front of it- this is why 05 was used above.

### Erasing Penalties

To take penalties off, press HOME PENALTY or VISITOR PENALTY until you see the penalty you want to clear. Then PENALTY CLEAR, then YES.



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If there is only one penalty to the side you want to erase the penalty from, that penalty will be displayed in the readout. If there is more than one penalty to the side you want to erase the penalty from, pressing HOME PENALTY or VISITOR PENALTY will scroll through all of the penalties on that side.

*Example-* Two penalties against the VISITOR- #11 has 1:32 left, #36 has 0:10 left. #36's penalty is cancelled by the goal.

Press VISITOR PENALTY until you see HP1 36 0:10 in the readout (Home penalty 1, #36, 0:10 left in the penalty). Now press PENALTY CLEAR and when prompted, press Y to confirm that this is the penalty you want to remove.

### **Editing Penalties**

To edit penalty times, choose the penalty you want to edit, then select PENALTY EDIT and modify the time.

*Example-* HOME #5 has a 5 minute penalty instead of 2 minutes

Press HOME PENALTY until you see HP1 05 2:00 in the readout (Home penalty 1, #5, 2:00 left in the penalty). Now press PENALTY EDIT, press 5 - : - 0 - 0, then YES. This way, you will not need to erase the penalty and start again.

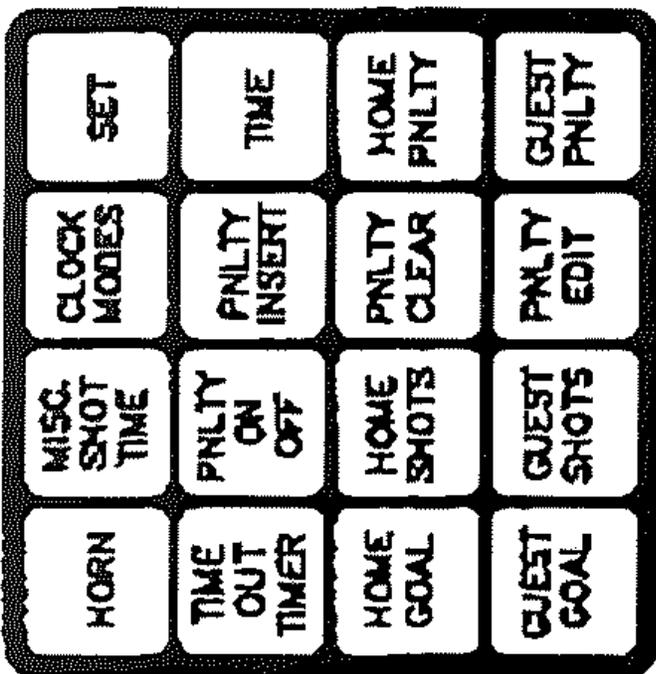
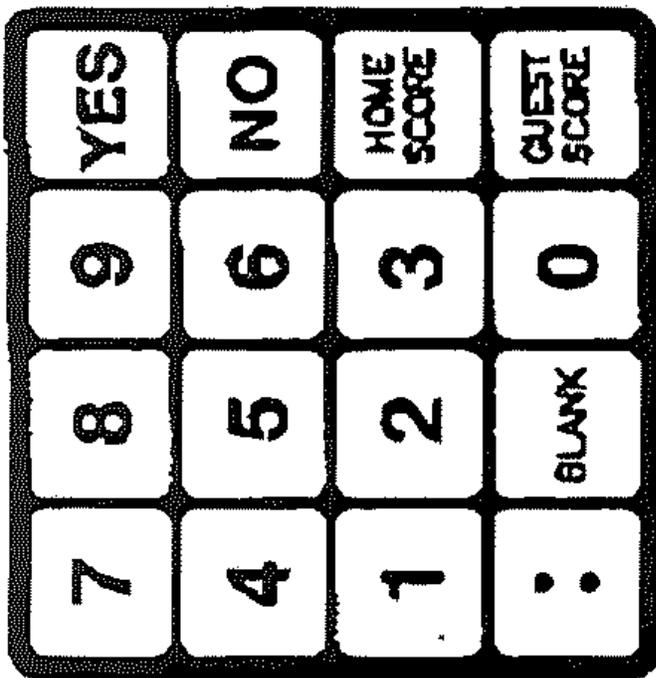
### **More Than Two Penalties Running at Once**

If there are more than two penalties assessed to either the HOME or VISITOR side, the scoreboard knows that only two penalties can run for one team at any given time. So if three penalties are set for the one side, only the first two that were entered will run. Once one of the penalties has expired, it will come off the scoreboard, and the third penalty will then be displayed, and will begin counting down.



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## NEVCO Controller Diagram





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### **Hamilton Digital Score Clock**

The arenas that use the Hamilton Digital score clock are as follows:

- Jack Setters Arena- *69 Avenue and 20A Street SE*

The following contains information about the Hamilton Digital score clock. Provided are instructions on how to use the score clock and its many features.

It should be noted that Jack Setters Arena also provides a copy of the following instructions beside their Hamilton Digital score clock for timekeepers to use.

A diagram of what the key pad of the SCORETEC score clock looks like is also provided below. This allows for timekeepers to get a visual of where the commands provided in these instructions are on this score clock.



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### **New Game set-up**

Press: NEW GAME then CLEAR then press 1 (this tells the clock to count the time down during the game instead of counting up)

### **Period**

After setting up the New Game, the clock will automatically go to setting up the periods. Enter the correct number of minutes for period 1 (for example 15:00) and press ENTER. Repeat for period 2, period 3 and game timer.

### **Timer Starts or Stops**

Press: TIMER RUN/TIMER HOLD. This will start and stop the clock during the game.

### **Entering the Score**

There is a score key for the Home team and the Visiting team. Press SCORE and the score for the selected team will automatically go up by 1.

### **Correcting the Score**

Example: if the Home Team has 5 goals and it needs to be corrected to 4 goals.  
Press: RECALL, SCORE. The score for the selected team will then appear- H-Score 5.  
Press: The correct score, i.e. 4. H-Score 4 will now display on the screen.  
Press: ENTER. The Normal Game Timer will now display on the screen.

### **To Enter a New Penalty**

Press: PENALTY HOME/GUEST. H-Penalty at (Time) will appear on the display. Press ENTER for normal run.

For a delayed penalty or a misconduct press and hold: PEN MEM.

Press: ENTER, H-Player Number 00 will display on the screen. Press: PLAYER'S NUMBER i.e. 25 for player number 25 then press: ENTER.

H- Penalty Time 0 will appear on the screen. Press: the NUMBER OF MINUTES i.e. 2 for a 2:00 penalty. H- Penalty Time 2:00 will appear on the display. Press: ENTER

### **To Cancel a Penalty**

Example: A team scores with 0:43 left in a penalty.  
Press: RECALL, PENALTY HOME/AWAY. H-Penalty Line 1. PN=25 Norm Run 0:43 will appear on the screen. Press: CLEAR. (0:43 goes to 0:00) will appear on the screen.  
Press: ENTER and the penalty will disappear from the screen.



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## Hamilton Digital Controller Diagram

