

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 in case 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).

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
- 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.

Penalty ABR.

Aggressor AG
 Body Checking BC
 Boarding BDG
 Bench Minor BM
 Broken Stick BRS
 Butt Ending
 Cross Checking CC
 Checking from behind CFB
 Charging CHG
 Checking to the head CTH
 Dangerous/ Illegal Equipment DE/EI
 Delay of Game DG
 Elbowing ELB
 Fighting FT
 Face Masking FMSK
 Falling on Puck FOP
 Game Ejection GE
 Game Misconduct GM
 Goalie Leaving Crease GLC

Penalty ABR.

Gross Misconduct GRM
 Hooking HK
 Holding HO
 Handling Puck HP
 High Sticking HS
 BUTT Instigator INS
 Interference INT
 Interference/Protection of Goalie INTGT
 Kneeing KNE
 Leaving Players Bench LPB
 Match Penalty MP
 Roughing After the Whistle RAW
 Roughing RO
 Slashing SL
 Spearing SP
 Too Many Players TMM
 Tripping TR
 Throwing Stick TS
 Unsportsmanlike Conduct USC

