



Everett Youth Hockey

Timekeeper / Scorekeeper

Instruction Manual

UPDATED – OCTOBER 9, 2021





Figure 1. Main Time Keeping Control Console

KEY #	DESCRIPTION
1	Display Window – displays clock functions and menu prompts
2	Menu Button – allows selections for time keeping functions
3	Up & Down Arrows – allows user to cycle through time keeping options
4	Set Auto Horn – sets horn to automatically go off at the end of a period
5	Horn Button – pressing the button sounds horn. Yellow light indicates that auto horn is enabled
6	Start Button – starts the clock
7	Stop Button – stops the clock
8	Set Main Clock – allows user to set the length of the period on main clock
9	Enter * Yes Button – allows user to accept display menu prompts to set time keeping functions
10	Clear No Button – allows user to deny display menu prompts to negate or clear time keeping functions
11	Guest Function Buttons - allows user to control the guest team’s functions
12	Misc. Function Buttons – allows user to control the misc. functions
13	Home Function Buttons – allows user to control the home team’s functions

Cameras and Video Devices

Off-ice Officials (Scorekeeper, Timekeeper and Penalty Box Attendant) are prohibited from using any cameras, video devices or other devices with built-in cameras during the game in which they are performing the duties of an off-ice official.



Figure 2 Typical Game Clock Settings

Figure 2 shows a typical game clock. Generally when you arrive at the arena the game clock will look like Figure 2. However, on game days you may find the clock with the remnants of a previous game left on the clock. The game clock needs to be set up for a new game at this point.

Setting Up The Clock For A Game:

To set up the main clock for a game you need to set the function for a “New Game”

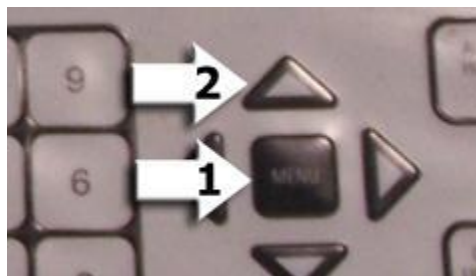


Figure 3 Menu and Up Arrow Buttons

Press the Menu Button (Arrow #1) and cycle through the clock functions using the up or down arrows (Arrow #2) until the display window indicates that you can set up a “New Game” (arrow #3)



Figure 4 The Display Window

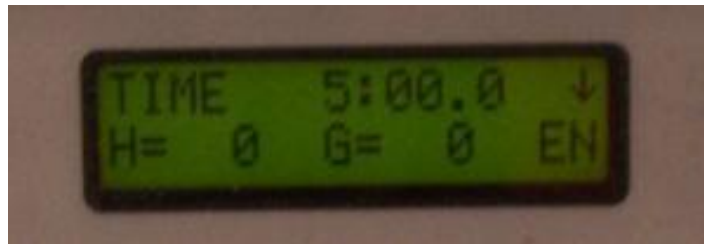
The “Menu – Main New Game?” option will set the game clock in the “New Game” condition.



Figure 5 The Enter * Yes Button

To set the game clock in the “New Game” condition press the Enter * Yes button (Figure 5).

The clock should be set up with the default values. The default clock values show up in two places, in the display window (Figure 6) and up on the game clock (Figure 7).



Figures 6 & 7 Default Clock Values



To change the time to reflect the length of the period the EYH representative or game officials have determined you will need to press the “Set Main Clock” button.



Figure 8 Set Main Clock Button

Using the keypad, enter the time that the clock needs to be set to. In this example the length of the first period has been determined to be 15 minutes in length (Figure 9). To get the new clock time to register on the scoreboard press the “Yes * Enter” button.



Figure 9 Changing the Clock Time

The new clock time of 15 minutes will be displayed on the scoreboard. Repeat these steps to set the clock time for period #2 and #3.



Figure 10 New Clock Time on Scoreboard

MHL / PNAHA League – Game Format / Period Lengths

Cross-ice – 60 minute ice time / 2 games played during ice time

- **Game 1**
 - Pre-game: 5 minute warm-up
 - Set the game clock to 24 minutes.
 - After the game starts, a horn or whistle is blown every 90 or 120 seconds to signal player changes.
 - **2 minute break between games**
 - **Game 2**
 - No warm-up
 - Set the game clock to 24 minutes.
 - After the game starts, a horn or whistle is blown every 90 or 120 seconds to signal player changes.
-

Half-ice – 60 minute ice time (10U-C)

- Pre-game: 4 minute warm-up
 - Set game clock to 16 minutes (This the first of three (3) periods)
 - Start the game clock at the drop of the puck and let the clock run with no stoppages
 - 3 minute break between periods
 - Set game clock to 16 minutes (periods 2 & 3)
 - Start the game clock at the drop of the puck and let it run with no stoppages.
 - If the 3rd period starts with less than 16 minutes of ice time remaining, set the game clock to the same as the amount of remaining ice time.
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Half-ice – 75 minute ice time (10U-B)

- Pre-game: 4 minute warm-up
 - Set game clock to 22 minutes (This the first of three (3) periods)
 - Start the game clock at the drop of the puck and let the clock run with no stoppages
 - 2 minute break between periods
 - Set game clock to 22 minutes (periods 2 & 3)
 - Start the game clock at the drop of the puck and let it run with no stoppages.
 - If the second half starts with less than 22 minutes of ice time remaining, set the game clock to the same as the amount of remaining ice time.
-

Full-ice – 60 minute ice time

- Pre-game: 5 minute warm-up
 - Periods 1 & 2 = 15:00 run time periods. Clock is only stopped for injury situations
 - Minor Penalty Time for these 2 periods is 1:30 minutes (run time)
 - Major Penalty Time remains 5:00 minutes
 - Period 3 = 12:00 stop time period (unless there are less than 24 minutes remaining in the allotted ice time – see bottom of this page for details). Clock stops for all whistles.
 - Minor Penalty Time for this period is 1:00 minute (stop time)
 - Major Penalty Time remains 5:00 minutes
-

Full-ice – 75 minute ice time

- Pre-game: 5 minute warm-up
 - Periods 1, 2 & 3 = 13:00 stop time periods (same rule applies to the 3rd period as described above). Clock stops for all whistles.
 - Minor Penalty Time for these periods is 1:30 minutes (stop time)
 - Major Penalty Time remains 5:00 minutes
-

Full-ice – 90 minute ice time

- Pre-game: 5 minute warm-up
- Periods 1, 2 & 3 = 17:00 stop time periods (same rule applies to the 3rd period as described above). Clock stops for all whistles.
 - Minor Penalty Time for these periods is 2:00 minutes (stop time)
 - Major Penalty Time remains 5:00 minutes

It may be necessary to shorten the 3rd period of a game in order to complete a game within allotted ice time (60, 75 or 90 minute ice times).

This is determined by the following formula:

- Actual ice time remaining divided by 2 equals the time on the scoreboard.

Penalty times on remaining on the clock at the completion of the second period, should also be divided by 2 to adjust to the stop-clock play time.

Controlling Other Features of the Scoreboard:

To control other features on the scoreboard you need to manipulate the buttons for the Home, Guest and Misc. areas of the control console. Figure 11 shows the layout for the home buttons of the control console

(NOTE: The Guest buttons are laid out the same but are orange instead of green).

To add a goal for the home team press the “Score +1” button. Conversely, if you need to remove a goal press the “Score -1” button. Shots on goal are not a mandatory statistic to track on the scoreboard.



Figure 11 Home Area Buttons of Control Console

Player penalties are part of the game and do need to be reflected on the scoreboard. To enter a penalty, determine if the penalty is against a Home or Guest team player. Press the Player Penalty button (Figure 11) the display window will prompt you to enter the player’s number and the length.



Figure 12 Player Penalty Prompt in Display Window

Using the keypad enter the jersey number of the player called for the penalty and press the “Enter * Yes” button. After you press the “Enter * Yes” button to input the player’s jersey number, the time portion of Figure 13 will become active, enter the length of time for a minor or major penalty.



Figure 13 shows that a minor penalty was called on player #12.

If a goal is scored on a team with a penalty the penalty is removed using the "Delete Penalty" key (See Figure 11).

To change the period on the scoreboard from 1 to 2 or 2 to 3 the "Period +1" button (Figure 14) of the Misc. section on the control console is used.



Figure 14 Misc. Section of the Control Console

Returning the Scoreboard Back to Default Settings:

To return the scoreboard back to the default settings (displaying the time of day only) you need to press the "Menu" button and then the Up arrow until the display window shows "Menu- Main Select TOD?"



Figure 15 Menu- Main Select TOD?

Press the "Enter * Yes" button to select this option.

The display window will show the "Menu- Time Of Day 1*12, 2-24 Hour" option (Figure 16). Using the keypad press the number 1 to select the standard 12 hour clock, and then press the "Enter * Yes" key to confirm that selection.



Figure 16 Menu- Time Of Day Selection

Once you have selected and confirmed the standard 12 hour clock, the display window will show “Menu- Time of Day 1*Game 2-TOD” (Figure 17) using the keypad press #2 and then press the “Enter * Yes” key to confirm that you want the time of day option.



Figure 17 Menu- Time of Day Confirmation

The final step is to show just the time of day on the scoreboard. The display window will show “Menu- Time Of Day Blank Game Data?” (Figure 18) after you press the “Enter * Yes” button in the previous step. Pressing the “Enter * Yes” button will blank the game data and show just the time of day on the scoreboard.



Figure 18 Menu- Time Of Day Blank Game Data?

Example of how to complete the score sheet

The following example illustrates how to complete the “Team Scoring” section and “Penalties” sections.

TEAM SCORING - Column Label abbreviations:

NO. = The goal number scored for the team. This column is already per-numbered and does not need to be completed.

PER. = The period in which the goal is scored. Write the number of the period in this column. (ex. 1)

TIME = The time on the clock when the goal is scored. Write the time on the clock when the goal is scored in this column. (ex. 10:10)

GOAL = The number of the player the referee reports to have scored the goal. Write the player’s number in this column. (ex. 3)

ASST = The number of up to two players who are awarded assists on a goal as reported by the referee. Write the number(s) of the player(s) in this column. (ex. 7, 9)

NO.	PER.	TIME	GOAL	ASST
1.	1	10:10	3	7,9
2.	1	3:33	4	12, 8
3.				
4.				
5.				

PENALTIES - Column Label abbreviations:

PER. = The period in which the penalty is assessed. Write the number of the period in this column. (ex. 1)

NO. = The number of the player assessed the penalty by the referee. Write the player's number in this column. (ex. 20)

OFFENSE = The type of penalty assessed to the player. Write the name of the penalty in this column. (ex. Tripping)

MIN = The length of the penalty. Write the length of time for the penalty.
In the NPSHL games refer to the "NPSHL Timekeeping" sheet on page 14 of this manual.

OFF = The time on the clock when the penalty is assessed. Write the time on the clock when the penalty was assessed in this column. (ex. 8:30)

START = The time on the clock when the penalty starts. For EYH House League games this is the same time as the "OFF" time. Write the time on the clock in this column. (ex. 8:30)

ON = The time on the clock when the player is released from the penalty. Write the time on the clock when the player returns to the game in this column. (ex. 5:30)

PER	NO	OFFENSE	MIN	OFF	START	ON
1	20	Tripping	3	8:30	8:30	5:30
3	88	Hooking	2	5:55	5:55	3:55

MHL – Game Time / Penalty Guide

Associations who are contracting ice must ensure that the facility staff will extend game lengths to ensure the teams receive their scheduled amount of ice time when the facility is responsible for the delay in a game starting on time.

Teams that have play delayed due to the referee being late or an injury during their game, and not related to facility delays, may result in a game being cut short to ensure the facility ice schedule is maintained and following ice schedule is not affected.

If you experience delays in game due to the referee being late, or not showing up, please report it immediately to the League Commissioner. Include the date and time the game was supposed to start, the time the referees showed up, and the actual time the game was started.

The minimum game ice time is 60 minutes for all age classifications

Per USA Hockey rules 6U & 8U will play all league games on cross-ice format.

The following game formats are required for MHL games:

60 minute time slot: 12U-C & 14U-C

- 5 minute warm-up
- Two (2) – 15 minute running clock
- One (1) – 12 minute stop clock

75 minute time slot: 12U-B, 14U-B, 16U-B & 18U-C

- 5 minute warm-up
- Three (3) – 13 minute stop clock

90 minute time slot: 12U-AA, 14U-AA, 16U-AA, 18U-AA

- 5 minute warm-up
- Three (3) – 15 minute stop clock

There are no time-outs during league games, except as determined for playoff games.

NO GAME CLOCK INSTRUCTIONS

“NO CLOCK” INSTRUCTIONS – WHEN THERE IS NO ELECTRONIC GAME CLOCK

If there is no scoreboard, the following rules will apply.

Equipment needed:

1. Watch with second hand, or a mobile device with a clock function or Scoreboard App
2. Whistle or air horn
3. Timekeeper will run the same times as indicated in the rules for the age division.
4. Timekeeper will use the whistle to indicate stoppage in play (i.e. end of period or game)

GAME SHEET/SCORE REPORTING

Please report your game scores and a copy of the score sheet by sending email to:
cmraub@comcast.net

The email must include the following information:

Subject: Age Division and team names (ex: 12U - EYH Grizzlies @ TJHA Rockets)

In the body of the message, please include the following:

- Date (Date and Time of Game)
- Division (6U, 8U, 10U, 12U, 14U, 18U)
- Teams (Indicate of House “C” or “B” Team)
- Final game score

Include any game misconduct, fight, or match penalties are recorded on the game sheet. Attach a photo of the completed score sheet (including referee signatures).

Home teams are required to provide score information to the league. Each team must be able to provide a copy of the game sheet if requested by the League Commissioner.

Major penalties such as Game Misconduct, Fighting Major, or Match Penalties must be reported to the League Commissioner within 24 hours of the incident. If not reported within 24 hours, additional sanctions/suspensions may be applied to the team.

Game sheets not submitted to the League via scores@metrohockey.org may result in a forfeit of the non-reported game.

Note: It is important that game scores are submitted right after the game. The Manager or Coach can send email via their phones and they can send it while they are waiting for their kids to get undressed.