

## Off-Ice Officials Instructions for AAAHA Games at the Cube

This LCD window will show what keys you have pressed before you hit Enter. This is much easier than watching the scoreboard, especially when entering penalties

**HOME**

Penalty	7	8	9	Clear	Time Up/Dn	Time Of Day	Game Mode
Shots OnGoal	4	5	6	+	StopGo Penalty	HORN	Intval Horn
Time out	1	2	3	-	Clock SET	Inter Mission	Period
Score	0	/	:	Enter	Time Elapsed		

**GUEST**

Penalty							
Shots OnGoal							
Time out							
Score							

run

Stop

### Setting the Clock Time for a game

Be sure the clock is in GAME MODE. Game Mode To reset the clock at the start of a game, Press and Hold Clear for 5 seconds

To put 10:00 min on the game clock, press Enter 1 0 Clock SET When puck hits ice, press RUN

To increment the Period by 1, press Period (lower right blue key) or Enter 1 Period will set to "1"

If you need to set time in seconds, you must press : and then press #'s, followed by Clock SET

Pressing Time Elapsed will show elapsed time from start of period in the LCD window on controller. This is very helpful for filling out the scoresheet time for goals and penalties.

Do Not go to "running time" simply because the curfew clock shows less time. Always follow officiating.

### Setting the Score

Pressing Score will add increment the score by +1. Score can also be set by pressing Enter (Any #) Score

### Adding Penalties

The first minor penalty for a team is entered by pressing Enter 2 Penalty  
 Penalty clocks run automatically with game clock.

When adding additional penalties, first hit Penalty to get to the right penalty count (look at the LCD display)  
 and then press Enter 2 Penalty To clear a penalty clock press Enter 0 Penalty

Always write down the time of the penalty on the scoresheet or other paper so you know when it expires in case there is a problem with the penalty clock. Coincidental minors are not displayed on the penalty clock. Write down on a sheet of paper the clock time after which the players may exit the box once the whistle is blown. Make sure the player and/or penalty box attendant can read the time that they may leave the box.

## **Filling out a game Scoresheet**

*ALWAYS* have a scratch sheet of paper for writing down information quickly as the game proceeds. Learn the penalty signals that the referees use to indicate a penalty. All are available at USAHockey.com. Never record information on the scoresheet or change the scoreboard until the referee reports the information to the scorer's box. This applies to both goals and penalties.

Introduce yourself to the on-ice officials before the game. Ask questions if you have any. NEVER use the horn to get the attention of the on-ice officials. Either wait for a whistle, or ask one of the player benches to call the officials over if you need to speak with them.

Be sure the top of the scoresheet is filled out including date, time, rink, and teams. All players must be listed under the team columns with last name and jersey number. ALL coaches must be listed along with coaching certification number. Coaches must sign the scoresheet to validate the roster.

### **Recording Goals**

When a goal is scored, the referee will come to the scorer's box and report the goal scorer's number and the number of players earning any assists. It's often helpful to repeat the information back to the referee to confirm that you have the correct information. Use your scratch paper to write down the clock time, the team that scored, and the jersey numbers reported by the referee. Check that the timekeeper has posted the score on the scoreboard.

On the official scoresheet, record the **Period**, "**H**" or "**V**" indicating Home or Visiting team for score, the **Time** of the goal, and the **numbers** of the goal scorer and any players earning assists. The preferred format for recording the time of the goal, is *Time Elapsed* in the period. The clocks at the Cube have a blue button that gives Time Elapsed so that you don't have to calculate it from the time remaining as displayed on the clock. It is acceptable to record the clock time for a goal, just be consistent throughout the game.

### **Recording Penalties**

When play is stopped for a penalty, the referee will signal the penalty call to the players and then will skate to the scorer's box to signal the call for the timekeeper and scorekeeper. If you let the referee know at the start of the game that you are unfamiliar with the penalty signals, they will report the penalty verbally.

On your scratch paper, write down the clock time, the team, the duration of the penalty (usually 2 minutes), the player number and the infraction (tripping, holding, slashing...etc.) You should always record the clock time so that it is clear when the penalty will expire.

On the official scoresheet, record the **Period (1,2 or 3)**, "**H**" or "**V**" indicating Home or Visiting team for penalized team, the **Time** of the penalty, the **number** of the penalized player and the infraction code. The preferred format for recording the time of the penalty on the scoresheet, is *Time Elapsed* in the period. It is acceptable to record the clock time for a penalty, just be consistent throughout the game.

If a player is penalized with a double minor, or a minor penalty and a misconduct, EACH penalty must be recorded on a separate line on the scoresheet. Do not combine the time for penalties to the same player onto one line. A player assessed a 2-min minor and a 10-minute misconduct serves 12 minutes in the penalty box. Each penalty is recorded on a separate line – first the minor penalty, and then the misconduct.

**At the end of each PERIOD:** summarize the goals scored at the top of the sheet. It can be helpful to draw a line across the columns under the last penalty and the last goal of the period.

**At the end of the GAME:** summarize the score and sign the sheet. Give the scoresheet to the referee so they can review the sheet and sign it. It is the responsibility of the referee to cross out the unused portion of the goals and penalties columns. **Do not** close out the scoresheet before the officials sign the sheet.