

Timekeeper Information

Pre-Game

Before starting a game, there should be a designated timekeeper/scorekeeper. They 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 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 Shorthand

Penalty Abbreviations:

Aggressor	AGG	Checking From Behind	CFB
Body Check	BC	Cross Check	X CHK
Butt End	BE	Charging	CHG
Bench Minor	BM	Delay of Game	DG
Elbowing	ELB	Leaving Players Bench	LPB
Fight	FI	Dangerous/ Illegal Equipt	DE/EI
Falling on Puck	FOP	Match Penalty	MP
Game Ejection	GE	Delay of Game	DG
Game Misconduct	GM	Roughing After the Whistle	RAW
Holding	HOLD	Elbowing	ELB
Hooking	HOOK	Roughing	RO
High Stick	HS	Fighting	FT
Interference	INT	Slashing	SL
Kneeing	KNEE	Face Masking	FMSK
Misconduct	MISC	Spearing	SP
Match	MP	Falling on Puck	FOP
Penalty Shot	PS	Too Many Players	TMM
Roughing	RGH	Game Ejection	GE
Slashing	SLASH	Tripping	TR
Too Many Men	TMM	Game Misconduct	GM
Tripping	TR	Throwing Stick	TS
Unsportsmanlike Conduct	USC	Goalie Leaving Crease	GLC
Gross Misconduct	GRM	Unsportsmanlike Conduct	USC
Checking to the head	CTH		

Other

Short Handed Goal	SHG
Power Play Goal	PPG
Empty Net Goal	ENG

Arena Score Clocks

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.

NEVCO Score Clocks

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 NEVCO 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 - : - 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.

Setting Goals

There are two ways to set the score:

1) Manually setting each goal when it happens

This is as simply 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. (2 DIGITS ie 08, 10)

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- : - 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.

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 repeatedly 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.

Cheat Sheet for quick overview of operation.

Nevco MPC 4 Scoreboard Operating Instructions

	Control Panel Display	Press these keys
Pre-Game Setup	1) "START WHERE TURNED OFF" 2) "USE AN AUTO START PROGRAM" 3) "HI I'M YOUR NEVCO MPC-4. I CAN OPERATE OVER 500 NEVCO MODELS. PLEASE ENTER YOUR MODEL CODE" (sticker on front) 4) "DO YOU WANT TO USE SHOT CLOCKS" 5) "USE PENALTY TIME OUTS" 6) Now set score to zero	[NO] [NO] [008-3261] [NO] [NO] [SET] [HOME SCORE] [0] [SET] [GUEST SCORE] [0]
Warm up time 5 minutes	6) set time clock 7) "PERIOD 0". Enter period	[SET] [TIME] [0] [5 [:] [YES] [1]
<p><i>When the clock counts down to 0:00 and the buzzer sounds, click the STOP button on the control panel or remote. Don't power off the control panel.</i></p>		
Game Start Period 1 - 20:00 Period 2 - 20:00	8) Set clock time 9) Set period	[SET][TIME][2][0][:][YES] [1]
Goal Scored	a) Add score to existing score. b) "HOME 00+"	[HOME SCORE] [1] [GUEST SCORE] [1]
Enter a Penalty	a) stop clock. Set either HOME or GUEST b) Enter duration of penalty. c) "Player". Enter jersey number of player	[SET] [HOME PNLTY] [2][:][0][0][YES] [0][0] <- enter 2 digits
Clear a Penalty [if a goal scored]	a) enter either home or guest team b) clear the penalty	[HOME] or [GUEST] [PENALTY CLEAR][Y]

Referee Signals



Boarding



Charging



Buttending

Delayed
Offside/
Icing or
Penalty



Crosschecking



Elbowing



Goal
Scored



High Sticking



Holding



Hooking



Kneeing



Interference



Unsportsmanlike



Match Penalty



Misconduct



Penalty Shot



Roughing



Slashing



Tripping



Washout