

ANNOUNCER:

1. Arrive at the arena fifteen minutes prior to the scheduled start of game.
2. Assist the Scorer to obtain team rosters and starting line-ups.
3. Review pronunciation of **players, coaches, assistants and managers names**. If uncertain, check with a member of the respective team.
4. Test the public address equipment for proper function.
5. Check the tape player and tape of **National Anthem** (unless live music is provided).
6. Announce **starting line-ups, head coaches, assistants, managers, and sponsors**.
7. Request all to rise and join in singing the **National Anthem** (generally before first game of the day and Championship game).
8. Announce all **goals scored** and **assists**, giving player names and numbers, with elapsed time (calculate from time remaining).
9. Announce **penalties** assessed, and when a team returns to **full strength** following a penalty.
10. Announce when there is **one minute left** in a period.
11. After each period, announce **shots on goal** for that period, and the total for the game to that point.

SHOTS ON GOALS/SAVES:

1. A "save" occurs when a shot which would have caused the puck to legally enter the goal is stopped by the goalie.
 2. A "shot on goal" occurs when a shot causes the puck to legally enter the goal had the goalie not stopped it. (goals + saves).
 3. Goal judges or another designated person may be requested to keep a record of goal tender saves or shots on goal.
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PENALTY BOX ATTENDANT:

1. Arrive at the arena fifteen minutes prior to the scheduled start of game.
2. Do **NOT** allow unauthorized personnel into penalty boxes.
3. Open and close the door as penalized players enter and leave the penalty box.
4. Converse with the Timekeeper and Scorer to affirm when penalties expire and which player is to return to the game.
5. Penalized players must wear helmets/face mask and remain seated while in penalty box.
6. Do not engage in a discussion with penalized player about the penalty which was assessed.

TIMEKEEPER:

1. Arrive at the arena fifteen minutes prior to the scheduled start of game.
2. Should be experienced and familiar with the operation of the clock.
3. Check the clock before the game to verify it is operating properly.
4. Review tournament rules to become familiar with the game format (length of warm-up, length of periods, running/stop time, resurfacing schedule, overtime, time-outs, etc.)
5. Be attentive to the game, ensure clock is stopped/started at the proper times.
6. Must be familiar with playing rules as they relate to penalties. Assist the Scorer in communicating with the officials on penalties reported. Ask the official to repeat the call if it is not understood, or it is not clear when players are to return to the ice.
7. Ensure the Scorer accurately records goals scored, assist(s), penalties and time remaining in the period when they occurred.
8. Inform Penalty Box Attendants when players can return to the ice, Assist Scorer to ensure the proper recording of the expiration time.
9. Alert the Announcer when the remaining time approaches one minute in each period.
10. Distribute iced pucks to on-ice officials as requested.

SCORER:

1. Arrive at the arena fifteen minutes prior to the scheduled start of game.
2. Scorer is responsible for keeping an accurate written record of the events which occur during the game.
3. An official score sheet must be used, and a copy provided to each team and the sponsoring affiliate. MN Hockey score sheets (or District score sheets) are preferred.
4. Obtain rosters and starting line-ups from team coaches or managers, and the team sponsor. Record this information on the score sheet.
5. Be attentive to the game. Communicate with officials on goals, scores, assist(s), and penalties. Ask the officials to repeat the information if it is not clear.
6. Record all goals scored and assists, and the time remaining in the period when they occurred. (Elapsed time is not recommended.)
7. Record all penalties, and the time remaining in the period when they occurred. Do not record the time they return to the ice until the actual, (ie, may be less than two minutes if a goal is scored, more than two minutes if coincidental and waiting for a whistle).
8. Record all penalties assessed to non-players.
9. Indicate on score sheet the time at which each team takes their time out (if time outs are allowed).
10. Secure signatures of officials on score sheet before distribution.