TIME KEEPER TRAINING

BASIC PROCEDURES

- Power is turned on/off by a toggle switch on the back of the control console. Upon power up, the console display prompts to "Resume game - Y or N". Pressing "Yes" will restore the last console settings and display the last values on the scoreboard. **Note: If the scoreboard does not light up,** ask the rink attendant to turn the master switches on for you. Pressing "No" and then entering the appropriate security code listed below will ensure you have known console settings and display default values for time, period and score on the scoreboard**.**
  Note: Sometimes the previous operator has selected tenths of seconds rather than seconds. Either be prepared to enter an extra zero each time the main clock time is changed or go back and re-enter the code and select seconds rather than tenths of seconds.
  The security codes to activate the scoreboard control console are as follows:

Control Console	Code
Rinks A & B	063
Rink C	4402
WCMS	063

- Almost every activity on the control console requires pressing the **ENTER** key to complete the entry.
- Games have a five (5) minute warm-up and a one (1) minute break between periods. Do **NOT** start the clock for the 5 minute warm-up period until the referees and **both** teams have entered the rink. If any of the above personnel are late (hour of ice time has started as noted on the rink clock), periodically sound the horn until they come out. A late start could cause the rink clock to beat the time clock thus the game ends prematurely. Manually pressing the horn button about 45 seconds into the 60 second break gets the teams back into position faster.
- For stop time games (all but mites), start clock when puck is dropped and stop clock on whistle. **Note:** At the start of each period and especially after entering penalties, look up at scoreboard to make sure that all of the displayed clocks (main and penalty) are counting down once play starts. The LCD display on the console can also be periodically monitored during play to ensure the clock is running. Distractions in the officials box or personal interest in the game can easily cause brief moments of inattention to timekeeper duties.
- Never post the score until the referee officiates it by telling the scorekeeper it occurred.
- For district 3 league games, clock operation changes from stop time to running time only in the third period **AND** while a margin of 6 or more goals is maintained. Stop time resumes anytime the margin drops back below 6. For most tournament games, the margin is 5 rather than 6 (check tournament rules on first few sheets of tournament handout to be sure).
- Rink clock over rules scoreboard clock. Game is over if rink buzzer sounds before time on scoreboard clock expires. Do **NOT** change to running time in third period when less than a margin of 6 goals exists just because rink clock is becoming less than scoreboard clock.
- Rinks A, B & C at PIC and the rink at WCMS all use control consoles made by the same company. They are more similar than different in functionality; however, they differ enough that the operator must be cognizant of the differences before using or confusion could result. The layout of the function keys differs and the steps for entering and editing also differs slightly for some functions between these models. WCMS uses the oldest vintage control console but is very similar to the ones in rinks A & B. Rink's A & B use the same vintage control console. Rink C uses a newer vintage control console that is more intuitive for the operator (user friendly).

GAME PERIOD LENGTH

The table below lists the number of minutes for the game for each level of play. The games are played with stop time except for the MITE level. The MITE level games are running time with the buzzer being sounded at two (2) minute intervals.

Player Level	Game Length
Jr. Gold, U16 and Bantam A or B	14 minutes
Bantam C	12 minutes
Girls U14A	14 minutes
Girls U10, U12 or U14B	12 minutes
PeeWee and Squirt A, B or C	12 minutes
MITE 4	16 minutes running time with a 2 minute buzzer

PENALTY PROCEDURES

- **Don't sweat all the rules**, the **referees will usually inform** the scorekeeper and timekeeper on what to do when some of the less frequent circumstances occur. If they don't and there is uncertainty, then flag them down and review it with them before putting it up on the board.
- Ask and/or remind the **referees** to be sure the penalties are on the scoreboard before dropping the puck
- The control console **defaults to two (2) minutes for a penalty** (most penalties are minors for 2 minutes), other time can be entered as needed based on the severity of the penalty.
- Don't forget to **disable** the penalty timers during the period break if penalties are still being served when the period ends and then remember to **enable** the penalty timers before starting the clock for the next period.
- **Only clear a player's penalty time** when that player's team is **short handed** and their opponent **scores a goal on** them. First player in the box is the first player out in this situation. If both teams have an equal number of players on the ice even though they have various penalties, no one comes out of the penalty box and no penalties are cleared when a goal is scored. This **only applies to minor penalties (2 min).** Major penalties (5 min) are not cleared when goals are scored.
- Inform the penalty box attendant to not let a player out of the box until the whistle following the expiration of the penalty time whenever a penalty situation exists that could cause **too many players to be on the ice**. Usual situations that can cause this are when more than two players from one team are in the penalty box, coincidental penalties and misconduct penalties.
- The control **console holds up to six penalties in memory** but **only two are displayed** on the scoreboard. Once one of the existing penalties is cleared or expires, the next penalty pops up on the board. Note: The **time does not elapse on penalties not displayed** on the scoreboard even though they were previously in the console's memory. Rink C preserves the order that penalties were entered but Rinks A & B may not.

Coincidental Minor penalties are not posted on the scoreboard. The scorekeeper should make a note of start and end times and notify the penalty box attendants. Both players must wait until a stoppage in play after their two (2) minutes end before they can get out of the penalty box. There could be a long time between the stoppages in play so don't worry about the player's frustration!

Major Penalties:

"2 and 10" – Frequently called for checking from behind.
2:00 minute minor and a 10:00 minute Major requires the timekeeper to post the 2:00 minute penalty, but the 10:00 minute portion of the penalty is **NOT** posted. The penalized team must place second player in the box to serve the initial 2:00 minutes, while the offending player is out of the game for all 12:00 minutes. If a goal is scored against the offending player's team, the 2:00 minute penalty is cleared, yet the player remains to serve the full 10:00 minutes. At the end of the 10:00 minutes, the player may have to wait for a stoppage in play to exit the penalty box.
"5 and Game" – Frequently called for checking from behind resulting in injury or fighting.
5:00 minute Major is posted on the board and the offending player is ejected from the game and must leave the ice and bench area. A second player is placed in the penalty box to serve the penalty. **No matter how many goals are scored,** the full 5 minutes must be served!

CONTROL CONSOLE KEYS

The control console contains two sets of keys that will be used to enter the results of play time.

Game Keys

The Game Keys control the setup and stoppage of play during the game.

> **<ENTER>** - Accepts the data as entered from the keyboard.
> **<PERIOD>** - Edits the period for the game.
> **<SET TIME>** - Edits the time on the scoreboard.
> **<STOP>** - Stops the clock on the scoreboard.
> **<START>** - Starts the clock on the scoreboard.
> **<MAN HORN>** - Manually sounds the scoreboard horn.
> **<COUNT UP/DN>** - Moves the cursor to the next penalty in the list.
> **<CLEAR>** - Clears the input currently displayed.
> **<AUTO HORN>** - Sets the scoreboard horn to sound automatically.
> **<DISABLE PENALTY TIMERS>** - Stop the penalty clocks.
> **<ENABLE PENALTY TIMERS>** - Start the penalty clocks.

Team Keys

The Team Keys control the entry of the score, penalty and shots on goal for the team during the game. There is a set of keys for the Home Team and a set of keys for the Guest Team. Each set of keys function the same.

> **<SCORE>** - Edits the team score.
> **<SCORE+1>** - Increases the team score by one (1).
> **<PENALTY>** - Edits the team penalty indicator.
> **<PLAYER PENALTY>** - Assigns a player penalty time. There are six (6) memory slots available for player penalty times. The first available penalty memory slot will be shown on the LCD on the control console. The **UP/DOWN** arrow keys can be used to scroll through the penalty memory slots. To edit the selected player's penalty time, press the **<ENTER>** key. Enter the player number and press the **<ENTER>** key, then enter the penalty time and press the **<ENTER>** key.
> **<SHOTS ON GOAL>** - Edits the number of shots on goal.
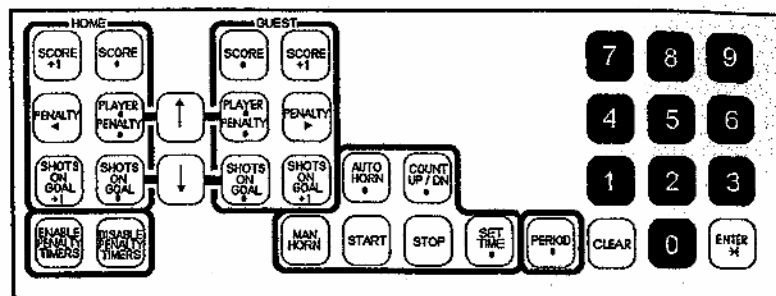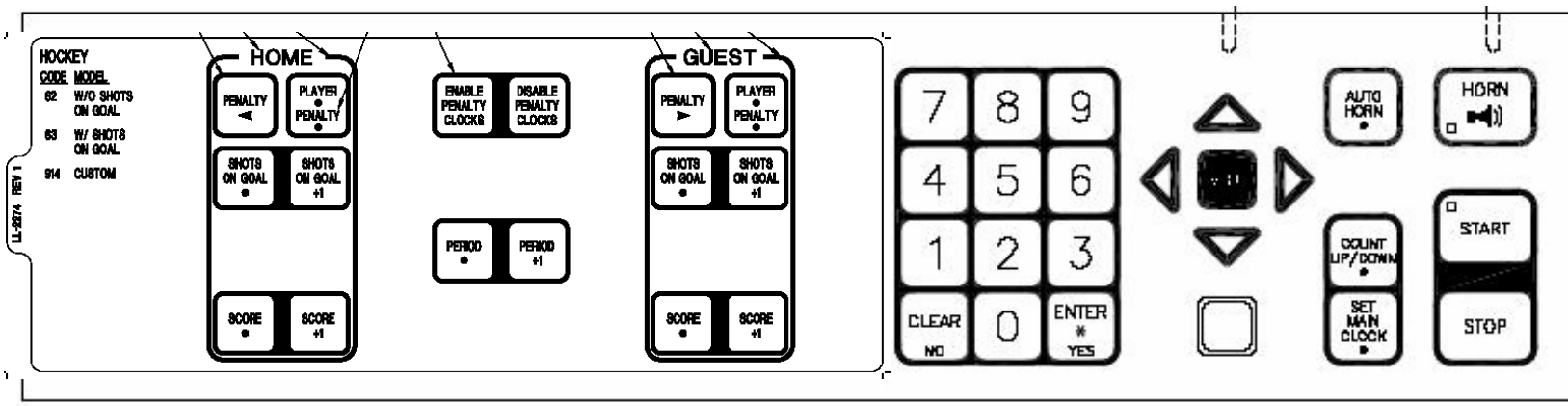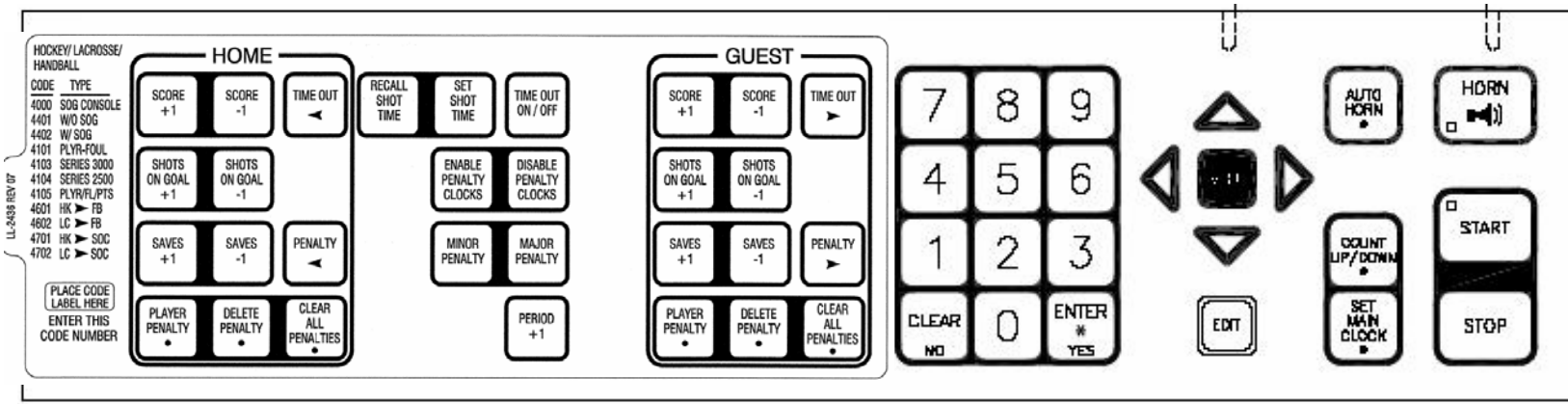> **<SHOTS ON GOAL+1>** - Increases the number of shots on goal by one.

Figure 19: LL-1904 Hockey Overlay

Wayzata Central Middle School Control Console

Rinks A & B Control Console

Rink C Control Console

TYPICAL OPERATING PROCEDURES FOR CONTROL CONSOLES
Quick Reference Guide

Function	Control Console Key Sequence	
	Rinks A & B @ PIC & WCMS	**Rink C @ PIC**
Setting the Timer/Clock.	Press **\<SET MAIN CLOCK\>** Enter the time in Minutes and Seconds. For example: 1200. Look at the LCD display on the Control Console to ensure the time is entered correctly. For example: 12:00. Press **\<ENTER\>** to accept the changes.	Same as Rink A & B
To Reset the Score. (Same process for Home and Guest).	Press **\<SCORE\>** Enter Zero to reset the score back to zero or enter the number from the keypad to reset the score. Press **\<ENTER\>** to accept the changes.	Repeatedly press the **\<SCORE+1\>** or **\<SCORE-1\>** key until the desired number is displayed. OR Press \<**EDIT**\> Press **\<SCORE+1\>** Enter the desired number using the numeric keypad. Press **\<ENTER\>** to accept the changes.
To Increase the Score. (Same process for Home and Guest).	Press **\<SCORE+1\>**	Same as Rink A & B
Setting the Period.	Press **\<PERIOD\>** Enter the number 1, 2 or 3 using the numbers on the keypad. Press **\<ENTER\>** to accept the changes.	Repeatedly press the **\<PERIOD+1\>** key until the desired number is displayed. OR Press \<**EDIT**\> Press **\<PERIOD+1\>** Enter the desired number using the numeric keypad. Press **\<ENTER\>** to accept the changes.
Entering a Penalty. (Same process for Home and Guest).	Press **\<PLAYER PENALTY\>** Press **\<ENTER\>** to accept the entry. Enter the player number using the numbers on the keypad. Press **\<ENTER\>** to accept the changes. Press **\<ENTER\>** if the desired time is displayed (default is 2 minutes) OR first enter the desired time using the numeric keypad then press **\<ENTER\>**.	Same as Rink A & B
Clearing a Penalty. (Same process for Home and Guest).	Press **\<PLAYER PENALTY\>** Use the **UP/DOWN** key to locate the player penalty to be cleared. !!*Penalties may not be listed in the order that they were entered!!*. Press **\<CLEAR\>** Press **\<ENTER\>** to accept the changes.	Press **\<DELETE PENALTY\>** Press **\<ENTER\>** to accept the changes. (Penalties come up in the order entered)
To Reset the Shots on Goal. (Same process for Home and Guest).	Press **\<SHOTS ON GOAL\>** Press \<**CLEAR**\> to remove the shots from being displayed on the scoreboard OR enter the desired number using the numeric keypad. Press **\<ENTER\>** to accept the changes.	Repeatedly press the **\< SHOTS ON GOAL +1\>** or **\<SHOTS ON GOAL -1\>** key until the desired number is displayed. OR Press \<**EDIT**\> Press **\<SHOTS ON GOAL+1\>** Press \<**CLEAR**\> to remove the shots from being displayed on the scoreboard OR enter the desired number using the numeric keypad. Press **\<ENTER\>** to accept the changes.
To Increase the Shots on Goal. (Same process for Home and Guest).	Press **\<SHOTS ON GOAL+1\>**	Same as Rink A & B
To Stop the Clock.	Press **\<STOP\>**	Same as Rink A & B
To Start the Clock.	Press **\<START\>**	Same as Rink A & B
To Sound the Horn.	Press **\<MAN HORN\>**.	Same as Rink A & B

REMINDERS & TIPS:

- ✓ **If you make a mistake,** simply start the keying sequence over. The new data input will override the previous entry. If you pressed an undesired function key by mistake, press the "Clear" key once or as many times as needed until the "Enter Command" prompt is displayed on the control console's LCD.
- ✓ **Don't forget to start the clock** each time the puck is dropped or **to stop the clock** after each whistle. Distractions in the time clock area or personal interest in the game can easily cause brief moments of inattention to the timekeeper tasks.
- ✓ **Don't forget to press <DISABLE PENALTY TIMERS>** if there are penalties that carry over to the next period!
- ✓ **Don't forget to press <ENABLE PENALTY TIMERS>** at the start of the next period of play!
- ✓ Penalty times and/or player number can be edited once entered rather than deleted and re-entered. Follow the same procedure as for deleting a penalty except instead of pressing "Clear", press "Enter" then enter the player's number, press "Enter" then enter the desired penalty time and finally press "Enter" similar to when entering an initial penalty.
- ✓ Rink C control console preserves the order that the penalties were entered but Rink A & B console may not. **Keep this in mind when clearing player penalties**.

PRACTICE DRILLS:

1. Set the main clock for the 5 minute warm-up.
   Reset the scores to zero for both teams.
   Set the game to the first period.

2. Give the Home Team's player #10 a 2 minute penalty.

3. Set the main clock to 15 seconds.
   Set the game to the second period.
   Show the score of Home 5 and Visitors 2.

4. Add a player penalty to the Visiting Team's player #2 for 2 minutes.
   Set the main clock to 6 seconds.
   Let the period end and set the clock for the period break.
   Disable the penalty timers during this break

5. Reset the main clock to 20 seconds.
   Run the clock for a few seconds and then STOP.
   Rest the main clock to 12:00 minutes.
   Enable penalty timers.
   Run the clock.
   Manually delete the player penalty.

NOTE:

Get practice on each rink's control console during your child's hockey practices or any time a game is not in session at one of the rinks. Best to operate the control console for a few league games before operating at tournaments or at least practice until comfortable with operating the control console before working tournaments, especially Bantam or Jr. Gold games.