



RICHMOND MUNSTER MINOR HOCKEY ASSOCIATION

Timekeeper/Off-ice Official Instructions

For the paid time keepers:

This manual is to help you do the time keeping.

There is a video also that gives you a visual. <https://www.youtube.com/watch?v=0xU02uMzEmo>

The Richmond arena clock is the same at Beckwith and GRC. The Clock at Johnny Leroux Arena is different.

Before game:

- Arrive at least 20 mins before your game. Have your instructions, note paper and a few pens.
- Go to the home team to get the game sheet.
- Go to the timekeeper box, once there is no one else in the box..
- Set up for the warm up:
 - o Warm up clock can be started once both teams and referees are on the ice.

During the game:

- When there is goal or penalty immediately write the time on the clock down that the penalty or goal happened
 - o The referee will tell you what the penalty is for or who scored.
 - o It is important to get the penalty up on the clock before the play starts

At the end of the game

- Watch for the curfew time. Once curfew time is reached honk the horn (push HORN button)
- make sure you have signed the game sheet
- put final score on game sheet
- Give the game sheet to the referees (and the referee room key)
- Go around to the referee room, once referees are done with the game sheet give the back copy to the visiting team and the rest the home team.

Once home:

- Go on the League GM program and mark your attendance.

At Johnny Leroux:

Just turn clock on.

Push Game time button, 10:00 enter button.

The button to start/stop clock is on the box not a hand held button.

RMMHA Clock procedures
(Richmond, Beckwith, GRC)

Period Time: Please ask the manager or referees if you do not know the time for each period. Tournament can be different.

Novice	Game: 10-10-12	Warm up 2:00 mins
Atom	Game: 10-10-12	Warm up 2:00 mins
Peewee	Game: 10-10-12	Warm up 2:00 mins
Bantam	Game: 10-10-12	Warm up 2:00 mins
Midget	Game: 10-10-12	Warm up 3:00 mins
Juvenile	Game: 15-18-18	Warm up 3:00 mins

Turning on the Clock

1. Start where clock turned off – “No”
2. Auto Start – “No”
3. Load Model Number (see number on front of machine)
4. Shot Clock? No
5. Penalty Min? – “yes”

Pre-Game Warm up Time

1. Push "set"
2. Push "time"
3. Type "2:00"
4. Push yes

Start Game

1. Push "set"
2. Push "time"
3. Type "10:00" (or length of period time)
4. Then "yes"
5. Period "1" (change #for each period)
6. Be sure scores are set to the zero
 - a. Push "set"
 - b. Push "home score" or "guest score:"
 - c. Push "0"

Next Period:

1. Push "set"
2. Push "time"
3. Type "10:00" (or length of period time)
4. then "yes"
5. Period "2" (change #for each period)

Scoring

1. Push “set” first time only
2. Push "home score" or "guest score"
3. Push '1' (note: Push '1' each time a goal is scored)

4. Next goal
5. then push "1" (increases score by 1 goal)

Penalty

1. Push ":"set"
2. Push "home penalty" or "guest penalty"
3. Type "2:00" (or length of penalty time)
4. Push "yes"
5. Type in players numbers"###" (7 would be 07)

Note- all minor penalties in novice are 1 minute and major penalties are 3 minutes.

Clear Penalty

1. Push "home penalty" or "guest penalty"
2. Push "penalty clear"
3. Push "yes"

Correct Scoring

1. Push "set"
2. Push "home Score" or "Guest score" whichever one is incorrect.
3. Push the number the score should be.
4. push "home score" or " guest score"

REFEREE'S SIGNALS



BOARDING

Striking the clenched fist of one hand into the open palm of the opposite hand in front of the chest.



CROSS-CHECKING

A forward and backward motion of the arms with both fists clenched, extending from the chest for a distance of about one foot.



BODYCHECKING

Open palm of the non-whistle hand, with fingers together, comes across body on to the opposite shoulder.



DELAYED OFF-SIDE

Non-whistle arm fully extended above the head. To nullify a delayed off-side the Linesman shall drop the arm to the side.



BUTT-ENDING

A cross motion of the fore-arms, one moving under the other arm.



DELAYED CALLING PENALTY

Extending the non-whistle arm fully above the head.



CHARGING

Rotating clenched fists around one another in front of the chest.



ELBOWING

Tapping either elbow with the opposite hand.



CHECKING FROM BEHIND

A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest at shoulder level.



GOAL SCORED

A single point directed at the goal in which the puck legally entered.



HAND PASS

Pushing motion with the open palm.



HOOKING

A tugging motion with both arms as if pulling something from in front toward the stomach.



HEAD CONTACT

Patting flat (open palm) of the non-whistle hand on this side of the head.



ICING THE PUCK

The back Referee or Linesman signals a possible icing by fully extending either arm over her head. The arm should remain raised until the front Referee or Linesman, either blows the whistle to indicate an icing or until the icing is washed out. Once the icing has been completed, the back Referee or Linesman will then point to the appropriate face-off spot and skate to it..



HIGH STICKING

Holding both fists clenched, one immediately above the other at the height of the forehead.



HOLDING

Clasping either wrist with the other hand in front of the chest.



INTERFERENCE

Crossing arms stationary in front of the chest.



HOLDING THE STICK

Two stage signal involving the holding signal (shown above) followed by a signal indicating you are holding onto a stick with two hands in a normal manner.



KNEEING

Slapping either knee with the palm of the hand, while keeping both skates on the ice.

**MATCH PENALTY**

Patting flat of the hand on the top of the head.

**SPEARING**

Jabbing motion with both hands thrust out immediately in front of the body and then hands dropped to the side of the body.

**MISCONDUCT**

Both hands on hips.

**TRIPPING**

Striking leg with either hand below the knee, keeping both skates on the ice.

**PENALTY SHOT**

Arms crossed above the head. Give the signal upon stoppage of play.

**UNSPORTSMANLIKE CONDUCT/DIVING**

Using both hands to form a "T" in front of the chest.

**ROUGHING**

Fist clenched and arm extended out to the front or side of the body.

**WASH OUT**

A sweeping sideways motion of both arms across the front of the body at shoulder level with palms down. This signal is used: (a) by the Referee to signal "no goal"; (b) by the Linesman to signal "no icing" and in certain situations "no off-side".

**SLASHING**

A chopping motion with the edge of one hand across the opposite forearm.

Coincidental Penalties/ Cancelling Penalties after a Goal

When canceling penalties the following procedure will be used in the order listed - "MOTO":

- i) Cancel as Many penalties as possible.*
- ii) Cancel in a way to make the team only One player short.*
- iii) Cancel in a way to avoid Taking an extra player off the ice.*
- iv) Cancel using the Order of penalty occurrence or in the order that they were reported by the Referee.*

The following examples illustrate the above procedures. All penalties were assessed at the same stoppage.

- i) A6 - 2 B11 - 2
Immediate Substitution - Full Strength.*
- ii) A6 - 2 B11 - 2
A7 - 2 B14 - 2
Immediate Substitution - Full Strength.*
- iii) A6 - 2 B11 - 2 + 2
A7 - 2
Immediate Substitution - Full Strength.*
- iv) A6 - 2 B11 - 2
A7 - 2
Team A will play 1 man short. A7 will serve the 2 minute time penalty. A6 penalty is cancelled due to order of occurrence.*
- v) A6 - 2 B11 - 2
A7 - 2 B14 - 2 + 2
Team B will play 1 player short for 2 minutes. B11 must serve the time penalty to avoid taking another player from the ice.*
- vi) A6 - 2 B11 - 2 + 2
Team B will play 1 player short for 2 minutes. Another player from the ice will serve the time penalty.*
- vii) A6 - 2 B11 - 2 + 2
 B14 - 2
Team B will resume play 1 player short for 4 minutes. B11 will serve the time penalties in order to make Team B only 1 player short.*

SITUATION 3 Rule 4.2 (b)(d)

A7 - 2	B8 - 2	4:00
A8 - 2		3:30
B Scores		3:00

A8 returns at 3:00. The coincidental penalties to A7 and B8 did not cause their team to be shorthanded.

SITUATION 4 Rule 4.2 (b)

B3 - 2	5:00
A8 - 2	4:30
A9 - 2	4:00
B Scores	3:50

A8 returns at 3:50. Team A is playing shorthanded; the first time penalty terminates.

SITUATION 5 Rule 4.2 (b)

B3 - 2	5:00
A8 - 2	4:30
A9 - 5+GM	4:00
B Scores	3:30

A8 returns. Team A is playing shorthanded and serving a Minor penalty.

SITUATION 10 Rule 4.2 (b)

A8 - 2 + 2	5:00
A9 - 2	4:30
B Scores	2:50

A9 returns, A8 began second penalty at 3:00.

SITUATION 14 Rule 4.2 (d)

A8 - 2	B3 - 2	4:00
A9 - 5+GM		3:30
B Scores		3:00

No player returns. The only time penalty being served by Team A is the Major to A9.

SITUATION 2 Rule 4.4 (b)

A3 - 2

B7 - 2

A4 - 2

B8 - 5+GM

A6 - 5+GM

Team A will resume play 1 player short for 2 minutes. A4 will serve the time penalty because of order of occurrence.

SITUATION 6 Rule 4.4 (b)

A6 - 5+GM + 2

B11 - 5+GM

A7 - 5+GM

Team A will play 1 player short for 7 minutes. A7 will cancel with B11 to place Team A only 1 player short.