

***** Each team is required to provide 1 person to work in the Timekeeper's Box – (one as a timekeeper, one as a scorekeeper). In the older divisions (U19 (Belle) and 18+ (Open)) only one timekeeper is required and must be supplied by the Home team.**

Timekeepers/Scorekeepers Duties

The Timekeepers duties are as follows:

- **U9 (Bunny) games (first half of Season):** as the teams are completing their 25-minute Practice time, enter the Penalty Box and set the Game Clock for 24 minutes. After consultation from the on-ice officials, the game portion will start with the officials whistle for the first free pass. The game portion will consist of running time. Every 3 minutes (21, 18, 15, 12, 9, 6, 3 minute marks), the timekeeper will sound the buzzer (do NOT stop the clock), regardless of what is happening on the ice. The only time the game clock should be stopped is when play is stopped due to player injury. Please use sensible judgement: if a whistle has been blown and play is stopped at 21:05, sound the buzzer as it will take more than 5 seconds to set up the resumption of play. Goals listed on the game sheet should be posted on the scoreboard up to a 7-goal difference (i.e. if the actual score is 8 – 0, only post 7 – 0; if the losing team scores a goal {8 – 1}, the score can be posted as such). **If a goal is scored that exceeds the Goal Cap, that goal will NOT be listed on the Score Sheet and therefore should not be posted on the Score Board.**
- **U9 (Bunny) games (second half of Season):** enter the Penalty Box at the start of the game and set the Game Clock for 21 minutes. The clock is run the same as before with a buzzer every 3 minutes. At half time, reset the Game Clock for another 21 minutes or as directed by the on-ice officials, and again run as before with a buzzer every 3 minutes.
- **U10 (Novice) & up:** enter the Penalty Box at the start of the game and set the Game Clock for 17 minutes. Start the clock upon the Referee's game starting whistle. The clock will be stopped and restarted with the corresponding whistles. Goals listed on the Score Sheet should be posted on the Score Board up to a 7-goal difference (if the actual score is 8 – 0, only post 7 – 0; if the losing team scores a goal {8 – 1}, the score can be posted as such). **U10 (Novice) & U12 (Petite) Division – if a goal is scored that exceeds the Goal Cap, that goal will NOT be listed on the Score Sheet and therefore should not be posted on the Score Board.** Post penalties on the Score Board (if the facility allows for it). At half time, reset the Game Clock for another 17 minutes or as directed by the Referee, and run as before.

The Scorekeeper's duties are as follows:

- Ensuring that the Timekeeper & themselves, as well as the Referees sign the Score Sheet after the game. Also, checking that the remainder of the Score Sheet is filled out accurately – date, location, etc.
- Mark Goals/Assists & Penalties as instructed by the Referee. **For the U9 (Bunny), U10 (Novice) & U12 (Petite) Divisions – the Scorekeeper will be responsible for ensuring that goals exceeding the Goal Cap are NOT recorded on the Score Sheet. If the scoring player reported by the Referee has already scored 3 (4 in U12 (Petite)) goals, the reported goal DOES NOT COUNT & IS NOT RECORDED ON EITHER THE SCORE SHEET OR THE SCORE BOARD.**
- For the U10 (Novice) Division – please indicate which player(s) played as goaltender during the game by placing a (G) after their name on all copies of the Score sheet.

***** While positive cheering is always encouraged, Timekeepers & Scorekeepers are both considered Minor Officials and part of the officiating team. They are expected to work with the on-ice officials to ensure the game runs smoothly and efficiently!**