Markham Minor Hockey Association

Timekeeping Instructions

Please do not remove from timekeeping booth.

Clock Instructions

If you are a first-time timekeeper, play around with the clock while the ice is being cleaned. If you have *any* questions, these should be addressed by the convener or the referee *before the game begins!*

Auto Horn

1. To check if the clock is programmed for sounding the buzzer every 3 minutes, press the AUTO HORN button.
2. The window will show the number of seconds that will elapse between buzzers. The cursor is below this number, e.g., for a 3-minute buzzer: 180. If the number of seconds is correct, press ENTER.
   a. If not, change the number of seconds as required and press ENTER.
3. If you do not want the buzzer to sound, set the number of seconds to 0 and press ENTER. The buzzer will still sound at the end of each period.

New Game Set-Up

1. Press the NEW GAME button.
2. Press the CLEAR button.
3. The scoreboard will now be cleared and ready for the first period of a new game. The cursor appears under the 1. To accept this, press ENTER.
   a. If for some reason you are starting a game in another period, enter the number of that period using the keypad and press ENTER.
4. The window will now show the length of the period with the cursor placed below the number of minutes for which the clock is presently programmed. If this is correct, press ENTER.
   a. If not, enter the correct number of minutes on the keypad and press ENTER.
5. The window shows Timer Direction. Verify it shows D for down and press ENTER.
   a. If the timer direction is not down, press 1 for Down, then press ENTER.
6. The clock is now ready to start the game. The window shows the period length on the top line and 'P-Run' on the bottom line.

Running and Stopping the Clock

1. When the referee drops the puck, press the TIMER RUN button and the scoreboard will begin to count down the time.
2. If it becomes necessary to stop the clock temporarily, press the TIMER HOLD button.
3. Restart by pressing TIMER RUN.

Entering a Goal

1. Simply press the SCORE button in the HOME or VISITING team column. This will increase the score by one goal.
   a. If not, press the SCORE button and use the Keypad to select the number of goals to be shown on the scoreboard. Press ENTER.

Correcting a Score

1. If you make a mistake and want to reduce the number of goals shown on the scoreboard, press the RECALL button, and then press the SCORE button for team you want to correct.
2. The cursor appears under the number of goals shown on the scoreboard. Override this number by selecting the number of goals you want to appear on the board using the Keypad. Press ENTER.

Changing Periods

1. The clock will automatically advance to the next period, using the same settings. Press ENTER several times to advance through the settings until the window shows the next period, the period length, and 'P-Run'.
2. Start the period by pressing TIMER RUN when the referee drops the puck.

Showing Penalties

Each penalty is set up individually.

1. Press the HOME or VISITOR penalty button for the team receiving the penalty and press ENTER.
2. Press ENTER for normal run.
3. The clock may ask for a player number. Ignore this and press ENTER to advance to the penalty minutes option.
4. The penalty minutes will appear in the window. The default is 2 minutes. Press ENTER to accept this *or* change the number of minutes using the Keypad. Press ENTER.

Enter any other penalties that were assessed the same way.

Note: During this time, the clock will NOT be running. When you press TIMER RUN after entering the required penalties, the time for each penalty will begin counting down as well.

If there are offsetting minor penalties assessed, DO NOT enter these penalties on the clock. As the teams will be playing with 5 skaters each, the penalized players may only leave the penalty box at the first whistle after serving their two minute penalty. Make a note of the time that the offsetting minor penalties were assessed so you can advise the players when they can leave the penalty box.

Cancelling a Penalty

1. Press RECALL and the press the HOME or VISITOR penalty button for the appropriate team.
2. If there is only one penalty on the clock, just press CLEAR. Then press ENTER. (Note: the penalty remains on the scoreboard until the ENTER button is pressed.)

3. If there are multiple penalties, you can use the '+' and '—' buttons on the Keypad to scroll through the penalties. Press CLEAR when you have selected the right penalty and then ENTER to have it removed from the scoreboard.

Setting the Timer

You can set a timer for a warm-up period with the buzzer sounding when time runs out.

1. Press SET TIMER button.
2. Using the keypad, enter the number of minutes and press ENTER.
3. Press TIMER RUN to start the timer.

Manual Horn

1. Press MAN HORN button to sound the buzzer manually.

Clock Instructions

Set Up a New Game

Press AUTO **HORN** to verify it is set to 0 sec (or 180 seconds for 3 minute buzzer).
Press NEW GAME.
Press **CLEAR.**
Timer Direction will display. Verify it is D. Press **ENTER.**
Period # will show. Enter period number. Press **ENTER**
Period minutes will show. Enter length of period, press **ENTER**.

Start and Stop the Clock

1. Press **TIMER RUN** to start the clock
2. Press **TIMER HOLD** to stop the clock

Set Up a Penalty

1. Press the Home or Guest penalty button. Press **ENTER**
2. Type in player number. Press **ENTER**
3. Penalty Minutes will display. Type number of minutes. Press **ENTER**
4. Type in number of seconds required. Press **ENTER**

Clear or Correct a Penalty

1. Press **RECALL**.
2. Press Home or Visitor penalty button.
3. Press **CLEAR**.
4. Press **ENTER**

Set Up a Score

1. Press Home or Guest score button.

Reset or Correct a Score

1. Press **RECALL**.
2. Press Home or Guest Score button.
3. Press **CLEAR**.
4. Enter the correct score. Press **ENTER** to return to Game Mode

Set the Timer

1. Press **SET TIMER**.
2. Using the keypad, enter number of minutes. Press **ENTER.**
3. Press **TIMER RUN** to start the timer.

Sound the Horn

1. Press **MAN HORN** button to sound the buzzer manually.