



House League Timekeeper Handbook

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Introduction

What is a timekeeper?

A timekeeper is the off-ice official who is responsible for the control of the time-clock and for the proper completion of the official OMHA game sheet. Even though timekeepers are referred to as “off-ice” or “minor” officials, the responsibilities and functions performed by timekeepers are very important and are an integral part of the officiating team.

What is expected of a timekeeper?

A timekeeper is expected, as are all officials, to remain neutral. It is in everyone’s best interest not to accept any assignments that could be seen as a conflict of interest (e.g., timekeeping a brother or sister’s game).

If a timekeeper is late, or doesn’t show up for their scheduled shift without notice they will be reprimanded. The first time will be a warning and loss of games for a week. The second time you will be removed for the season.

The role of the off-ice official includes **undivided attention** to the game in progress. You need to concentrate on the job and avoid any unnecessary conversation. Cell phones must be turned off while in the timekeeper box and during the game. Calls and text messaging *will not be tolerated*.

The game clock must be stopped and started at the appropriate times and special attention should be paid as to whether the clock is functioning properly. Goals, assists and penalties, as reported by the referee, must be **recorded accurately** and quickly to minimize unnecessary delays. If there are any questions or uncertainty regarding a situation, the issue must be addressed with the on-ice officials as soon as possible.

As well, if for some reason you are suspended by OMHA as a player, coach, team official, or referee, you are also suspended from all timekeeping duties. It is your responsibility to notify the Timekeeper Scheduler of your suspension.

This handbook provides guidance on the duties of a timekeeper and outlines the standard of conduct expected of anyone acting as an off-ice official within the Markham Waxers.



Requirements

Qualifications and Experience

Timekeepers are expected to possess:

- good communication skills
- a strong knowledge of all the rules of hockey
- the ability to work independently, take initiative, and multitask
- a good understanding of the duties with respect to score and time keeping
- legible handwriting
- exceptional problem-solving skills
- familiarity with iPads and apps

Timekeepers are expected to be

- a team player
- available to work on weekends (games can be assigned around your own game)
- reliable and punctual (essential)
- responsive to communications (emails & texts) from the Timekeeper Scheduler
- focused—phones must be turned off while in the timekeeper booth

Upon acceptance, new timekeepers will be required to attend a training program. After which, you will receive on-the-job training from an experienced timekeeper.

This position requires considerable commitment by the timekeeper including punctuality, attendance at all assignments, game sheet accuracy, and timing device operation. You will also be required to keep your availability up to date with our online scheduling program.

Essential Qualities

- Provide outstanding customer service.
- Present him/herself in a cheerful, positive manner at all times.
- Remain calm under pressure.
- Assist in making the league participant's experience fun and positive.

Arenas

Waxers house league games are played at Mt. Joy, Markham Village, and Centennial Community Centres.

Pay Rate

The timekeeper pay rate is \$15.60/hour. House league timekeepers are paid by cheque once a month at the beginning of the month for games worked during the preceding month. Be sure your home address is updated in the Officials Portal as it is the address to which your cheques will be mailed.



Duties

- Keep the Waxers Officials Portal up to date with availability.
- Arrive at the arena on time. Your shift begins 15 minutes before first assignment.
- Introduce yourself to the referees and home and visitor coaches prior to game.
- Ensure all bench staff have signed the GameSheet app.
- Ensure both lineups are set up correctly on the GameSheet app before puck drop.
- Inspect and set up the game clock for each game.
- Manage the clock during the game.
- Record game statistics on the GameSheet app accurately.
- Support the on-ice officials in administrative areas.
- Ensure game sheets are uploaded before leaving the arena.
- Report all issues to the Timekeeper Scheduler immediately.
- Ask if you aren't sure of something!
- Leave the timekeeper box clean at the end of each game (no garbage left behind)



Conduct

You are part of the game officiating crew: timekeeper, referee, linespersons. As such, you are expected to remain neutral to both teams during the game. This means:

- No cheering for your team!
- Never criticize or dispute the call of a referee or linesperson.
- Never act in a disrespectful manner towards penalized players.
- Do not engage or attempt to explain a particular ruling to a player. This is the responsibility of the on-ice officials.

The Waxers and OMHA have zero tolerance for any form of maltreatment. If a player, coach, parent, or spectator is acting in a disrespectful, abusive, or unsportsmanlike manner towards you, do not engage but inform the referee immediately. He/she will be dealt with appropriately.

Never allow others into the box who shouldn't be there, such as friends. Only you and one other timekeeper are permitted. Remember, you are doing a job! You need to avoid distractions as much as possible.

No texting or cell phone use while you are an official at a game. When you enter the timekeeper box, turn off your phone. Your full attention must be on the game.



Training

After being accepted as a timekeeper, you must attend a mandatory training meeting which will be held at the beginning of the season.

Then you will be assigned three training games with an experienced timekeeper. You will watch during the first game, assist during the second game, and score the third game with your trainer observing. If you feel you need additional training games, please ask.

Once trained, you will begin by working house league games at the U11 and U13 levels. As you gain experience, you will be scheduled for more demanding games.



Availability and Scheduling

Timekeeper availability and scheduling is tracked in the Officials Portal of the Waxers website (www.waxers.com). You will be provided with an officials account using the email you provided on your application. Ensure that it is an email address you check often as it will be the primary method of communication used for scheduling and updates. If you forget your password, email admin@waxers.com and we can reset it.

Access the Officials Portal



Figure 1 Log in Link to Officials Portal

1. Click the **Login** button on the Waxers homepage.
2. Enter your **Username** (email) and **Password**. Once logged in, your name will appear in place of the Login link.
3. Click the down arrow to open up the menu, then click **Officials Portal**.

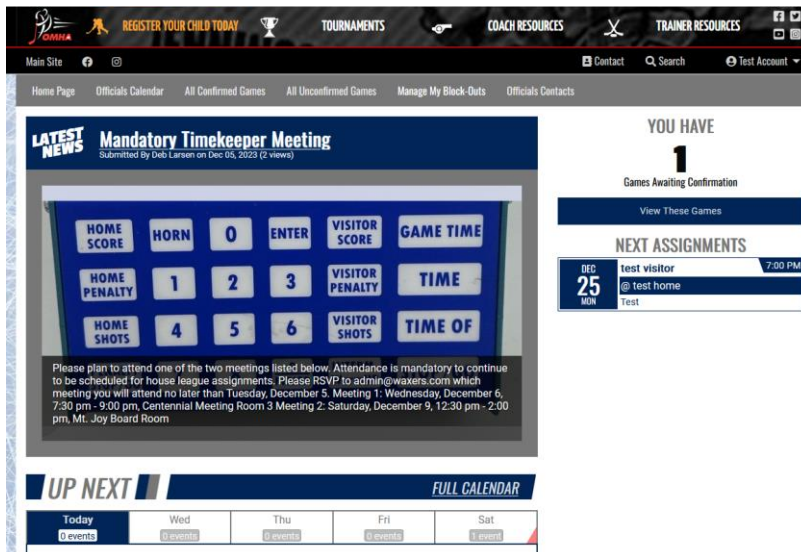


Figure 2 Officials Portal home page



The Officials Portal homepage looks similar to the Waxers homepage with a few differences. The right column shows you how many games you have awaiting confirmation and lists your next assignments. The gray menu bar across the top of the page allows you to manage your timekeeper account.

Officials Calendar

On the Officials Calendar, you can view all your assigned games and blocked dates, add new time blocks, and you can subscribe to a calendar feed for your assignments.

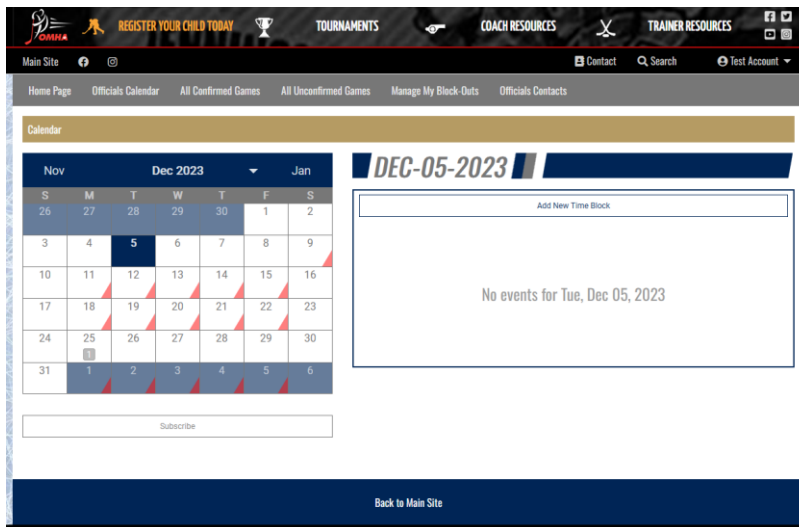


Figure 3 Officials Calendar tab in Officials Portal

All Confirmed Games

The Confirmed Games tab lists the games you have confirmed and are scheduled to work.

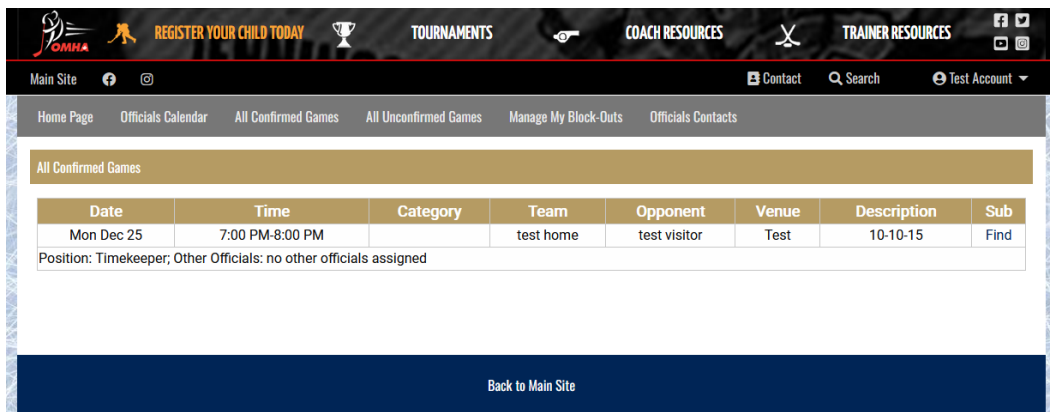


Figure 4 All Confirmed Games tab in Officials Portal



All Unconfirmed Games

The games that have been assigned to you but you have not confirmed are listed under the All Unconfirmed Games tab.

Remember: Assigned games must be confirmed within two days of assignment. You are responsible for all games assigned to you whether you confirm them or not.

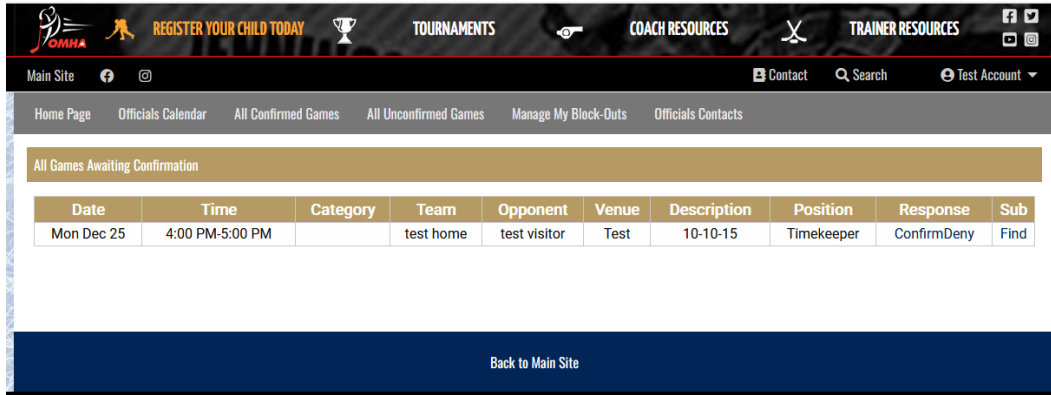


Figure 5 All Unconfirmed Games tab in Officials Portal

Manage My Block-Outs

As of this version of the handbook, Manage your Block Out Times is not currently available. Once implemented, you can manage your availability here.

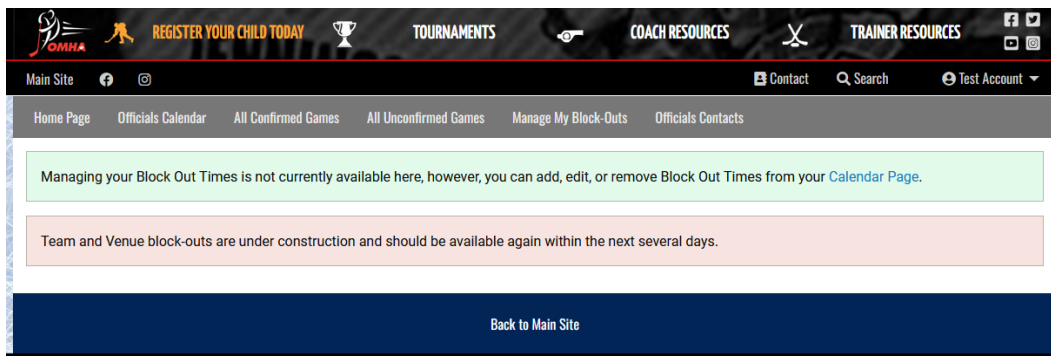


Figure 6 Manage my Block-Outs tab in Officials Portal

Officials Contacts

The Officials Contacts tab lists all the officials by position. To see a list of timekeepers, click the down arrow in the position box and choose Timekeeper.

Please ensure your contact information is up to date and the email listed is one you check regularly. Please add these contacts into your phone so that you have them handy should you need to contact us.



The timekeepers listed on this page are the only people qualified as timekeepers. Use only this list when looking for a replacement timekeeper for a game you cannot work.

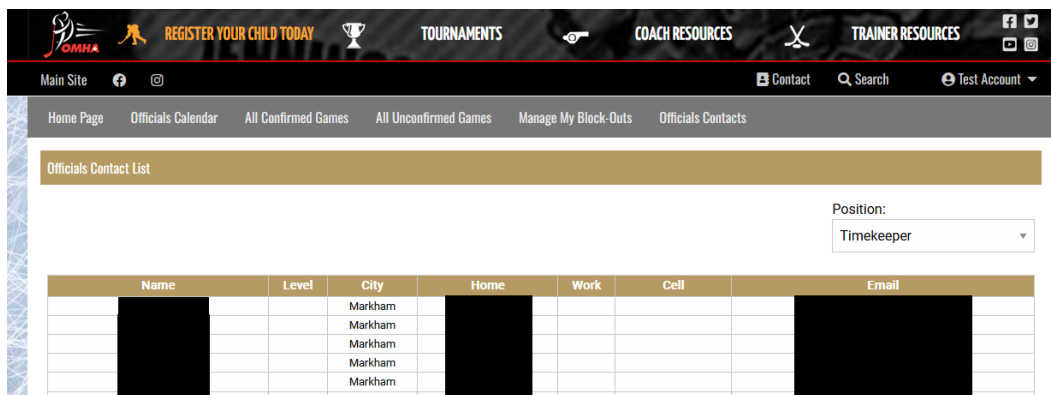


Figure 7 Officials Contacts in Officials Portal

Set Your Availability

One of the first things you need to do each season is to set your availability. It is imperative that you keep your availability up to date as your personal schedule changes. If you are assigned a game but can't cover it and you have not blocked off the time, it will be *your responsibility* to find someone to cover that game.

Adding a time block means that these are dates that you are unavailable, you cannot work. Only add blocks of time during which you cannot accept game assignments.

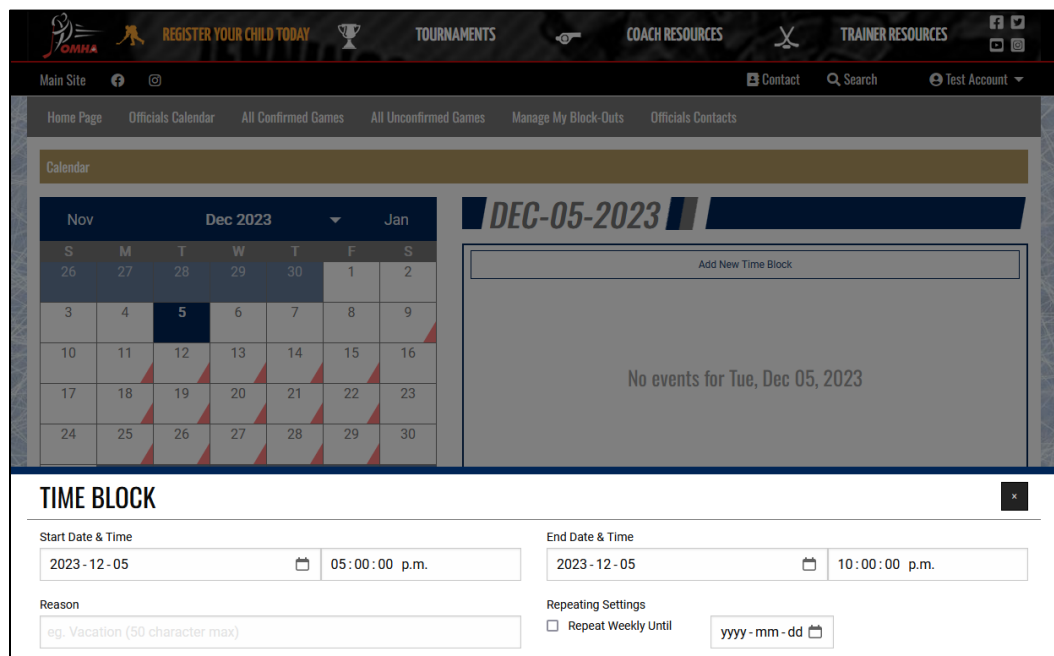


Figure 8 Add a New Time Block



To add a new time block (time you cannot work)

1. From the Officials Calendar tab, click **Add New Time Block**.
2. The page shown in the figure above will open.
3. Set the **Start Date & Time** and the end date and time.
4. List the **Reason**. Ensure there is a reason for every time block entered.
5. If it's a weekly block, click the **Repeat Weekly Until** box and set the end date of the repeat.
6. Click **Save**.

Your added time block will appear on your Officials Calendar. We recommend verifying that it shows up on your calendar.

Scheduling Games

Scheduling will be done a minimum of two months in advance. The Timekeeper Scheduler will use the calendar that shows all timekeeper availability to assign games. It is imperative that you keep your availability up to date!

Games will be assigned back-to-back as much as possible. In house league, games will be assigned in three game groups.

Once assigned a game, you will receive an email with the game details.

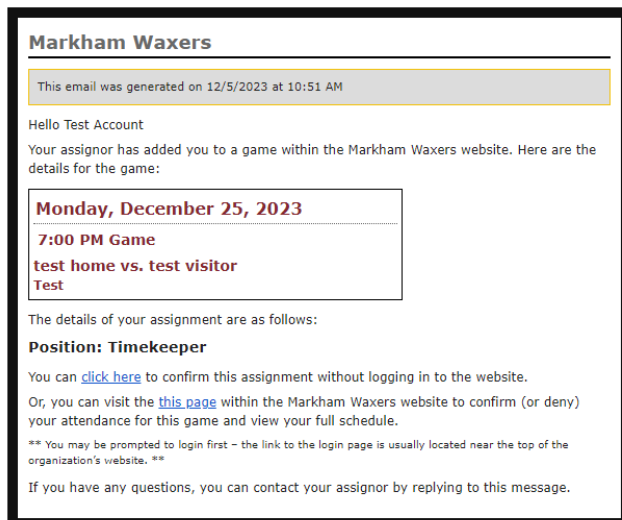


Figure 9 System-generated email notifying game assignment



Confirming Games

When you are scheduled for games, you will receive a notification email requesting you to confirm the game (see figure above). You have two days from the day the game was assigned to you to confirm it. *You are only paid for confirmed games!*

As noted in the email, you can click the email link to confirm the assignment or you can log into the Waxers website’s Officials Portal to confirm the assignment. Which ever way you choose to confirm, it must be done within two days of receiving the email.

Once you are assigned a game, you are responsible for that game. Even if you don’t confirm it, you are responsible to find a replacement from the list of contacts in the Officials Portal. Email the Timekeeper Scheduler within two days of the notification email and let them know that you cannot attend the game and that you are seeking a replacement. When you have found a replacement, both you and your replacement must email the Timekeeper Scheduler verifying the change. Be sure to include the game date and time in your email. The Timekeeper Scheduler will update the Officials Portal.

If you have been assigned a game and do not find a replacement or contact the Timekeeper Scheduler, you will be removed from the rotation for a month for your first offense and permanently for a second offense.

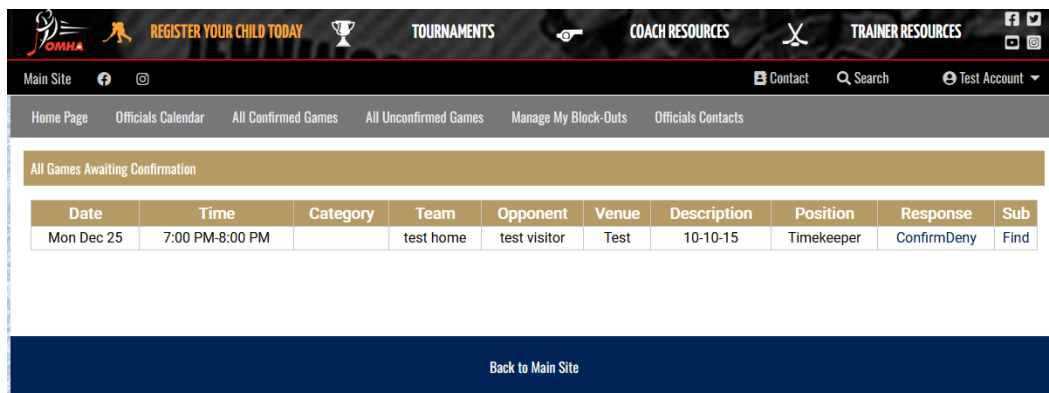


Figure 10 All Unconfirmed Games tab

If you choose to log into the Officials Portal to confirm your assignment,

1. Log into the Waxers website.
2. Go to the Officials Portal.
3. Click on the All Unconfirmed Games tab.
4. Click **Confirm** in the Response column to confirm the game, or
5. Click **Find** in the Sub column to start the search for a replacement. You will be taken to the Officials Contact page. Choose Timekeeper as the Position for a list of qualified replacements.



Cancelled Games

If a game for which you've been scheduled gets cancelled, you will receive a system-generated email with the game date and time. Because we schedule in groups, please be sure to check the date and time carefully, as games scheduled before and/or after the cancelled game may still be scheduled.

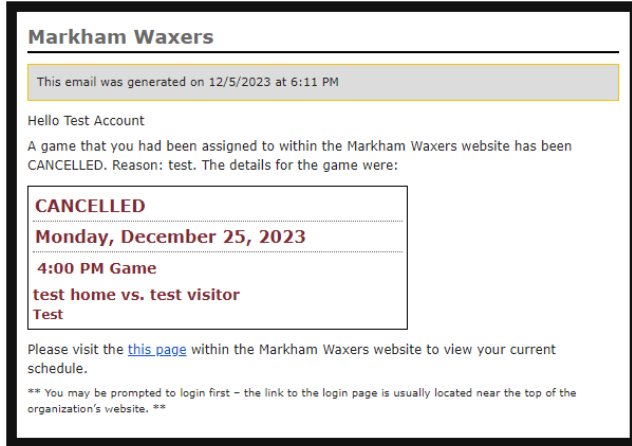


Figure 11 Game cancellation email



Game Day

Dress warmly. It can be chilly just sitting in the timekeeper booth. Not all arenas have heaters in the booth.

Your shift starts 15 minutes before the hour. If the game is scheduled to start at 10:00 am, your timekeeping shift begins at 9:45 am. Tardiness will not be tolerated. There is much to do prior to the start of the game to ensure it begins on time and you need to have access to the iPad before the arena staff start preparing for a flood.

Pre-Game Duties

1. When you arrive at the arena, pick up the iPad, charger, and cord from the iPad lockbox. The combination to the lockbox will be provided to you. Do not share it with anyone other than another timekeeper.



Arena	Lockbox Location
Mt. Joy	Arena office
Centennial	Referee room (behind the door)
Markham Village	Arena office

Figure 12 iPad Lockbox

To open the lockbox,

1. Press # (the combination) #. The pad will turn green.
2. Turn the knob and pull door open.

To close the lockbox,

1. Close the door securely.
 2. Turn the knob.
 3. Verify it is closed and locked.
2. Check in with the referees and introduce yourself.
 3. Check in with the head coach of the home team no later than ten minutes before the hour. The head coach will verify that you arrived on time for your shift. Ask him to come to the timekeeper box no later than the top of the hour to confirm his lineup and sign the game sheet.



4. Check in with the head coach of the visiting team. Ask him to come to the timekeeper box no later than the top of the hour to confirm his lineup and sign the game sheet.
5. Go to the Timekeeper Box and ensure all the equipment is in working order.
6. Plug in iPad. *Keep plugged in at all times!*
7. Set up the game in the GameSheet app.
 - a. Click the **GameSheet** app icon on the iPad.
 - b. If the app requests a League iPad Access Key, enter ipad-markhamwhl-ab and tap **Sign In**.
 - c. Tap **+New Game**.
 - d. Tap **Load from Schedule**.
 - e. Locate your game on the list of games and tap the **Load Game** button. This will download the game to the iPad and bring you back to the Games page.
 - f. Touch the game to begin.
8. Confirm Lineups

Coaches should come to you in the box by the top of the hour but, if they do not, it is your responsibility to find them and bring them to the box to confirm their lineups and sign the app. The game cannot begin until the app is updated.

Team rosters are downloaded when the game is loaded, so coaches should only need to make updates specific to the game's lineup.

- a. Tap either "*Visitor Lineup*" or "*Home Lineup*" on the left side to load the team's lineup.
- b. Pass the iPad to the coach/manager and instruct them set their lineup.
 1. Players can be set to *Starting*, *Playing*, *Sitting Out*, *Injured*, or *Suspended* by tapping on their status.
 2. Coaches can be set to *Coaching*, *Away*, or *Suspended* by tapping on their status.
 3. Editing of players and coaches can be done by tapping the content you'd like to edit and following the prompts.
 4. When the lineup is correct, the coaches must sign before returning the iPad.
- c. Verify that there are no errors displayed beside the Home and Visitor Lineup page titles. Ensure that:



1. all bench staff in attendance have signed and those who are away have been noted as such
2. all players who are not in attendance have been noted as such
3. all players have a unique jersey number
4. the goalie has been identified in the roster and as starting goalie

If the orange Error button is displayed, tap on it to review the errors.

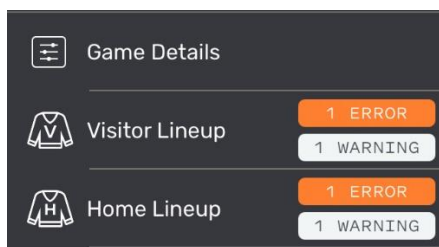


Figure 13 Error and Warning notices

- d. Repeat these steps for both the **Home** and the **Visitor** lineup pages.

During the Game

During the game you will be responsible for running the clock, putting the information on the scoreboard, and documenting all the game details in the GameSheet app on the iPad. In any dispute regarding time, refer the matter to the referee for a final decision.

You are responsible for informing players who are serving penalties on when they are able to leave the penalty box.

When the pre-game setup is complete, the iPad is ready to score the game.

1. Tap **Game Details** on the left side.
2. Fill in any missing details and confirm the period lengths are correct.
3. Fill in your name and phone number as the **Official Scorekeeper**.
4. Tap **Scoring** on the left side to enter the game scoring page.
5. Enter the **Start Time** and tap **Start Game** when the puck is dropped.
6. Record the game's events. ([GameSheet Scoring video](#))

For detailed instructions on scoring the game in the GameSheet app, [see the GameSheet Inc Training Videos](#).



Post Game

1. When the game is over, verify there are no errors on the Scoring page and tap **End Game** in the top right corner. This will load the Officials / Post Game page.

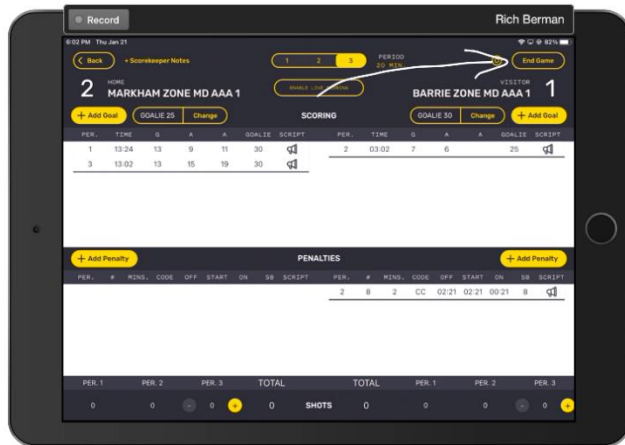


Figure 14 Scoring Page noting End Game button

2. Verify that there are no errors displayed in the top right corner of the Post Game/Officials page.
3. If the orange errors icon is displayed, tap the icon and then tap the error to make the necessary adjustments.



Figure 15 Post/Game Officials page showing warning and errors

4. Warnings should be reviewed but do not need to be addressed to upload the game.
5. **Errors must be addressed or the game cannot be uploaded.**
6. Give the iPad to the referees to complete the Officials / Post Game page and sign.

Referee are expected to:

- a. add themselves to the game by tapping **Add Referee**
- b. review the penalties and confirm that the codes and lengths have been correctly recorded. If any penalties were recorded incorrectly, the referee can edit them directly using the **Edit** button.
- c. add notes to major and misconduct penalties if necessary



- d. sign and lock the game by tapping the **Lock Game** button.
7. After completing their input, the referee will return the iPad to the timekeeper. After the referee has locked the game, the app will return to the Games page and a blue icon will appear to the right of the game.
8. **Tap the blue icon to upload the game.** Once the game has been uploaded, the game will disappear from the Active Games list, the league will have a copy of the game sheet, the website will be updated and the coaches of both teams will have been sent a copy of the game sheet via email.

Do not leave the arena without uploading the game. It can only be uploaded from the iPad on which it was scored.

Last Game of the Day

If you are the last house league timekeeper of the day at the arena,

1. return the iPad, charger, and charging cord to the iPad lockbox,
2. ensure the protective cover is put on the iPad, and
3. ensure the lockbox is closed completely and locked before you leave.



GameSheet Scoring App

GameSheet Inc. has a training videos available on all aspects of the scoring app. Please take a few moments and watch them to familiarize yourself with it. The Help Docs are also available while in the app. Access them by clicking the gear icon and choosing the View Help Docs option.

Quick Start Guide: Scoring a Game

Scoring a Game

- Top of Form
- Bottom of Form
- Training Videos
- Quick Start Guide - Scoring a Game
- Deleting a Goal or Penalty in the Scoring App
- Starting a New Game
- Game Upload Errors
- Updating a Team's Roster in the iPad Scoring App
- Live Scoring
- Assigning a Player to Serve a Penalty
- Shots on Net
- Adding or Editing Jersey Numbers
- Deleting a Game from the iPad Scoring App
- Warnings and Errors in the iPad Scoring App
- Setting the Starting Goalie
- Connect iPad to the Internet
- Goalie Shifts & Assigning Goals to Empty Net
- How To Record A Penalty Shot



Referee Signals



BOARDING

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



CHARGING

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



DELAYED CALLING PENALTY

Extending the non-whistle arm fully above the head.



BODYCHECKING

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



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.



DELAYED OFF-SIDE

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



BUTT-ENDING

A cross motion of the forearms, one moving under the other arm.



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.



GOAL SCORED

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



HAND PASS

Pushing motion with the open palm.



HOLDING

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



ICING THE PUCK

The back Referee or Linesperson signals a possible icing by fully extending either arm over their head. The arm should remain raised until the front Referee or Linesperson, 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 Linesperson will then point to the appropriate face-off spot and skate to it.



HEAD CONTACT

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



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.



HIGH-STICKING

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



HOOKING

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



INTERFERENCE

Crossing arms stationary in front of the chest.



ROUGHING

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



**TRIPPING/CLIPPING/
SLEW-FOOTING**

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



KNEEING

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



SLASHING

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



**UNSPORTSMANLIKE
CONDUCT/DIVING**

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



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.



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 Linesperson to signal "no icing" and in certain situations "no off-side".



MISCONDUCT

Both hands on hips.



TOO MANY PLAYERS

Indication with six fingers (one hand open) in front of the chest.



Scoreboard Operating Instructions

Mt. Joy and Markham Village Community Centres

SETTING UP YOUR GAME

- If the scoreboard is blank or showing only time of day, it is in Display Saver mode. This is cancelled by pressing [GAME TIME] to return to scoreboard
- Pressing [GAME TIME] again clears the scoreboard.
- Repeated pressing [GAME TIME] displays start times through 5, 8, 10, 12, 15, 20, 45, 60 minutes to set up common period durations.
- To correct or zero time press [TIME] *minutes:seconds or 0* [ENTER]

SETTING UP DIFFERENT PERIOD DURATIONS

- For other start times Press [GAME TIME] then [1] to [9][9] minutes and [ENTER]
- If a warm up is required after Game Time is set press [INTERM/WARMUP] minutes [ENTER]
- For a 15, 15, 10 minute game press [TIME] [1][0] [ENTER] before the 3RD period starts
- [STOP/GO] controls the running time and will curfew either Warmup or Intermission

SCORES, SHOTS, PERIODS AND TIME OUTS

- Press Scores or Shots keys to add one for each press (shots displays are not available on all boards)
- Scores or Shots can be corrected using the team score or shots key and digits followed by [ENTER]
- Periods can be corrected by pressing [9/PERIOD] when the time is stopped
- Time outs can be set for either team by pressing [TIME], the Score key, the # of seconds, [ENTER]
- Time Outs appear in the score display to keep the game time visible. The score returns after the T.O.

BETWEEN PERIODS

- Automatic 4 second horn ends period. Keypad [HORN] is 1 second to signal refs or substitutions
- To start a 10 minute Intermission press [INTERM/WarmUP][1][0] then [ENTER] to start immediately



- The horn sounds at three minutes to warn of either Intermission ending or Warmup starting
- To end the Intermission time early press [STOP]

PROGRAMMABLE INTERVAL HORN

- An interval horn can be set to sound time durations of 1 to 9 MINUTES or 10 to 1:59 SECONDS **by** pressing [TIME][HORN] Minutes or Seconds [ENTER] It will be cancelled when the period ends or entering 0 for the time or by pressing [GAMETIME].
- To enter 90 seconds for three on three press [TIME][HORN] [1][3][0][ENTER]

TIME OF DAY CLOCK

- Press [TIME][Enter] to view the time of day even with the timer running, and again to return to game.
- Check the Time of Day on the scoreboard and the game time still runs in the background.
- **Penalties** – When penalties are inputted, the displays will “flash.” This indicates to the timekeeper that the scoreboard is ready to accept the information from the control panel. If an error has been made, the information can be corrected during the flashing mode. The display will flash for 5 seconds.
- For a two minute penalty, press the penalty key for either team then [ENTER][ENTER]
- For a 4,5,or 7 minute penalty press the penalty key then [TIME] (repeat) then [ENTER][ENTER] Examples :
- 2 minute - [HPEN] or [VPEN] [ENTER] [ENTER]
- 3 minute – [HPEN] OR [VPEN] [1] or [2] (1 or 2 penalty) [TIME] [3] [0] [0] [ENTER] [ENTER]
- 4 minute - [HPEN] OR [VPEN] [TIME] [ENTER] [ENTER]
- 5 minute – [HPEN] OR [VPEN] [TIME] [TIME] [ENTER] [ENTER]
- 7 minute – [HPEN] OR [VPEN] [TIME][TIME][TIME][ENTER] [ENTER]
- 9 minute – [HPEN] OR [VPEN] [1] or [2] (1st or 2nd penalty) [TIME] [9] [0] [0] [ENTER] [ENTER]
- To correct or zero penalties [HPEN]or[VPEN] [1]or[2][TIME]min:sec or 0 [ENT][ENT]
- To hold penalties in run time [PENALTY STOP/GO] to stop & start penalty time
- >3RD, 4TH and 5TH penalties are displayed by dot lights on the scoreboard and they are held as delayed. They are entered the same way as all other penalties.



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- If your board displays player numbers press [1] to [9][9] between the two [ENTER] above
 - Penalties are automatically held during Intermission/Warm-Up and all penalties can be held manually using the [PENALTY STOP/GO] key when required.
 - Minor Penalties are automatically cancelled when opposing scores are posted except if the penalties are coincidental (penalties on both sides).
 - The shortest penalty is auto-cancelled when an opposing score is posted.
 - To keep the penalty press [ENTER] within 5 seconds (while penalty is flashing)
 - Double Minors are reduced to minor penalties when an opposing score is posted.
 - Major plus Minor penalties must be reduced or cancelled manually, example: [HPEN] [1] [TIME] [0] [ENTER] [ENTER]
 - To correct or delete a penalty manually, chose the team and penalty number and [TIME] minutes:seconds or zero then [ENTER]
 - New penalties or changes to existing penalties can be entered with the time running or stopped.
 - If a mistake has been made in score or penalty entry they can be reset back to when the scoreboard time was last stopped by pressing [ENTER][0][ENTER]
 - TIME OF goal or penalty – press to display on the scoreboard the time INTO the period (period time minus time remaining) when the event occurred



Centennial Community Centre