

***EASTMAN***



***Eastman  
Minor Hockey  
Association***

***Timekeepers Manual***

October 2007



**Eastman Minor Hockey Association  
Timekeeper's Manual**

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**INTRODUCTION**

This manual has been prepared for the Eastman Minor Hockey Association for the training of its timekeepers. At the back of this manual are sample worksheets that are to be used in game situations. A worksheet must be used whether it is one of the one's supplied or one of your own design. The sample worksheets are to be photocopied by the Timekeeper for use during the season.

Included in the manual are the roles and responsibilities that a Timekeeper must assume as a game official.

In the "Penalties" section (section C.4), there are examples of many of the situations that will occur during a game.

If you have any questions during the year, feel free to email me at [kssteen@shaw.ca](mailto:kssteen@shaw.ca).

Have a great season,  
Ken Steen

October 2007

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**A. WHAT IS A TIMEKEEPER?**

A Timekeeper is the off-ice official who is responsible for the control of the timeclock and for the proper completion of the official gamesheet.

Even though Timekeepers are referred to as “off-ice” or “minor” officials, the responsibilities and functions performed by Timekeepers are not minor in any way. In fact, Timekeepers are very important and are an integral part of the officiating team.

With that in mind, the “Zero Tolerance” rule affects Timekeepers as well as Referees. If at any time, a player, team official, or fan verbally or physically abuses you, notify the Referee immediately.

Timekeepers are to report any mistakes to the Referee. It is important that any mistakes are corrected as soon as possible. If a Timekeeper allows a penalized player to return to the ice prior to their penalty expiring, the player will have to return and serve the remainder of their penalty. If the player leaves early on their own, they may be assessed an additional penalty.

In all cases, the Timekeeper is under the supervision of the Referee and can be overruled by the Referee.

**B. 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 (i.e. Timekeeping a brother or sister's game).

Timekeepers should concentrate on their job and avoid any unnecessary conversation.

As well, if for some reason you are suspended by Eastman Hockey or Hockey Manitoba as a player, coach, team official, or Referee, you are also suspended from all timekeeping duties. It is your responsibility to notify your assignor/area Timekeeper-in-Chief of your suspension.

**C. WHAT ARE THE RESPONSIBILITIES OF A TIMEKEEPER?**

**1. PRIOR TO THE GAME**

- A. The Timekeeper is to report to the Referee Room 1/2 an hour before the game to let the Referee know they are there. The Home Team coach is responsible for supplying the gamesheet to be used for the game. In cases where the Home Team does not have a Eastman Hockey Gamesheet, the Timekeeper should check with the Visiting Team to see if they have one, and if not, all arenas used by Eastman Hockey will have a small supply available on an emergency basis. This emergency supply will be kept in the arena office.

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- B. The Timekeeper is to complete the gamesheet and then have the Visiting Team fill in the Visiting Team lineup on the gamesheet in numerical order. **AAA must circle shootout players and identify Captain and Alternate Captains prior to the game.** In most cases, once this is done, the Visiting Team will forward the gamesheet to the Home Team to do the same.

In any case, it is the Timekeeper's responsibility to ensure that both teams complete their respective lineups as well as the Team Officials section. The Referee should be notified if the Timekeeper has any problem obtaining this information.

- C. The Timekeeper is to notify the Referee when the ice is ready for the game.

## **2. STARTING THE GAME**

- A. Two minutes before the game is to start, the Timekeeper shall sound the buzzer, set the game clock to two minutes, and run the clock down.
- B. Both teams should be ready to start after the two minutes is over. If not, the Referee may penalize the offending team(s).

## **3. GOALS**

- A. The Timekeeper is responsible for the correct recording of the goals scored. This includes goal number, period scored in, goal scorer, and any assists given.
- B. As well, the following codes should be noted beside the goal, if applicable:
- |                        |                                  |
|------------------------|----------------------------------|
| PP = Power Play Goal   | EN = Empty Net Goal              |
| SH = Short Handed Goal | PS = Goal Scored on Penalty Shot |

## **4. PENALTIES**

During the game, the Referee may call some penalties. It is the Timekeepers responsibility to know the various signals that the Referee will use, how to properly record the penalties on the gamesheet, and how to manage the penalties.

The Timekeeper is also required to enter the penalty time on the Timeclock (if available). Penalty times that should not be entered on the Timeclock include:

- Coincidental penalties - the penalized players will not be able to return to the ice when the penalty time expires (they will have to wait for the next stoppage of play), and
- Misconduct/Game Misconduct penalties - the team is not playing shorthanded while these penalties are being served.

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**A. Referee Signals**

Here are some of the signals that the Referee will use as well as the codes you should use to record the penalties:



**Boarding/Body Checking (BRD/BC)**

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

**Butt Ending (BE)**

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



**Charging (CHG)**

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

**Checking From Behind (CFB)**

A forward motion of both arms, with the palms of the hand open and facing away from the body.



**Cross Checking (CC)**

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



**Elbowing (ELB)**

Tapping either elbow with the opposite hand.



**High Sticking (HS)**

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



**Holding (HO)**

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



**Hooking (HK)**

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



**Interference (INT)**

Crossed arms stationary in front of the chest.

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**Kneeing (KNEE)**

Slapping either knee with the palm of the hand.

**Match Penalty (MATCH)**

Patting flat of the hand on top of head.



**Misconduct (MISC)**

Both hands on hips.

**Penalty Shot (PS)**

Arms crossed above the head.



**Roughing (RO)**

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



**Slashing (SL)**

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



**Spearing (SPR)**

A jabbing motion with both hands away from the body.



**Tripping (TRP)**

Striking leg with either hand below the knee.



**Unsportsmanlike Conduct (USC)**

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

**B. Maximum Stick Penalties**

It is important to know which penalties are listed as stick penalties because **each player is only allowed three stick penalties in a game**. Stick penalties include butt ending, crosschecking, high sticking, slashing, and spearing. When a player receives a stick penalty, place a check mark (✓) in the column beside the player's name on the gamesheet.

**Once a player receives a third stick penalty, the player also receives a Game Ejection penalty that must be recorded on the gamesheet.** A substitute player would be required to serve the third stick penalty.

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**C. Double Minor Penalties**

When a player receives a double minor penalty (e.g. 4 minutes for spearing), it counts as one penalty against the Maximum Penalties listed above but the penalties must be recorded as separate penalties on the gamesheet. This is because the two penalties will have different start times.

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #4	2 min SPR	8:00	6:30 by Team B	A#4 returns at 4:30
Team A #4	2 min SPR			as second penalty starts when goal is scored

**D. Minor Penalties**

When it comes to minor penalties, there are many different situations that may occur during a game and examples of some are listed below.

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team B #7	2 min SL	3:00	no goal scored	B#7 returns at 1:00

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team B #7	2 min SL	3:00	1:45 by Team A	B#7 returns at 1:45

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #4	2 min TRP 2 min USC	8:00	no goal scored	A#4 returns at 4:00

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #4	2 min TRP 2 min USC	8:00	6:30 by Team B	A#4 returns at 4:30 as second penalty starts when goal is scored

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #4	2 min TRP 2 min USC	8:00	5:15 by Team B	A#4 returns at 5:15 as first penalty has already been served

Player	Penalty	Called At	Goals Scored At	Player Returns At
Team A #4	2 min TRP 2 min USC	8:00	7:30 by Team B and 7:00 by Team B	A#4 returns at 7:00 as first penalty ended at 7:30 and second at 7:00 (both PP goals)

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When a goal is scored and penalties are being served, you should ask the following questions:

1. Is the team scored on playing shorthanded?
2. Are they serving a minor penalty?

If you answer yes to the above questions, then the first Minor penalty assessed to that team (but not a coincidental) should be terminated.

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team B #15	2 min SL	4:00	2:30 by Team A	B#15 returns at
Team B #18	2 min HO	3:00		2:30 (PP Goal).
Player	Penalty	Called At	Goal Scored At	Player Returns At
Team B #7	2 min SL	7:00	4:50 by Team A	B#9 returns at 4:50.
Team B #9	2 min HO	6:40		B #12 penalty starts
Team B #12	2 min RO	6:00		at 5:00.
Player	Penalty	Called At	Goal Scored At	Player Returns At
Team B #7	2 min SL	7:00	5:50 by Team A	B#7 returns at 5:50.
Team B #9	2 min HO	6:40		B #12 penalty starts
Team B #12	2 min RO	6:00		at 5:50.
Player	Penalty	Called At	Goal Scored At	Player Returns At
Team B #7	2 min SL	7:00	5:00 by Team A	B#7 penalty is over.
Team B #9	2 min HO	6:40		B #9 returns at 5:00
Team B #12	2 min RO	6:00		(PP Goal).
				B #12 starts at 5:00
Player	Penalty	Called At	Goal Scored At	Player Returns At
Team B #6	2 min SL	6:00	3:00 by Team A	B#14 and B #19
Team B #14	2 min HO	5:00		both return to ice.
Team B #19	2 min RO	4:30		
Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #5	2 min SL	8:00	7:30 by Team A	No player returns
Team B #11	2 min HO	7:45		(Even strength)
Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #5	2 min SL	8:00	5:50 by Team A	B #11 returns (PP
Team B #11	2 min HO	7:00		Goal)
Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #6	2 min SL	6:00	4:30 by Team B	A #6 returns at 4:30
Team A #17	2 min HO	5:30		(PP Goal).
Team B #11	2 min RO	5:00		

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Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #6	2 min SL	6:00	4:30 by Team B	A #6 returns at 4:30 (PP Goal).
Team A #17	2 min HO	5:30		
Team B #11	2 min RO	5:30		

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #6	2 min SL	5:30	4:30 by Team B	A #17 returns at 4:30 (PP Goal). A #6 and B #11 are coincidental.
Team B #11	2 min HO	5:30		
Team A #17	2 min RO	5:00		

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #6	2 min SL	4:00	2:30 by Team B	A #6 returns at 2:30.
Team B #11	2 min HO	3:30		
Team A #9	2 min HS	3:00		

**E. Major/Match Penalties**

When a player receives any 5-minute penalty (a major penalty), **the player also receives an automatic Game Misconduct penalty. A player from the ice will have to serve the 5-minute penalty, except in the case of co-incidental majors.** If a goal is scored during the 5-minute penalty by the opposing team, the player serving the penalty may not return to the ice. Timekeepers are required to check the box on the gamesheet that a written report is required.

If a player receives a major penalty and a minor penalty at the same stoppage, the major penalty is the first penalty that will be served. The minor penalty will start immediately following the expiration of the major penalty.

When a Major and a Minor penalty are called and assessed at the same time against two different players of the same team, the Minor penalty should be recorded as the first penalty assessed.

Player	Penalty	Called At	Goals Scored At	Player Returns At
Team B #7	5 min SL	10:00	7:00 and 6:00 by Team A	No player returns. Must serve full 5 minutes.

Player	Penalty	Called At	Goal Scored At	Player Returns At
Team A #6	5 min SL	5:30	4:30 by Team B	Player from Team A must serve 5 min. A #17 returns at 4:30 (PP Goal).
Team B #11	2 min HO	5:30		
Team A #17	2 min RO	5:00		

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Player Team A #6 Team B #11 Team A #17	Penalty 5 min SL 2 min HO 2 min RO	Called At 5:30 5:00 5:00	Goal Scored At 4:30 by Team B	Player Returns At Player from Team A must serve 5 min. A #17 and B #11 are coincidental. No player returns.
Player Team B #8 min RO	Penalty 5 min HS	Called At 7:00	Goal Scored At 3:00 by Team A Player from Team B	Player Returns At No player returns. 2 must serve full 5 min.
Player Team B #8	Penalty 5 min HS 2 min RO	Called At 8:00	Goal Scored At 2:00 by Team A	Player Returns At Player from Team B returns (PP Goal). Major penalty has expired.
Player Team A #6 Team B #11 Team A #17	Penalty 2 min SL 2 min HO 5 min HS	Called At 5:00 5:00 4:30	Goal Scored At 4:30 by Team B	Player Returns At A #6 and B #11 are coincidental. Player from Team A must serve 5 min. No player returns
Player Team A #6 Team A #7 Team B #11	Penalty 5 min SL 2 min HO 5 min HS	Called At 4:00 3:30 3:30	Goal Scored At 2:30 by Team B	Player Returns At Player from Team A must serve 5 min. A #7 returns at 2:30 (PP Goal).
Player Team B #11 Team A #6 Team A #9	Penalty 2 min SL 2 min HO 2 min HS	Called At 4:00 3:30 3:00	Goal Scored At 2:30 by Team B	Player Returns At A #6 returns at 2:30.
Player Team A #6 Team B #2 Team A #9	Penalty 2 min SL 2 min HO 5 min HS	Called At 4:00 3:30 3:00	Goal Scored At 2:30 by Team B	Player Returns At A #6 returns at 2:30.
Player Team A #6 Team B #11 Team A #17	Penalty 2 min RO 2 min RO 5 min HS	Called At 6:00 5:00 5:00	Goal Scored At 4:30 by Team B	Player Returns At A #6 returns at 4:30 (PP Goal).

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Player Team B #10 Team B #12	Penalty 5 min HS 2 min TRP	Called At 6:00 5:30	Goal Scored At 5:00 by Team A	Player Returns At Player from Team B must serve 5 min. B #12 returns at 5:00 (PP Goal).
Player Team B #10 Team B #12	Penalty 5 min HS 2 min TRP	Called At 6:00 6:00	Goal Scored At 5:00 by Team A	Player Returns At Player from Team B must serve 5 min. B #12 returns at 5:00 (PP Goal).
Player Team B #7 Team B #5 Team B #8	Penalty 5 min HS 2 min HO 2 min RO	Called At 4:00 3:30 3:00	Goal Scored At 2:00 by Team A	Player Returns At Player from Team B must serve 5 min. B #5 returns at 2:00 (PP Goal). B #8 starts at 2:00
Player Team B #7 Team B #5 Team B #8	Penalty 5 min HS 2 min HO 2 min RO	Called At 4:00 3:30 3:00	Goal Scored At 1:30 by Team A	Player Returns At Player from Team B must serve 5 min. B #5 penalty has ended. B #8 returns at 1:30 (PP Goal).
Player Team A #5 Team B #11	Penalty 5 min HS 2 min HO	Called At 8:00 7:00	Goal Scored At 6:00 by Team A	Player Returns At No player returns. Even strength (4 on 4)
Player Team A #6 Team A #17 Team B #11	Penalty 2 min TRP 5 min HS 2 min INT	Called At 6:00 5:30 5:00	Goal Scored At 4:30 by Team B	Player Returns At A #6 returns at 4:30 (PP Goal). Player from Team A must serve 5 min.
Player Team A #6 Team A #17 Team B #11	Penalty 5 min HS 2 min HS 2 min INT	Called At 6:00 5:30 5:00	Goal Scored At 4:30 by Team B	Player Returns At Player from Team A must serve 5 min. A #17 returns at 4:30 (PP Goal).
Player Team A #7 Team B #14 Team A #18	Penalty 5 min HS 2 min HS 2 min INT	Called At 6:00 5:30 5:00	Goal Scored At 4:30 by Team B	Player Returns At Player from Team A must serve 5 min. A #18 returns at 4:30 (PP Goal).

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**F. Misconducts/Game Misconducts**

Players who receive a 10-minute misconduct must serve the full 10 minutes. A substitute for the penalized player is permitted as the team does not play short for the 10 minutes. The penalized player can return after the first stoppage of play following the 10 minutes.

If a player receives a time penalty PLUS a 10-minute misconduct, the penalized team is required to place a substitute player in the penalty box to serve the time penalty. The misconduct penalty will start after the time penalty is served. Timekeepers are required to notify the Referee when a player has received their second Misconduct penalty of the game. Any such player will receive a Game Misconduct penalty.

**If there are ANY major or misconduct penalties during the game, the Timekeeper should bring these penalties to the attention of the Referee at the end of the game as a write-up is required.**

**G. Coincidental Penalties**

When minor penalties are called on both teams at a single stoppage of play, coincidental penalties will occur.

When the coincidental Minor penalty rule is applied and there is a difference in the total time penalties, the penalties causing the difference should be served first in the normal manner. Any time there is a difference in the total time of the penalties, the difference must be served by a player (or players) on the ice at the time of the infraction. With coincidental penalties, you want to cancel as many penalties as possible - **ONLY THE DIFFERENCE IS SERVED.**

**MOTO** - When canceling penalties, the following guidelines should be used in this order:

1. Always cancel as **many** penalties as possible.
2. Cancel in a way to make the team only **one** player short.
3. Cancel in a way to avoid **taking** an extra player off the ice.
4. Cancel using the order of **occurrence**, or in the order that they were reported.

If a goaltender is assessed a penalty under the coincidental penalty rule, another player on the team is required to serve the penalty. This is because if one team loses a player because of a penalty, than the other team should also lose a player, as the goaltender remains in the game.

Player	Penalty	Called At	Penalties Served
Team A #5	2 min RO	8:00	Teams play 5-on-5.
Team B #11	2 min RO	8:00	Players return to ice first stoppage of play after 6:00.

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Player	Penalty	Called At	Penalties Served
Team A #5	2 min RO	8:00	Teams play 5-on-5 (Total minutes are equal). Players return to ice first stoppage of play after 6:00.
Team A #17	2 min RO	8:00	
Team B #11	2 min RO	8:00	
Team B #14	2 min RO	8:00	

Player	Penalty	Called At	Penalties Served
Team A #5	2 min RO	8:00	Teams play 5-on-5 (Total minutes are equal).
	2 min USC	8:00	
Team B #11	2 min RO	8:00	Players return to ice first stoppage of play after 4:00.
	2 min USC	8:00	

Player	Penalty	Called At	Penalties Served
Team A #5	2 min RO	8:00	Teams play 5-on-5 (Total minutes are equal).
Team A #12	2 min USC	8:00	
Team B #11	2 min RO	8:00	A #5 and A #12 return to ice first stoppage of play after 6:00. B #11 returns first stoppage of play after 4:00.
	2 min USC	8:00	

Player	Penalty	Called At	Penalties Served
Team A #5	2 min RO	8:00	Teams play 5-on-5 (Total minutes are equal).
Team A #12	2 min USC	8:00	
Team A #8	2 min RO	8:00	A #5, A #12, A #8, and A #7 return to ice first stoppage of play after 6:00. B #11 and B #16 return to ice first stoppage of play after 4:00.
Team A #7	2 min RO	8:00	
Team B #11	2 min RO	8:00	
	2 min USC	8:00	
Team B #16	2 min RO	8:00	
	2 min USC	8:00	

Player	Penalty	Called At	Penalties Served
Team A #6	2 min RO	8:00	Team A will play 1 player short for 2 minutes. A #17 will serve the time penalty (Order of Occurrence). A #6 and B #11 will serve coincidental penalties.
Team A #17	2 min RO	8:00	
Team B #11	2 min RO	8:00	

Player	Penalty	Called At	Penalties Served
Team A #6	2 min RO	8:00	Team B will play 1 player short. B #11 will serve 2 min penalty to avoid taking a player from ice. A #6 and A #17 return at first stoppage after 6:00. B #14 returns first stoppage after 4:00.
Team A #17	2 min RO	8:00	
Team B #11	2 min RO	8:00	
Team B #14	2 min RO 2 min USC	8:00 8:00	

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Player	Penalty	Called At	Penalties Served
Team A #6	2 min RO	8:00	Team B will play 1 player short.
Team B #14	2 min RO	8:00	Player from ice to serve extra 2 min.
	2 min USC	8:00	A #6 returns first stoppage after 6:00.

Player	Penalty	Called At	Penalties Served
Team A #6	2 min RO	8:00	Team B will play 1 player short for 4
Team B #11	2 min RO	8:00	min. A #6 and B #11 return
Team B #14	2 min RO	8:00	at first stoppage after 6:00.
	2 min USC		

If major penalties are called on each team at a stoppage of play, the coincidental penalty rule will also take effect.

Player	Penalty	Called At	Penalties Served
Team A #6	5 min HS	8:00	Teams play 5-on-5
Team B #11	5 min HS	8:00	(Coincidental Majors).
			Players involved also receive Game Misconducts.

Player	Penalty	Called At	Penalties Served
Team A #6	5 min HS	8:00	Team A will play 1 player short for
Team A #17	5 min HS	8:00	5 minutes (Time Difference).
Team B #11	5 min HS	8:00	
			Players involved also receive Game Misconducts.

Player	Penalty	Called At	Penalties Served
Team A #5	5 min HS	8:00	There are no coincidentals here.
Team B #14	2 min RO	8:00	Team A will play one player short for
	2 min RO	8:00	5 minutes. Team B will play one player
			short for 4 minutes.

## H. Miscellaneous

**Bench Clearing** - If a bench-clearing incident occurs, it is the Timekeepers responsibility to help the Referee by noting the numbers of the players involved and supply that information to the Referee if asked. If a player leaves the penalty box to participate in a fight, let the Referee know immediately.

**Letting Players Out** - To stop a player from leaving the penalty box before allowed, it is the timekeeper's responsibility to open the door when the player is allowed to leave. If a player leaves the penalty box early, the Timekeeper should note when the player left and notify the Referee at the next stoppage of play. The Referee may assess the player an additional minor penalty for leaving early. The player would also be required to serve the remainder of their original penalty. A penalized player may only leave the penalty bench at the end of a period or at the expiration of a penalty.

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**Injured Player** - A penalized player who is to serve a time penalty and who has been injured may go to the dressing room, provided a substitute replaces the player on the penalty bench. The substitute player must be a player that was on ice at the time of the infraction. If the penalized player returns prior to the penalty expiring, the player must serve any remaining time in the penalty.

**Delayed Penalty** - If the Referee signals a penalty against a team that is shorthanded due to a minor penalty and a goal is scored by the non offending team before the play is stopped, the goal is allowed and the player who is serving the minor penalty will return to the ice. As well, the penalty being signaled shall also be assessed and served in the normal manner.

**Checking From Behind** - Any player that receives a Checking From Behind penalty will be assessed a minor penalty as well as a Game Misconduct. If an injury resulted from the Check From Behind, the Referee may assess a major penalty instead of the minor penalty. A Match penalty could also be assessed in this situation. A substitute player will be required to serve the minor/major/match penalty for the penalized player.

## **5. AFTER THE GAME**

When the game is over, the Timekeeper is to return any pucks to the home team and then proceed to the Referee's Room. At the Referee's Room, the Timekeeper will fill in the final score, the time the game ended, and print their name in the spaces provided. The Referee(s) and Linesmen will then check the gamesheet for errors and print their names in the spaces provided.

**If there is a game report required, the Referee will check the appropriate box, keep the top copy, and complete the report on the back of the gamesheet.**

The top copy of the gamesheet will be kept by the Referee while the other copies will be distributed to the Home Team and the Visiting Team.

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**D. TIMEKEEPING CONTACT LIST**

Timekeeper Assignor

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