

**RICHMOND ICE ZONE
TIME/SCORE KEEPING SYSTEM
PROCEDURES FOR RICHMOND ROYALS GAMES**

1. Turn on Auto Horn

- a. Press “Auto Horn” key
- b. Press “1” for ON

2. Reset System to Start a New Game

- a. Press “Clear/Alt” key
- b. Press “7/New Game” key
- c. Press “Enter” key

3. Set Time for 3 Minute Warm-up

- a. Press “9 TOD/Game” key
- b. If display reads “Time”, then go to 3d (if display reads “TOD” then go to 3c.)
- c. If display reads “TOD”, then press “Enter”, “Clear/Alt”, “9 TOD/Game” key again
- d. Press “Set time”
- e. Enter “300” for 3 minutes
- f. Press “Enter” key (wait until both officials & both teams are on the ice before starting)
- g. When clock reaches “0”, press “Man Horn” key

4. Start First Period

- a. Press “Set Time” (2 times)
- b. Press “Enter” key
- c. Score board should display a “1” for 1st period
- d. If not, press “Period +1” to advance to 1st period
- e. Press “Start” key when puck is dropped

5. Stop in Play

- a. Press “Stop” key ONLY when whistle is blown
- b. Press “Start” key when puck is dropped

6. Enter Points Scored

- a. Press “Score +1” under “Home” or “Guest” column as applicable
- b. To correct score, press “Score -1” or “Score +1” under Home /Guest column
- c. Richmond Ice Zone system does not track shots on goal. Track manually and only count if puck goes into goal or would have gone into goal if not stopped by goalie. Shots that hit post or are outside of goal don’t count

7. Intermission Between Periods

- a. Press “9 TOD/Game” key
- b. If display reads “Time”, then go to 7d (if display reads “TOD” then go to 7c.)
- c. If display reads “TOD”, then press “Enter”, “Clear/Alt”, “9 TOD/Game” key again
- d. Press “Set time”
- e. Enter “100” for 1 minute
- f. Press “Enter” key (wait until both officials are off ice)
- g. When clock reaches “0”, press “Man Horn” key

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8. Start New Period After Intermission

- a. Press "Set Time" (2 times)
- b. Press "Enter"
- c. Make sure score board indicates a "2" for 2nd period or "3" for 3rd period
- d. If not, press "Period +1" to advance to applicable period
- e. Press "Start" key when puck is dropped

9. Track Penalties

- a. Press "Player Penalty" under Home or Guest column as applicable
- b. Enter player # (without leading "0" if two digit #)
- c. Press "Enter"
- d. Note: RIZ system does not display # but should be entered in case correction is needed
- e. Press "Enter"
- f. Penalty minutes will then be displayed; (default is 2 minutes) change if needed
- g. Press "Enter"
- h. Write down penalty start time, in case time system malfunctions
- i. Penalties: Minor-2 min; Double Minor-4 min; Major-5 min; Game Miscon-2 or 10 min
- j. If more than 2 players in penalty box, 3rd penalty does not start until 1st penalty is completed. Enter the 3rd penalty the same as the first two penalties and time will automatically start when 1st penalty has expired. Don't release 1st player until official blows whistle for stop in play.

10. Timeout

- a. Press "Time Out on/off" key
- b. Press down arrow key until "Partial 30" is displayed
- c. Wait 30 seconds, then press "Enter" key
- d. Horn automatically sounds when time out expires
- e. Press "Start" when puck is dropped

11. Deleting/Correcting Penalty

- a. To Delete a Penalty: Press "Delete Penalty" under Home/Guest; press down arrow key if player after the 1st player is to be deleted; press "Enter" once correct player is displayed.
- b. To Correct a Penalty: Press "Player Penalty" under Home/Guest; press up or down arrow keys if player after the 1st player is to be corrected, then press "Enter":
 - i. To correct player #: Enter correct #, then press "Enter." If penalty time also needs to be corrected, enter correct penalty time, then press "Enter," otherwise press "Enter" at penalty time field to complete change.
 - ii. To correct penalty time only (and not player #), press "Enter" at Player # field; enter correct penalty time, then press "Enter."

12. Resetting Clock (if error in time keeping)

- a. Press "9 TOD/Game" key
- b. If display reads "Time", then go to 12d (if display reads "TOD" then go to 12c.)
- c. If display reads "TOD", then press "Enter", "Clear/Alt", "9 TOD/Game" key again
- d. Press "Set time"
- e. Enter correct minutes and seconds remaining in period
- f. Press "Enter" key
- g. Press "Start" to start clock once puck is dropped