



CODE OF CONDUCT FOR AIHA SCOREBENCH



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As an employee of the AIHA, the job you do should be a professional one at all times. Whilst it may seem like we are simply there to “watch a hockey game”, we are getting paid to provide a service.

The statistics you record help Representative Coaches choose players for their teams and League Directors give out the annual season awards at prize giving. These statistics are displayed on the website for players/parents/coaches to see all the way through the season. It is highly important that you as an AIHA official do the very best job you can at all times, so that the records of games are neat, tidy and most importantly accurate.

We have some guidelines we would like you to adhere to which will help us all with achieving a high level of professionalism;

- **PUNCTUALITY:** This means turning up and been at the score bench a minimum of 10 minutes prior to the first game of the evening ready to take the players sheets from the managers and discuss with the head referee any changes to the game format.
- **NO CELLPHONES:** Under NO circumstances are you to have your cell phone out while the game is in progress. Parents and players will see this as a distraction and may feel that the statistics you are recording have not been done accurately (especially SHOTS ON GOAL). Remember most employers won't allow cell-phone use whilst you are working.
- **EXPERIENCE:** It is important that you know how to do BOTH roles well (scorekeeping and timekeeping) because you never know when you may be required to do both jobs on any given night.
- **TEAMWORK:** It can be helpful to have 2 sets of eyes looking for shots on goal even though only one is doing the recording. It is also helpful for the timekeeper to look over the score sheet to make sure all data (especially timings) have been recorded accurately. Remember we all make mistakes at times and sometimes have bad days. Support each other and work as a team. We are the third team in any hockey game.
- **NO GUESTS** are allowed in the score bench area or around it. This can also be seen as a distraction and you cannot see a “Shot on Goal” when your eyes are turned in the opposite direction. Like other employment, you rarely are allowed friends visiting and socialising during paid work.
- **SHOTS ON GOAL:** When observing shots on goal, often many shots can come in quick succession. Do not put your head down and write them down until the puck is clearly away from the goal. Keep a tally in your head then write. Goalies (and often their parents) are often pedantic about the number of shots they save during a game. So ensure that we see every shot and record them.
- **SCORESHEETS:** Please inform the score-bench coordinator when the score-pad is starting to get low so we can stock this up well BEFORE it runs out. It is hard to record a neat and accurate record of a game if we don't have the proper sheets.
- **TIDYNESS:** Please keep the Score bench folder in a tidy state and make sure you know where all vital information is to be found inside. Also leave the score-bench area in a clean and tidy condition when you leave the rink.

- **RULEBOOK:** It is handy to have a rulebook with you in case a Referee needs to refer to it. Also players will sometimes question a ruling and want to argue about it. They cannot argue with an official document. It's all about education.
- **QUESTIONS:** Don't be afraid to ask the referee questions to clarify or even your fellow score bench officials. It is better to ask and share a problem than to stay quiet, possibly get it wrong and then not learn from the experience. "A problem shared is a problem halved".
- **ABUSE OF OFFICIALS:** It is not acceptable for players to abuse you when in the penalty box. You are an official. If the situation gets too bad please advise the Referee immediately. A lot can be dealt with firm words such as STAY, SIT DOWN, and STOP NOW. Don't be afraid to use them.
- **PAY QUERIES:** If you have any questions regarding issues such as pay, contact the Referee in Chief (Braden O'Loughlin as of 30/3/12) and he will address your issues. If there are any changes to the schedule (e.g. someone fills in and does games they weren't originally rostered for), then please contact the score-bench scheduler (Leanne Stewart as of 30/3/12) and she will amend the schedule so that the pays are done correctly. If you don't let her know, then pays will be paid as per the schedule and you may miss out.
- **COMMUNICATION/ CANCELLATIONS:** If you are rostered on please do not leave it to the last minute to inform me that you are no longer available. Also please make sure you know the days you are rostered on. Print the roster out, write it in your diary, or add it to your daily tasks on your phone. We must all be responsible for organising ourselves well enough to make it to the games we are rostered on for.

THE ROLES:

TIMEKEEPER:

- Keeps the time on the game-clock.
- Inputs the score, penalties and other game information onto the scoreboard.
- Relays timings to the scorekeeper.
- Records the shots on goal.

SCOREKEEPER:

- Records the statistics of the game on the score sheet and makes the final calculations.

GAME DURATIONS:

All Junior Games(excluding Atoms): 15/15/15 Last period 2 minute stop time ONLY if the score is within 2 or less. 2 minutes between periods. 3 minute warm up.

All SNC Games: 15/15/20 running time. NO STOP TIME. 2 minutes between periods. 3 minute warm up.

Thank you for joining and being a part of the AIHA Official's team!!