

SMGHA HL & REP TIMEKEEPER DUTIES AND RESPONSIBILITIES

General Timekeeper Duties

Arrival

- Arrive 10 minutes before the game, locate the gamesheet, and check in with the referees to let them know you've made it.
- Review gamesheet: count the number of player and coach signatures; double-check game details such as start time, period lengths, and curfew; and ensure that if there is a curfew, both head coaches have signed.

Gametime

- You are in charge of any room keys or valuables the referees give you. Please do not misplace them. It is your responsibility to ensure that everything given to you is returned before you leave.
- The gamesheet is to be regarded as a legal document - never leave it alone in the box, and do not spill anything on it. Try to keep the edge on it until the end of the game, when it's time to distribute the sheets.
- Set up clock with the 3 minute warmup. Begin warmup when at least one player from each team has stepped on the ice.
- Clearly write only your name on the gamesheet. Do not include your phone number.
- Make sure signatures correspond. If there are more players or coaches than signatures, get the refs to take the gamesheet over to the bench and get it signed.
- Record start and end times of the game (puck drop and final buzzer). As there isn't a designated slot on the gamesheet to write these numbers down, record it in the blank spaces before and after your name.
- Wait for the referee to provide you with official scoring and penalty details before writing them down. A penalty to both teams at the same stoppage of play (a coincidental) usually does not require anything on the clock; in more complicated

situations, when multiple penalties are being assessed, it's helpful to wait for the referee's instructions.

- It's crucial to bring a notepad or spare paper to quickly record details so that you can attend to the clock. Record "time of," player number(s), and infractions on your notepad before recording it on the gamesheet to keep the gamesheet clean and the information correct.
- If the ref calls a penalty shot, record the penalty in the offending team's penalty section on the gamesheet, entering the number of the defending player who took the shot. If a goal is scored at this time, enter it normally on the gamesheet.
- Record exact times on the gamesheet - do not round or estimate.
- If you are unsure about how to write something on the gamesheet, save the information and some space on the gamesheet for the referees to fill it in after the game. If you require immediate assistance, buzz the manual horn to call the refs over. They can clarify important details or give you a bit of extra time to set up or fix penalties on the clock.
- Use the correct penalty codes (found at the back of this booklet and on the back of the gamesheet) when recording penalties.
- Close penalty box doors for refs whenever possible.
- Alert refs if a player leaves the box early. Even one or two seconds could mean the difference in a game.
- **If a player gets any three stick infractions throughout the game, notify the refs, as she has to be ejected. The five stick infractions are high-sticking, cross-checking, slashing, spearing, and butt-ending.**
- If a player is ejected from the game for any reason, leave two lines in the penalty section for the referees to fill out at the end of the game.
- If at any point in any game there is a five goal difference, continue recording goals on the gamesheet, but only show the five goal difference on the clock. This is the Mercy Rule.
- It is your duty - not the refs' - to observe and follow through on curfew. Even if there are only 10 seconds left on the clock in the 3rd when the curfew time hits, you must buzz the horn and stop the clock, otherwise the game could be protested.

After the game

- Record the final score at the top of the gamesheet. Cross out the empty score sections and wait until the refs have signed to cross out the empty penalty sections, as they can still assess penalties after the game.
- Promptly return to the referees' room to unlock the door for them, just in case any rowdy fans are awaiting them in the hall. Once inside the room, get the refs to review the gamesheet and sign it. **During and after the game, do not let anyone other than the refs review the gamesheet.** If a player or a coach is thrown out of the game, and someone asks how many games the referees are giving them, do not answer. As you have no authority in the matter, it's best not to give any definite answers in order to avoid conflict. Once the refs have reviewed and signed the gamesheet, and after you've taken one last look to make sure you've filled everything in, distribute the three sheets according to HL or rep procedures, which are listed below.
- Make sure a coach or a manager is given their sheet. Don't hand it off to a kid or parent, unless they completely understand that it must go to their coach/manager. It's your responsibility to ensure the gamesheet ends up in the right hands, so be careful to whom you give it.

HL Timekeeper Instructions

- Gamesheets can be found on a table by the arena's entrance. Make sure you pick up the correct gamesheet by checking the time written on it.
- HL girls don't need to sign their names on the gamesheet. Before the game, the coaches will mark on the gamesheet which girls are playing.
- Ensure the teams are sitting on the correct benches. If the referees choose to leave them on the incorrect benches in order to start the game, ensure that any information about goals or penalties is recorded as if the teams are sitting on their correct benches; however, when entering corresponding information on the clock, enter it on the sides the teams are actually sitting.
- Novice HL games are 30 mins run time. The first half of the hour is practice and the second half is the game.
- **After HL games at Angus Glen, leave the white sheet in the timekeeper's box** to be picked up after the last Peewee HL game, give the yellow sheet to the home coach, and give the pink sheet to the visiting coach.

- After HL games at Old Stouffville and Clippers, drop the white sheet in the lobby box labelled "Markham-Stouffville Stars," give the yellow sheet to the home coach, and give the pink sheet to the visiting coach.
- You will be paid by the convenor after your shift.

Select & Rep Timekeeper Instructions

- Gamesheets will be brought by the home team manager to the refs' room, along with your pay. You and the referees should be paid *before* the game.
- After the game, the white and yellow sheets go to the home coach/manager and the pink sheet goes to the visiting coach/manager.

Tournament Rules & Procedures

- MSGHA tournaments usually have different rules concerning period lengths, floods, game times, overtimes, etc. Specific instructions for tournaments will be emailed to all timekeepers when a tournament is scheduled. Follow those guidelines.
- Show up even earlier to your shift, as games may start up to half an hour before they're scheduled to.
- You will be paid or instructed where to get paid by the tournament directors after your shift.

Dress Code

- Do not wear team jackets of any kind (especially Stars jackets). As an official, you are to be impartial.

What to Bring

- Multiple high-quality pens: Just in case you lose them or they run out of ink. Lower-quality pens tend to freeze and don't transfer ink smoothly to the gamesheet.

- A notepad: When referees are giving you multiple instructions or numbers, or if you have difficulty remembering and recording times, numbers, and penalty codes etc., it is very useful to have a notepad where you can jot down information quickly and then focus on updating the clock. This also ensures you have all the correct information before you write it down on the gamesheet.
- A timer: Clocks (especially the ones at Angus Glen) sometimes freeze, lock, or don't cooperate. If this happens, it's essential that you have another method of keeping track of time. Phone or iPod timers are two options to do this. The refs will inform the teams of the clock situation, and if there's a penalty, just give the player in the box a warning that her penalty is soon to expire.
- A heater (*optional*): It's cold in the box. If you get a tournament shift that happens to be six games long, you will be glad you splurged some of your newly-earned timekeeping money on a heater.

PLEASE

- Do not write/graffiti in the timekeeper's box or on the clock.
- Clean up your garbage and spills. Leave the box cleaner than when you arrived. Notify the arena staff if the table/floor needs to be cleaned.

Rights and Responsibilities

- You are a crucial part of the officials' team. You should not have to endure any abuse from players, coaches, managers, parents, or other officials. Report abuse to the referees, John Wilson (President and Referee-in-Chief), or the timekeeper assigner, as it can easily be dealt with. You deserve to be treated with respect.
- Bring your phone in case of emergency, but please do not text while timekeeping. You may miss a whistle or an instruction, and fail to update the clock or gamesheet. It's especially inconvenient if you fail to start or stop the clock: time will be wasted and unnecessary confusion and upset created. It is therefore very important that you pay attention.
- If you are comfortable and familiar enough with the duties of timekeeping, you may bring an iPod and listen to music through one earphone. However, just like with your phone, *do not* let it distract you from doing your job.

- No friends allowed in the timekeeper's box. You should know your job well enough not to need any help, and work is not an appropriate time to be hanging out.
- **Check your email and SMGHA account regularly, and mark your shifts on a calendar.** Ensure that your parents know when your shifts are. **Block off dates/times you're unavailable to work.**

Consequences for Failing to Complete Your Job

- Your first duty is to arrive early and report to the refs' room. If the timekeeper assigner is contacted by the refs with the news that the timekeeper hasn't shown yet, it's the assigner's responsibility to find another timekeeper last minute, or take the games themselves. As this is a huge inconvenience for both the assigner and the substituting timekeeper, consequences will be applied. See the different scenarios and their applicable consequences below.

Scenario: You are at the rink, and you simply failed to report to the refs' room. A substitute is found and arrives at the rink.

Consequence: You are to give the entire fee for your first assigned game to the substitute. This is because you took the substitute's time twice - once because he/she had to give up his/her time to show up to your shift, and again because you ended up doing the games anyways, preventing them from earning the money they showed up on your behalf to earn.

Scenario: You show up in the middle of your shift. A substitute has been called and is doing your games.

Consequence: You are to go home. The substitute has given of his/her time to work, and has now been assigned the shift. You are not to be paid, as you did not work. Upon the assigner's discretion, you may be assigned fewer games, or, upon repeat offences, you will not be assigned any more games.

Scenario: You don't show up to the rink at all for your shift. A substitute is found and does your games.

Consequence: Upon the assigner's discretion, you may be assigned fewer games, or, upon repeat offences, you will not be assigned any more games.

Scenario: You can't make it to the rink for your shift because you failed to inform your parents you had work.

Consequence: Upon the assigner's discretion, you may be assigned fewer games, or, upon repeat offences, you will not be assigned any more games.

Scenario: You cancel your shift last minute due to personal interests.

Consequence: Upon the assigner's discretion, you will not be assigned any more games.

- Timekeeping is a job. Please give ample notice if you need to cancel your shift for any reason. It causes inconveniences to the entire officials' team when you cancel or don't show unexpectedly.

Snowstorms

- If your shift is cancelled due to a snowstorm, you will be promptly contacted with that information. If you are contacted before you arrive at the rink, you will not get paid; if you are contacted after you arrive at the rink, you will get paid.

Important Tips

- The Angus Glen clocks sometimes have auto horns programmed to go off every few minutes or so. In the MSGHA, there is no need to use the auto horn - the refs will blow their whistles to signal lines changes in Novice HL. To disable to horn, press AUTO HORN, 0 (seconds), ENTER.
- To operate the manual horn at Old Stouffville, press HORN, 0, #.
- One point of confusion is how to add second penalties on the different clocks. So you know:

Angus Glen: Enter the second penalty as you did the first - it automatically enters the time in the second penalty slot.

Clippers: Press HPEN/VPEN 2 (for second penalty) TIME ENTER ENTER. This adds a minor penalty to the clock. For a double minor, press HPEN/VPEN 2 TIME TIME ENTER ENTER.

Old Stouffville: HP/VP 2# (for second penalty) 200#. This adds a minor penalty to the clock.

Assigning Website (www.smgha.com - Login)

- Every timekeeper/ref gets an account on this website. It's where you can accept/decline games, block off days/hours that you can't work, view the games you've accepted, view all games you've ever done, view announcements, and find out what officials your shifts are with. Spend time getting familiar with the site.
- **Block off days or hours that you're not available.** This makes it easier for the assigner to assign games to people who can actually take them.
- Add your cell phone number to your account so you can be contacted in case of emergency. If you do not check your email regularly or if your parents are in charge of driving you to your games, add their email address to your account.
- If you neglect to respond to game assignments, the assigner will send them to someone else.
- Check the site frequently, and mark your shifts on a calendar immediately after you accept games, so that you won't forget you have work. Ensure your parents know when you're working before accepting games.
- **If you're assigned two or three games in a row, you need to accept all the games in the shift.**

Rates

- Games are generally assigned in shifts of two to four. If you are assigned a single game, it is an extra \$5 on top of the usual rate you're to be given.
- Always ensure you've been given the correct amount. Double-check this section if you're unsure what the rate is.

Half-hour Novice HL game	One-hour game	Single one-hour game	Hour-and-a-half game	Single hour-and-a-half game
\$10	\$15	\$20	\$20	\$25

Training Expectations

- New timekeepers are to be trained at all three arenas until they are comfortable with the duties of timekeeping. They will not get paid for training. Although the assigner will try to give them games in the area in which they live, they are expected to be available for shifts at all three arenas.
- You will be assigned games based on your experience and skill level. Rep game are usually assigned in your second year of timekeeping. If you feel ready to timekeep higher level games, contact the assigner.

This Is Your Job

- Whether this is your first job or you are a seasoned employee in the workforce, please conduct yourself with professionalism. This means contacting the assigner directly, not through your parents. Timekeeping is a great job to learn the basics of professional emails, text messages, and communication. When you become a timekeeper, you must learn to conduct yourself with your boss and coworkers: your fellow officials.
- It's also encouraged that you get to know the refs and let them get to know you, as you'll be learning the most in your timekeeping career from them.

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