



STRATHROY AND DISTRICT MINOR HOCKEY ASSOCIATION

Gemini Sportsplex
667 Adair Boulevard
Strathroy, ON N7G 3J1

www.sdmha.org

To all Timekeepers:

Below are the list of rules & responsibilities as part of your Timekeeping position. Included is my contact information should you need to contact me. Please keep this sheet for quick reference.

Stephanie Brum - Timekeeper Coordinator

Phone 519-566-1175

Email steph_brum@hotmail.com

Time Keeper Responsibilities & Rules

- 1) No food and/or drinks are permitted in the timekeeping booth.
- 2) Absolutely no cellphones are permitted to be used inside the timekeeping booth for calls or Texts.
- 3) No walking across the ice surface. You must walk around the ice pad to distribute time sheets.
- 4) Arrive 15 minutes prior to you assigned game time.
- 5) Be prepared! Bring a pen (no pencils or markers) and an extra piece of paper if needed to take notes and make calculations.
- 6) No graffiti will be tolerated in the timekeeping booth. Anyone caught doing so will be removed from the assignment list permanently.
- 7) Do not talk to the players on the ice and limit interaction with players in the penalty box.
- 8) Absolutely NO friends/visitors near the timekeeping booth during a game. Focus on the game being played is paramount.
- 9) If you are sick and unable to make an assigned game, or if you find a replacement to take your assigned game(s) contact Stephanie Brum-Timekeeper Coordinator and notify her of the change(s) within 72hrs in advance of the assignment if possible.
- 10) The Timekeeper Coordinator will keep track of the assigned games. Payments will be made in December, February & April.
- 11) Accurately run the time clock. If the time clock is not functioning properly contact the Timekeeper Coordinator, and properly document the malfunction in the log book in the timekeeping booth.
- 12) Record all penalties/goals and assists accurately on the game sheet as directed by the Referee. Ensure game sheet is clear and legible.
- 13) Ensure that the Referee is aware if the length of each game and weather or not a curfew is in effect.
- 14) At the end of the game ensure that the Referees sign the bottom of the game sheet and takes the white and green copies to be put in the box in the Referee's room. The pink copy is given to the home team & the yellow copy is given to the visiting team. During a tournament all copies are returned to the office.
- 15) Assist younger players opening the penalty box door if required. Assistance should be offered to both teams.
- 16) If a timekeeper fails to perform their responsibilities or follow the rules listed above in a professional manner they may be dismissed from their remaining assigned games by the Timekeeper Coordinator.