

GAME TIMEKEEPER

JOB DESCRIPTION

The Game Timekeeper is responsible for orchestrating all time elements of the game. This includes the timing of pre-game warm-ups, intermission, and all periods. It is his duty to ensure that the game begins precisely on time according to the time chart at the end of this section.

PROCEDURES

PRE-GAME

It is your responsibility to orchestrate with the pre-game and halftime coordinator to make accurate the timing of activities so that the game begins precisely at the designated starting time, according to your watch. You should also synchronize your watch with the television director if the game is to be televised. (See the attached pre-game countdown chart and make copies for each of the teams to follow.)

1. Forty (40) minutes before game time you shall sound the buzzer to notify each team that they may take the surface for warm-ups.
2. Thirty (30) minutes before game time you shall post fifteen (15) minutes on the time clock and set the automatic alarm. At the end of this time, (fifteen /15/ minutes before game time) both teams shall leave the surface and it shall be cleaned. At the end of the warm-up, reset the clock for 12:00. Do not turn on the clock for the intermission between the warm-up and the first quarter.
3. Instruct and be sure that the Penalty Bench Attendants give both teams and the On-Surface Officials a five-minute warning and a three-minute warning prior to the time they are to report rinkside, for the pre-game entrance.

NOTE: You will be advised of any adjustment in any time due to ceremonies, between period activities, etc.

DURING GAME

1. Be alert to start the clock the moment the puck hits the surface on the face-offs and stop it the instant that the on-surface officials stop play.
2. You must glance at the clock each time the play starts to insure that it is operating properly. Should there be a malfunction and you are unable to get the clock

started, get the attention of the Referees or Linesman as they pass by at the boards.

***NEVER BLOW THE HORN AND STOP PLAY YOURSELF!**

3. While play is going on, constantly glance at the Referees and/or Linesman when a situation arises that could possibly call for a whistle. Many times, with crowd noise, it is difficult to hear the whistle, but if you watch the officials, you can generally tell when they are signaling the play to stop.
4. Provided it is working properly, the automatic horn shall be considered the official end of the quarter. Leave the clock on for a few seconds after the quarter expires so that everybody can clearly hear the horn.

As the quarter nears the final seconds, watch the clock to make sure the automatic horn goes off properly. If it fails to sound, be prepared to use the manual button to signal the end of the quarter.

**BETWEEN THE 1ST & 2ND AND
3RD & 4TH QUARTERS**

1. Set the clock for 2:00 and start the clock. This will be the official time remaining in the intermission.

HALFTIME

1. Set the clock for 15:00 and start the clock. This will be the official time remaining in the intermission.
2. For games that are televised, coordinate with the television director for the agreed upon length of the halftime. Usually, it will be 10:00. Set the clock for the pre-agreed upon time period and start the clock. This will be the official time remaining in the intermission.
3. Instruct and be sure that the Penalty Box Attendants give both teams and the On-Surface Officials a five minute warning and a three minute warning prior to the time they are to report on the surface.
4. Alert the Referees when a team fails to appear on the surface promptly after it has received the normal warning signals.

IN CASE OF A DISPUTE

1. The official clock shall be considered the side that faces the Game Timekeeper.

2. In the case of a dispute regarding time, the Referees shall determine if there shall be any adjustment and their decision shall be final. You should be prepared, however, to give your version of any incidents that may occur.

AUXILIARY CLOCK

1. You must have, in your possession, a back-up timepiece during the game at all times! This clock will serve to verify any disputes and as a primary clock in case the main clock malfunctions.

PRE-GAME COUNTDOWN

GAME TIMES	ACTIVITY	RESPONSIBILITY
<u>7:05</u> <u>7:30</u>		
6:23 6:57	Horn sounds to notify the teams that warm-ups can begin	Game Timer
6:24 6:58	Home takes surface for warm-up.	Pen. Attend
6:25 6:59	Visitors take surface for warm-up.	Pen. Attend
6:35 7:00	Clock starts for 15 minutes of uninterrupted warm-up time.	Game Timer
6:49 7:04	Horn sounds for 1 min. warning.	Game Timer
6:50 7:05	Horn sounds. All players leave surface immediately. Home team leaves first.	Game Timer
6:50 7:15	Reset the clock for 12:00.	Game Timer
Clean the surface prior to game. Set clock to 10:00.		Do not count down this intermission.
6:52 7:17	Officials/Teams 5 min. warning.	Pen. Attend
6:54 7:19	Officials/Teams 3 min. warning.	Pen. Attend
6:57 7:22	Officials/Visitors take surface.	Pen. Attend
6:58 7:25	Home takes surface to start game.	Pen. Attend
7:00 7:25	Announce line-ups.	Announcer
7:02 7:27	National Anthems.	Announcer
7:05 7:30	Center surface face-off.	Referee
End of Quarter Teams skate to bench area.		Linesman
Set clock for 2:00 (after 1st and 3rd Quarter)		Game Timer
End of 2nd Quarter (half-time), set clock for 15 minutes. (10 minutes for T.V. games)		Game Timer
Start of 3rd Quarter	Officials/Teams 5 min. warning.	Pen. Attend.
	Officials/Teams 3 min. warning.	Pen. Attend.
	Officials/Visitors take surface.	Pen. Attend.
	Home takes surface.	Pen. Attend.
	Center surface face-off.	Referee

PENALTY TIMEKEEPER

JOB DESCRIPTION

The Penalty Timekeeper is responsible for recording and keeping track of all penalties imposed by the On-Surface Officials. He shall communicate with the Penalty Bench Attendants, Team Captains and On-Surface Officials as to the proper expiration of all penalties.

PROCEDURES

DURING GAME

You should be alert to the actions of the On-Surface Officials, particularly the Referees, so that you may be able to record all penalties assessed and get them up on the clock as quickly and accurately as possible. You must watch the game for penalties and know all of the official signals so that you can anticipate the assessment of a penalty when the play stops.

On-Surface Officials are instructed to give a penalty signal on the surface after stopping play. As they report the penalty to you, they are instructed to stop at the penalty bench for such assessment. If the official does not stop, he will give you a signal while skating past the Penalty Bench. You may, in this instance, assume that the penalty is a minor penalty being assessed.

The official PENALTY WORKSHEET shall be used and properly completed during the course of the game. No other system of recording the penalties is acceptable. At the completion of any period the Referees may request and shall be given the Penalty Worksheet immediately.

1. Upon assessment of a penalty by the On-Surface Officials, you shall immediately record such penalties on the Penalty Worksheet as they are given to you.
 - A. If a Bench Minor penalty is assessed, you shall record the violation on the Official Scoresheet and indicate the player that serves it. The time, however, is charged against the team, not against the player who serves the penalty.
 - B. Any penalty against the goalkeeper shall be charged against the goalkeeper even though it may be served by another player(s).
 - C. All Penalty Shots during the game shall be recorded as a normal penalty with the abbreviation for a Penalty Shot (P.S.) after the offense. The starting and ending times will be the same time.

2. Immediately inform the Game Timekeeper of the penalties assessed, who shall put the proper penalty information on the official scoreboard. Any discrepancies between the time recorded on the clock and the official time shall be reported to the Referee immediately.
 - A. Misconduct penalties should not be recorded on the timing device, but such penalized players should be alerted and released at the first stoppage of play following the expiration of their penalties.
3. Inform the Public Address Announcer of these penalties. He shall announce the penalties as soon as possible after the infractions have been assessed.
4. As play resumes, make sure that the penalty time clock is running down properly.
5. Inform the Official Scorer of the infractions assessed so that he may record them on the scoresheet.
6. Upon request you shall advise a penalized player of the time remaining in his penalty.
7. Upon expiration of the assessed penalties, alert the Penalty Bench Attendant and the penalized player of the expiration time by verbally counting down the last five (5) seconds. Be sure that the player is released precisely at the expiration time.
8. At the end of a period, double check all penalties assessed with the Official Scorer so that they are properly recorded on the scoresheet.

IN CASE OF A DISPUTE

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