

Head of the Lakes - Time Keeper

Time Keeper

1. Arrive at no later than 15 minutes prior to the scheduled start time of the game. If you are taking the opening shift for the day, please arrive 20 minutes early to assist with set-up and making sure that the clock is operating properly.
2. Become familiar with the tournament rules and game format (length of warm-up, length of periods, running/stop time, resurfacing schedule, overtime, time-outs, etc.) A copy of the tournament rules with this information will be placed at the scorers table and the HOTL Rink Manager will also have a copy
3. **THIS IS CRUCIAL:** Remain attentive to the game, ensure clock is stopped/started at the proper times. Recommending that you look up at the clock each time you start and stop it.
4. Must be familiar with playing rules as they relate to penalties. Assist the Scorer in communicating with the officials on penalties reported. Ask the official to repeat the call if it is not understood, or it is not clear when players are to return to the ice.
5. If a game enters running time, the clock would stop on a whistle for an injured player.
6. Ensure the Scorer accurately records goals scored, assist(s), penalties and time remaining in the period when they occurred. **DO NOT** jump-the-gun and immediately erase penalties from the scoreboard when the puck goes into the net and it appears to be a goal. You must ensure that it is in fact a goal and wait for the officials to report that goal. Deleting the penalties prematurely may lead to unnecessary delays as they would have to be re-entered
7. Inform Penalty Box Attendants when players can return to the ice. Assist Scorer to ensure the proper recording of the expiration time. This is especially important for players with coincidental penalties who return to the ice on the first whistle **AFTER** the penalty has expired.
8. Alert the announcer when remaining time approaches one minute.
9. Distribute game pucks to the officials as needed. Each rink will be provided with new game pucks which the HOTL Rink Manager should place at the scorers table.