



## Timekeeping for CYGHA

### How to become a Timekeeper for CYGHA

The CYGHA prides itself on having quality and responsible individuals working within the Association.

New applicants interested in timekeeping for the CYGHA are encouraged to fill out and forward an application to the CYGHA Office – [info@cygha.com](mailto:info@cygha.com).

### **Criteria for acceptance as a Timekeeper**

- 1) Returning CYGHA Timekeeper in good standing
- 2) CYGHA Timekeeper Waitlist previous year
- 3) Current CYGHA player
- 4) Previous experience as a CYGHA Timekeeper
- 5) Previous experience as a hockey Timekeeper
- 6) Previous or current volunteer with CYGHA

Timekeepers are held responsible for their actions during a game assignment and are expected to act in a professional manner that is conducive to the policies and procedures outlined in the CYGHA Timekeeper handout.

For your first assignments you will be paired up with an experienced timekeeper who will show you how to do the job. Once both you and CYGHA are comfortable that you know the job you will work on your own.

## **CYGHA Timekeeper Responsibilities & Rules**

### General

- 1) Able to commit a minimum of six hours of volunteer timekeeping during tournaments and championship games throughout the year
- 2) Focus on the game being played.
  - a. Refrain from using cellphones for calls or texts while time keeping.
  - b. Please no friends/visitors near the timekeeping booth during a game.
- 3) Arrive 15 minutes prior to you assigned game time.
- 4) Be prepared!
  - a. Bring two ball-point pens
  - b. note pad or note paper if needed to take notes and make calculations
  - c. stopwatch, in case of equipment failure
- 5) Know the officials signals for penalty infractions.
- 6) If you are sick and unable to make an assigned game, or if you find a replacement to take your assigned game(s) contact the Timekeeper Coordinator and notify her of the change(s) within 72hrs in advance of the assignment if possible.
- 7) Keep the timekeeping booth clean.
- 8) The Timekeeper Coordinator will keep track of the assigned games. Payments will be made monthly by cheque.

- 9) 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.

### **Pregame Duties:**

- 1) Turn on clock and test.
- 2) Check the game sheet to ensure that all pertinent information has been properly recorded on the official Game Report, including the date of the game, league, category, length of periods, name of teams etc...
- 3) Confirm that teams are on the right bench

### **Game Duties**

- 1) Accurately run the time clock. If the time clock is not functioning properly contact the Timekeeper Coordinator, and properly document the malfunction and included with game sheets.
- 2) Record all penalties/goals and assists accurately on the game sheet as directed by the Referee.
- 3) Advise the Referee when the same player has received a second Misconduct penalty during the game.
- 4) Advise the Referee when a player has received a third stick infraction.
- 5) If a player leaves the penalty bench before the time has expired, note the time and inform the Referee, at the next stoppage of play.
- 6) In any dispute regarding time, refer the matter to the Referee for a final decision.
- 7) If a player leaves the game because of injury, record the time on the game sheet.
- 8) Limit interaction with players in the penalty box.

### **Post-Game Duties:**

- 1) Ensure that the game sheet has been completed in its entirety, especially the correct recording of all goals and penalties.
- 2) Ensure that the Referees sign the game sheet.



CENTRAL YORK GIRLS HOCKEY ASSOCIATION

HOME OF THE

**PANTHERS**

Timekeepers must be a minimum fourteen (14) years of age.

This position requires considerable commitment by the timekeeper and, if under (18) eighteen years of age, their parents/guardians. This includes punctuality, attendance, recordkeeping, organization, personal skills, good conduct, rules knowledge, timing device operation, and game sheet accuracy.

APPLICANT INFORMATION		
Full name:		
Date of Birth: DD MM YYYY		
Address:		
City:	Province:	Postal Code:
Telephone number to reach you:		
Email:		

TIMEKEEPER CRITERIA	
Are you a current CYGHA player?	<b>NO YES House League Rep</b>
Have you, in the past, been a timekeeper for CYGHA?	<b>NO YES When:</b>
Do you have any previous experience as a timekeeper (outside CYGHA)?	<b>NO YES: (#yrs)</b>
Have you ever been a volunteer for CYGHA?	<b>NO YES (please describe your previous involvement)</b>