

## **Timekeeper Terms of Reference**

### **Greater Petawawa Referee Association**

1. Introduction
  - a. The following terms of reference apply to all Timekeepers employed by the Greater Petawawa Referee Association (GPRA);
  - b. GPRA will employ Timekeepers in support of Greater Petawawa Minor Hockey Association (GPMHA), Garrison Petawawa Interunit Hockey program (IU) and any other sanctioned hockey program assignments approved by the GPRA Referee in Chief (RIC); and
  - c. Timekeepers may also be certified Hockey Canada Officials as long as they meet the extra certification requirements in Para 2.
  
2. Certification Standards
  - a. GPRA Timekeepers will be required to obtain/maintain the following qualifications, certifications and checks:
    - i. Hockey Eastern Ontario Timekeeping Course;
    - ii. GPRA Timekeeper Orientation Session;
    - iii. Vulnerable Sector Screening (if aged 18 years or older); and
    - iv. Any other course required by District 5 or Hockey Eastern Ontario (HEO).
  - b. If courses have a cost there will not be any reimbursement by GPRA.
  
3. Equipment required (provided by Timekeeper unless otherwise stated)
  - a. Ipad (provided by GPMHA);
  - b. Gamesheet (provided by IU);
  - c. 2x ballpoint pens;
  - d. A small notebook or notepad; and
  - e. A phone, digital watch, or stopwatch capable of setting a timer to act as a backup gameclock in the case of scoreboard failure.
  
4. Hiring procedure
  - a. The GPRA RIC, with advice from the GPRA Assignor will determine the hiring process and number of timekeepers to be retained on the roster.
  
5. Game tasks
  - a. Pre Game
    - i. Timekeepers are required to arrive no later than 15 minutes before game time and check in with the on-ice officials in the Referee Room;
    - ii. After checking in, timekeepers will obtain the Ipad from the home team manager (GPMHA) or gamesheet from home team (IU);

- iii. Timekeepers will validate rosters are completed (IU) or that head coaches have signed the gamesheet (GPMHA);
  - iv. Timekeepers will add names of on-ice officials to gamesheet (IU and GPMHA) and arrive in the timekeeper box no later than 5 minutes before game time or when the Zamboni has entered the ice surface;
  - v. Timekeepers will set up game clock with the correct warm up time, place a single zero for the score of each team and remove any penalty times; and
  - vi. Timekeepers will start the warmup time once a majority of the 2<sup>nd</sup> team to arrive on the ice has skated out to keep the games on time. If teams are not ready when the Zamboni is completed and door is closed, use arena horn to signal teams and referees.
- b. During Game
- i. Timekeepers will keep accurate time on the scoreboard at all times by monitoring playing and stopping on referee whistles and starting when puck hits the ice for faceoffs. If an issue occurs, timekeepers will count any time that should have elapsed from the clock and signal the referee at the next whistle to adjust the game clock. The on-ice referee or senior official has the final say on how much time is removed;
  - ii. Timekeepers will track all penalties, goals on the provided IPad or gamesheet;
  - iii. When a penalty is awarded, timekeepers may open the penalty box door for the player only if the player is sufficient distance away that they can do so safely without being struck by the door if the player hits it open, otherwise it is the player's responsibility to open the door;
  - iv. At the end of a penalty, timekeepers may open the door if the player is not old enough to open it themselves, otherwise they will be responsible for closing the penalty box door securely after the player leaves;
  - v. Timekeepers may report to the referee or senior official if they are being threatened, harassed, berated by players in the penalty box, or players/bench staff on the players bench. The referee or senior official's decision if there will be a penalty issued is final; and
  - vi. Timekeepers will maintain the count for time outs if the league allows, and signal the end of the timeout with a short horn blast.
- c. Post Game
- i. Timekeepers will give IPad or gamesheet to on-ice officials for their review and signatures post game;
  - ii. Timekeepers will set the scores on the scoreboard to 0, clear any penalties, and turn off the scoreboard prior to departing the timekeeper box;

- iii. Timekeepers will accompany on-ice officials to referee's room to retrieve the iPad or gamesheet if required; and
- iv. Timekeepers will ensure iPad game is locked and uploaded prior to placing it back in the arena lock box. For IU, timekeepers will ensure both teams have a copy and place the original in the "Completed Gamesheets" area at the arena office.

6. Game assignments

- a. All games will be assigned by the GPRA Assignor via the HorizonWebRef website/application;
- b. Timekeepers are responsible for maintaining their own availability in the system, and may be subject to loss of assignments if a trend of turnbacks is established due to poor schedule management;
- c. If any change to scheduling is required, Timekeepers are to contact GPRA Assignor as soon as possible to allow for reassignment;
- d. No show for an assignment without contacting GPRA Assignor without valid reason may result in a fine, suspension or removal from Timekeeper program based on investigation from GPRA Assistant RIC and sanction decision from RIC;
- e. Games will likely be assigned in groups to maximize efficiency in assigning. Declining a game assignment may result in the full group of games being removed if another timekeeper is available for the group;
- f. Timekeepers will be paid on a per game basis as determined by the agreement between GPMHA and GPRA. Payment will be made via Email Money Transfer typically on the 15<sup>th</sup> of the month after any games that are worked; and
- g. Any assigning/payment issues should be dealt with through the GPRA Assignor, and only escalated to the GPRA RIC in extreme cases.