

TIMEKEEPER GUIDELINES

-) If you are the first timekeeper of the day, retrieve the scoreboard control panel from the Zamboni Garage and take it to the scorekeeper's table. Turn on the scoreboard before you leave the garage. The switch is the left of the door as you leave the room It is labeled. When connecting the scoreboard to the receptacle at the scorekeeper's table, be careful. **DO NOT FORCE THE CONNECTION.**
-) Fill out the scorebook. Note that there is a place for a player count for each team. Just do a quick count of how many players from each team are on the bench and enter it in the appropriate place. At the end of the game, make sure that the referees have entered their names and make sure that the score has been correctly recorded. As a check on the number of referees present, make sure that the number of referees is entered in the appropriate place.
-) Put up the rink signs and the scoreboards for each half rink. Rink B is toward the snack bar. Use the clips in the yellow container. Make sure each scoreboard has a dry erase marker.
-) At the end of the game, collect the scoreboards and post the scoreboards for the next game. Write the scores in the book and then erase the scoreboards. If the game is the last one of the day, collect the clips and dry erase markers.
-) The game start times are:
 - o 6:50 AM
 - o 9:45 AM
 - o 10:40 AM
 - o 11:35 AM
-) Time the games so that they end at least 5 minutes before the start of the next game to give the teams time to clear the ice and make way for the next set of games. There will almost always be a 4th period, but you may have to shorten the shifts in the last period to 1 minute or even 50 seconds to make that happen.
-) Make sure that all the signs, dry erase markers, clips and other gear have been picked up and put away after the last set of games. Make sure the scorebook is complete. Erase all of the scoreboards. If there is no travel game following the last set of In-House games, you should put away the scoreboard control panel.