**Timekeeper - Cheat Sheet Nov 23/2021 – Rev 0**

**Clock and Games**

**Start of Game**

Each game gets a 3:00 min warmup. Unless different below. Enter this into the game time.

Start clock once refs are on ice or as soon as both teams are present and on ice.

**U9 Half Ice (Sept to Dec 31)**

2 min warm up, 2 periods @ 22 min run time game. (Run time means NO STOPPING CLOCK)

You do not keep score for novice half ice games

Shift buzzer is used - you will need to set shift buzzer for 2 mins (if coaches ask for something else follow them)

 To set shift buzzer. Press shift key and enter 2 on first line item. Press enter again.

 Press game time button to return to home screen. This will cause horn to sound every 2 mins.

 At end of game make sure you set shift buzzer back to zero.

**U9 (Full Ice), U11-All Teams, U13-A,BB,B,C, U15-BB,B,C, U18-B,C**

 3 min warm up. 3 periods (10,10,12) Stop time game

 Should be 2 Referees

**U13-AA, U15 AA,A,U18-AA,A,BB**

 3 min warm up, 3 periods (12,15,15) Stop time game

 Flood in-between period 2 and 3

 Should have 3 Referees for U15, U18 only

**Helpful Reminders**

1. Always bring a note pad and pen/pencil to every game.
2. Do not play on your phone or become distracted by other people in box.
3. Always keep a finger on the stop clock switch.
4. Go to bathroom before a game.
5. If you get behind or confused, do not panic. Hit the HORN button on time clock rapidly 2 times to get Referees attention.

Ask for better direction, ask them to slow down or ask for other help when they come to box.

**Entering items on Time Clock**

*Refer to OES ISC85X Intelligent Controller Instructions (Time Clock) for details on entering all game times, goals, and penalties.*

**Order of operations. When team scores or takes a penalty.**

1. Stop clock
2. Write down time on your note pad
3. Confirm goal or penalty
	1. Goal – add goal to team (home or visitor)
	2. Penalty – add 2 minutes team (home or visitor)
4. Get info from Refs -write down on your note pad.
	1. Goal – player numbers (goal, assist 1, assist 2)
	2. Penalty – player number, penalty type, and penalty time (2 mins is most common)
		1. DO NOT WORRY. DO NOT PANIC if you do not understand the Referees hand signals. Just ask the person that got the penalty for what they are in the box. If they do not know refer to helpful picture symbol sheet or record interference as a last resort.
5. Start clock again. Look up to clock to make sure it is counting down.
6. Once game has returned to play you take your notes and transfer info to electronic or paper game sheet.
7. While entering info onto game sheet or electronic game sheet. Always keep a finger on the stop clock switch. Listen for whistles to tell you when to stop clock.
	1. If you hear a whistle,
		1. Stop clock and stop what you are doing on app / paper
		2. Refer to order of operations above