



TIMEKEEPER TOOLKIT

2025-2026

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Positional Roles & Responsibilities

TIMEKEEPER MANAGER

The Timekeeper Manager ensures coverage and quality in timekeeping operations.

Key Responsibilities:

- Maintain a reliable list of trained timekeepers.
- Provide training on league expectations and procedures.
- Create and distribute weekly timekeeper schedules to the Executive team.
- Communicate last-minute changes or absences to Division Leads.
- Ensure time clock instruction sheets are included in all toolkits
- Ensure first aid kits, heaters, and warm-up pucks are stocked and available.

TIMEKEEPERS

Timekeepers ensure accurate game timing and documentation.

Key Responsibilities:

- Paid \$20 per game.
- Trained prior to the season on clock operation and game sheet procedures.
- Responsible for legibly completing game sheets and managing the time clock.
- Must remain attentive during games and avoid phone use unless in emergencies.
- Record spare players and notify referees of any discrepancies.
- Timekeepers will receive full payment for forfeited games, provided the shift is not rescheduled.
- If absent without notice, replacements should be found at the arena or covered by trained Executives.
- Weekly schedules are posted by the Timekeeper Manager and included with game sheets.

GAME SHEETS & TIMEKEEPER BAGS

Game sheets will be delivered to the designated storage rooms at each arena by Sunday morning and placed inside the Timekeeper Bag for that rink.

Each Timekeeper Bag will include:

- Warm-up pucks
- Heater
- First aid kit
- Clipboard with game sheets (ensure each clipboard includes a pen)

Beginning/End-of-Day Procedure:

Before the first game and after the final game of the day, Timekeeper Bags should be:

- Picked up/Returned directly to an Executive member, or
- Picked up/Returned to the basket in the Arena Office (unless an alternate process is communicated)

TIMEKEEPER BAG LOCATION

- **Gateway** - The Timekeeper Bag for each rink will be placed in the **Arena Office** (to the left of the stairs). Please knock on the door, tell the staff you are collecting the timekeeper bag for HWHL. The bag will be in a white basket behind/beside the door. Please ensure you collect the bag with the appropriate clipboard to your scheduled rink.
- **Mohawk 4 Ice** - The Timekeeper Bag for each rink will be placed in the **Arena Office** (to the left when you enter the facility). Please let the staff know you are collecting the timekeeper bag for HWHL – they will either let you in or bring you the basket. The bag will be in a white basket near the door of the Arena Office. Please ensure you collect the bag with the appropriate clipboard to your scheduled rink.

ACCIDENT SUPPORT

If a member is injured:

- Someone should provide immediate support (First Aid, CPR, AED).
- Call 911 if necessary and if requested – typically someone on the team or a spectator will call.
- Ensure the incident is documented on the game sheet, either by yourself or the referee
- Notify the Timekeeper Manager, and if present, also inform the President or Vice President.

As an FYI, Arena Policies:

- **Gateway:** Arena is not liable for injuries; however, arena staff will assist with ambulance access and navigating paramedics upon arrival. There is no paperwork required by the arena. If a vehicle is left overnight, please leave the make, model, and license plate with the front desk.
- **Mohawk 4 Ice:** Arena staff will assist with injuries and require an accident report to be completed. Currently, accident reports are completed using paper forms, but the arena is transitioning to a digital system. If an injury or emergency occurs, especially in the case of needing an ambulance, please inform the arena staff immediately so they can assist with navigating the paramedics upon arrival. It is not mandatory to inform the arena if a vehicle will be left overnight, as they are not liable; however, informing them or a note on the dash is helpful.

Breakdown of Shift Expectations

START OF SHIFT

- Please arrive 10-15 minutes before your shift begins.
- First timekeepers of the day (on each rink) will be required to collect the timekeeper bag from the designated place. The timekeeper bag will stay in the timekeeper box till the end of the last game.
- The clipboard in each bag will have all the games for the duration of your shift on the specified rink.

BEGINNING OF GAME

- Set the clock up to start a 4 minute warmup while the zamboni is flooding.
- Following the flood, start the warmup once the zamboni doors close.
- As players enter the surface, check off attendance.
- Mark attendance at the end of the player's name with a checkmark, ensuring jersey numbers remain visible.

NOTE: If you notice that players/goalies are not wearing the correct jersey or it appears they have spare players (different jersey), they **MUST** sign in prior to the game starting. If you are unsure who they are, please ask the referee to ask the player. They will need to add their name and number under the roster that they are playing for.

See Substitute Player Rules on next sheet

- If you see any discrepancies, please talk to the ref and/or team reps **before** the game starts or as soon as you notice the error.

DURING THE GAME.

- Ensure you are starting and stopping the clock as the play/whistles happen.
- Use clear and legible handwriting when recording goals and penalties.
- Ensure that numbers match up for goals and penalties.

Example: If the referee tells you #5 got the goal, ensure #5 is checked off as present. If they are not present, inform the referee so they can follow up to get the correct number.

END OF GAME

- Ensure you have recorded the total number of goals for each team and filled in all areas needed.
- Should you or the referees have any concerns regarding the game, please make notes on the back of the game sheet. If you feel it is needed, you can inform the Timekeeper Manager to give the heads up.
- Upon completion of the game, ensure the referees and yourself fill in all areas needed.
- Move the completed game sheet to the back of the clipboard.

END OF SHIFT

- When your shift is complete, ensure all game sheets are completed and moved to the back of the clipboard.
- Return the clipboard with gamesheets and the timekeeper bag with all items to the designated space.

Substitution & Forfeit Policy

Minimum Players & Forfeits

- A team must have at least 5 skaters to begin a game. If not, the game will be marked as a forfeit by the referee.
- If a team does not have a goaltender, they may play with 6 skaters, but one skater must remain behind the defensive line at all times. Nets must remain in their standard position and must not be turned around.
- In the event of a forfeit, the scheduled ice time may still be used for a scrimmage involving insured league members.

Skater Substitutions

- Teams may borrow skaters from another team within the same Division or Division below to avoid a forfeit or to supplement a short bench.
- The total number of skaters on the bench (including substitutes) for Division 1-6. must not exceed 9.
- The total number of skaters on the bench (including substitutes) for Division 7, must not exceed 10.
- A team must have a **majority** of its own rostered skaters to avoid a forfeit.
Example: Division 1-6 could have 5 rostered skaters and use 4 spares or have 4 rostered skaters and use 3 spares.
Division 7 could have 6 rostered skaters and use 4 spares or have 5 rostered skaters and use 4 spares.
- All substitute skaters must be listed on the game sheet prior to puck drop.
- Substitute skaters should wear their own team jersey. If there is a colour conflict, the Team Rep is responsible for providing an alternate jersey.

2025-2026 Playoffs: No skater substitutions are permitted during playoffs.

Goaltender Substitutions

- Teams may only use a substitute goalie from the same Division or a lower Division, unless otherwise approved by the Executives
- Exception: Division 7 teams may use a Division 6 goalie if no Division 7 goalie is available
- If no goalie is available, a player may substitute as goalie for the game.
- The substitute goalie's name must be recorded on the game sheet prior to puck drop.

Score Clock Instruction

SETUP

- Press “New Game”
- Press “C” to Clear
- Press “1” for clock to run down
- Press “#” (enter) to set clock to run down
- Set the time to 4 minutes for Warm Up and press enter
- Set the time to 12 minutes and press enter
- Press enter again to enter the period

GAME BREAKDOWN

Warm Up: 4 minutes

Period 1: 12 minutes

Period 2: 10 minutes

Period 3: 10 minutes

Break between Periods: 1 minute *Press the buzzer when the break is over**

SCORE & PERIODS

- To change periods, press the “period” button and press enter
- Press enter twice to enter the period
- To change the score, press the “Home” or “Guest” buttons for the team that scores
(To correct the score, press “D” (recall), then the “Home” or “Guest” button, followed by the number you want to enter. Press enter when finished.
- To stop the horn, press the “Man.Horn” button

