



OSGH Timekeeping Reference Guide 2024-25

Welcome to the 2024-25 OSGH season. During the season there will be situations where this document can be used to refresh or confirm questions you might have. As a timekeeper within the OSGH group you are a valuable part of the program and you play an important part within the game formats. Please refer below for details on what is expected/required for the Timekeeper position. If you have any issues or concerns, please feel free to reach out to me by email.

Thanks for being a valuable part of the OSGH organization!

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Before the Game

- You need to collect the iPad from the home team manager and take it to the timekeeping box.
 - Log into the RAMP game sheet app with your personal login, enter the game code into the app. (Each game has a unique code, they will automatically delete from your account 7 days after the game is completed)
 - The names of the officials and their OWHA Ref number MUST be entered (ie: John Doe #11-111). If OWHA Ref number is not known, please enter their name and city of residence.
 - Always have extra paper game sheets, notepads and pens available in the event the game details must be entered into the app at a later time.
 - Under the Game details tab you will need to enter in the period lengths for the game.
- You should be in the timekeeping box and begin setting up your workstation as soon as the Zamboni is done and off the ice surface.
 - **NO PERSON IS PERMITTED ON THE ICE SURFACE WHEN THE ZAMBONI IS ON THE ICE SURFACE. ZAMBONI DOORS NEED TO BE CLOSED BEFORE ENTERING THE ICE SURFACE.**
- Warm-ups are 3 minutes. Start the clock when both teams and officials are on the ice.
- Period lengths are as follows: ***It is best to confirm with manager***
 - U9 - 10,10,10
 - Most age groups/levels - 10, 10, 12
 - U15A, U18A/BB, U22 - 15, 15, 15 (with flood)

During the Game

- Maximum of 2 people in the box during the game.
- Watch the play as opposed to the game.
 - If you watch the play you can react as required in relation to stopping the clock and recording the proper information.



- If you watch the game, you can get caught up in the action and you will miss some details which could cause issues in the game.
- Operate the clock as required.
- Complete the game sheet in the app during stoppage or play so you do not miss starting/stopping the clock.
- The on-ice officials are in charge, and you are there to work with them.
- If issues arise, please let the on-Ice know and together you will get back on track.
- Please ensure you listen and pay attention to the on-ice officials.

After the Game

- You need to ensure the game sheet is completed for scores, penalties, etc.

Once the game has concluded you will need to mark the game as COMPLETE in the app and return the iPad to the manager to receive your payment.

- **ALWAYS** log out before returning it to the home team.
- Leave the timekeeping box in the same or better shape you started with. No garbage is to be left behind while at the rink.

Game Schedules

- Managers from each team will reach out to you for scheduling
- Please notify the manager **ASAP** if something comes up and you are unable to attend your scheduled game.

Tools Required for Games (recommended)

- 2 Pens
- Scrap Paper or notebook
- Positive Attitude
- Alert and Focused!

Time Requirements

- We require all timekeepers to arrive for their schedule shift a **minimum of 15 minutes** ahead of game time.

Payment

- Timekeepers are paid after each game from the home team once you hand over the iPad. Please see the coach or manager after the game for payment.
- If you do not receive payment, please notify me ASAP.



While in the Timekeepers Box

- While you are in the timekeeper's box you are a member of the officiating team. You **MUST** act accordingly. The following are things that you need to remember:
 - No more than 2 people are allowed in the box.
 - No cell phones are to be used from the start of the game to the end of the game.
 - Watch the play as opposed to the game.
 - Do not interact with spectators, coaches or players. You are there to run the time clock and not socialize. **THERE SHOULD NEVER BE A SITUATION WHERE YOU GET INTO AN ARGUMENT WITH A PLAYER OR SPECTATOR.**
 - **IF A SITUATION ARISES SIMPLY BUZZ THE HORN AND THE ON ICE OFFICIAL WILL HANDLE THE SITUATION.**
- If you make a mistake don't panic.....Mistakes happen and can be fixed. Correct your mistake if time permits or hit the horn/buzzer to get the Ref/Linesman's attention while you fix the mistake/verify the ref's signal.

Penalties

- Record penalties on iPad or game sheet as directed from on ice officials.
- For reference the following is used for traditional 5 on 5 game formats and there are descriptions of some common penalties.
 - Penalties can cause confusion during the game. The on ice official will skate over to the timekeeping box and provide a jester as to what the infraction is.
 - You need to record the Player Number, Time of Infraction and Description of Infraction on the iPad or game sheet.
 - You need to enter the length of the Penalty on the Time Clock.
 - This can be challenging at first so a good practice at the start is to write the infraction, time and player number on a scrap piece of paper, enter the information into the time clock first and then record the information you wrote on the scrap piece of paper onto the iPad or game sheet. By using a scrap piece of paper this provides you time to get the game started and then once started you can enter the information onto the iPad or game sheet.
- There will be situations where multiple penalties happen, and the same process indicated above is to be used to provide positive results.
- If more than 2 penalties at the same time occur the process is:
 - Enter the additional penalty information onto the iPad or game sheets and then enter into the time clock. The time clock will stack the penalties into the system. Once the first penalty is completed then the third penalty will start (and this will continue providing you have entered everything into the clock.
 - **IF UNSURE PLEASE COMMUNICATE WITH ON-ICE OFFICIAL AND TOGETHER IT WILL BE RESOLVED.**



- Advise the on ice official when the same player has received a second Major penalty or second Misconduct penalty during the game.
- Advise the on ice official when a player has received a third stick infraction, rule 28 (f).
- If a bench clearing incident occurs, assist the Referee by noting the numbers of the players involved and give that information to the Referee only if there is a request.
- If a player leaves the penalty bench before the time has expired, note the time and signify that to the Referee, who will stop the play as soon as possible.
- If unsure on a penalty, buzz the horn to discuss with on-ice officials.
- For any Double Minor Penalties (two 2-minute penalties), the process is:
 - Use 2 lines
 - 1st Line - Input the first 2-minute penalty.
 - 2nd Line - Input the second 2-minute penalty.
 - If a goal is scored before the 1st penalty has expired, then the first penalty ends, and the second penalty begins.
- For any 5 Minute penalties this needs to be a 2-line penalty as well.
 - Line 1 – Input the penalty.
 - Line 2 – GM/M Code.
- Penalty Shot needs to be recorded at the time of the penalty. The penalty time set is the same time as the shot is taken.
- Coincidental Penalties are when 2 players receive the same time for infractions. This does not get entered onto the time clock and players must serve their allotted time and can only enter onto the ice surface at the next stoppage in play after their time is over.

PLEASE REMEMBER TO PAY ATTENTION TO THE PLAY NOT THE GAME!!

OWHA Gamesheet App tutorial video - <https://www.youtube.com/watch?v=5clitpU21DU>



REFEREES SIGNALS



BOARDING

Striking the clenched fist of one hand into the open palm of the opposite hand in front of the chest.



CROSS-CHECKING

A forward and backward motion of the arms with both fists clenched, extending from the chest for a distance of about one foot.



BODYCHECKING

Open palm of the non-whistle hand, with fingers together, comes across body on to the opposite shoulder.



DELAYED OFF-SIDE

Non-whistle arm fully extended above the head. To nullify a delayed off-side the Linesman shall drop the arm to the side.



BUTT-ENDING

A cross motion of the fore-arms, one moving under the other arm.



DELAYED CALLING PENALTY

Extending the non-whistle arm fully above the head.



CHARGING

Rotating clenched fists around one another in front of the chest.



ELBOWING

Tapping either elbow with the opposite hand.



CHECKING FROM BEHIND

A forward motion of both arms, with the palms of the hands open and facing away from the body, fully extended from the chest at shoulder level.



GOAL SCORED

A single point directed at the goal in which the puck legally entered.



REFEREES SIGNALS



MATCH PENALTY

Patting flat of the hand on the top of the head.



SPEARING

Jabbing motion with both hands thrust out immediately in front of the body and then hands dropped to the side of the body.



MISCONDUCT

Both hands on hips.



TRIPPING

Striking leg with either hand below the knee, keeping both skates on the ice.



PENALTY SHOT

Arms crossed above the head. Give the signal upon stoppage of play.



UNSPORTSMANLIKE CONDUCT/DIVING

Using both hands to form a "T" in front of the chest.



ROUGHING

Fist clenched and arm extended out to the front or side of the body.



WASH OUT

A sweeping sideways motion of both arms across the front of the body at shoulder level with palms down. This signal is used: (a) by the Referee to signal "no goal"; (b) by the Linesman to signal "no icing" and in certain situations "no off-side".



SLASHING

A chopping motion with the edge of one hand across the opposite forearm.