

TIMEKEEPER'S INSTRUCTIONS

Please read the following carefully to familiarize yourself with your expected duties. If you have any questions or problems, do not hesitate to ask the Arena Convener.

1. Be at the arena 20 minutes before your scheduled time.
2. Warm-ups will be 3 minutes. The time will start when the referees are on the ice. Games may start up to 10 minutes before their scheduled start time. At the 2:30 mark, sound the horn. You can stop the time with 1 second left and set the time clock for the game; the second horn does not have to go.
3. All games will be 15-minute halves. Set the clock for 1 minute between halves.
4. All penalties must be entered on the scoreboard. Play will not start until this is done.
5. All scores are reported on the game sheet. **DO NOT SHOW MORE THAN A 7 GOAL DIFFERENTIAL ON THE SCOREBOARD.**
6. No game will end in a tie. The overtime will be set the same as it was in the halves.
7. Please take the game sheets to the office at the end of each game. If referees need to write up a report, have the Supervisor take it to the office.
8. Play music during floods, during warm-ups, and between halves.
9. After the last game, take the rings, shot clock remote, and CD player to the Convener.
10. If there is a power failure and the board, display, or both black out, turn both switches off (the handheld and the one on the right side of the clock). When power returns, turn the main switch back on. When asked, "Do you want to start where has left off," answer YES.
11. If the clock doesn't stop or start when you use the handheld switch, unplug the switch and use the "Alternate" switch on the upper left corner.
12. Scorekeeper should open doors at the end of penalties.

THANK YOU FOR ALL YOUR HARD WORK

2-minute buzzer

SET → CLOCK MODES → press NO until it asks if you want to "Set Interval Timer."