WESTWOOD CLASSIC

Time-Keeper and Scorer Duty Instructions

- Please show up 30 minutes early for your first scheduled shift at that rink so you can review the clock operation and practice in-between games setting and running the CLOCK TIME, SCORE, PERIODS and ADDING/REMOVING Penalties. Ask the person you are replacing to maybe show you some of the operations.
- Warm-Up Time, Game Time, Penalties etc. will be on a reference sheet in your score box.
- If you have a Site Coordinator, please share contact information and text them that you are on your way before your starting time so they aren't worrying if you are running late.
- We will have puck buckets for warm-ups. Throw-out about half the pucks for each team and place the bucket out with about 10 seconds left for collection.
- Open/Close Penalty Box door at start and end of penalties (You will be Multi-Tasking)

Clock Operation

- 4:00 Minute warm-up
- 12:00 stop time periods for all levels except 8U Girls, 10U Girls and Boys 2017 thru 2015
- 15:00 Stop time periods for Boys 2014 thru 2010, U16 Boys, U18 Boys and 12U and 14U Girls
- Running time will initiate ANYTIME during the 2nd or 3rd period when there is a 5-goal deficit. If score goes back to 4 goal deficit or lower, the clock should go back to Stop Time.
- If you don't know how to Pause Penalties, DO NOT set the clock in-between periods. Just tell the refs to blow the whistle after about 1:00 to start back up. You can mess up the penalty run time if you set the clock and don't pause the penalty time.
- 2:00 minor penalties. DO NOT put penalties on scoreboard for coincidental minors or 10:00 misconducts. But enter these penalties in GameSheet.

GameSheets:

- Load Game from Ipad
- NO COACH Signing
- Designate the Goalie who is playing if there are 2 goalies
- Add Goals, Assists, Penalties (If you don't find the player number, just pick another skater)
- Change Periods
- TRACK SHOTS if you can for Goalie Stats
- Note book is optional for writing down the penalties, goals and assists. Your primary concern is the clock function. You can come back and add into game sheets after the play starts.
- REFS DO NOT NEED TO SIGN – But, before you mark the game as COMPLETE, Gamesheet requires a ref signature. If no Temp Referee is shown, just create a new REF (i.e. HEAD REF, REF REF, whatever you want) and then sign and Complete the game.

IF YOU ARE HAVING ISSUES, CONTACT YOUR SITE COORDINATOR OR CALL CHRIS 651.276.0351