**2017-2018 Head Timekeeper**

 ***Position for hire***

**Job Description**: Primary responsibility is to reliably keep time and score for four weekly consecutive Orillia Ladies Hockey League games (10-10-12 minute periods) at 6:30, 7:30, 8:30 and 9:30pm\* at Rotary Green arena on most Sundays from mid-September 2017 to late March 2018. This responsible individual should be knowledgeable of general hockey game rules for stoppage of play, official’s signals for penalty infractions, understanding the coincidental Minor/Major/Match penalty rule, and Delayed Penalty procedures. Pay rate of $15 per game, which is $60 per shift. \*Please note that there may be a game at 10:30pm also, for a total of 5 games per Sunday evening, which will be decided closer to the start of the season. This would then give a total of $75 per shift.



**Responsibilities**:

* Be at arena 20 minute prior to first scheduled game, to gather equipment and test game clock.
* Take two working pens, pucks, copy of OLHL Official Rules, iPod and first aid kit from the mailbox to timekeeper’s box prior to shift, and return items after. Also, take four blank official game sheets from mailbox to timekeeper’s box prior to shift.
* Start game clock promptly at scheduled game time, as soon as the Zamboni leaves the ice. Providing a 3 minute warm up, with a 1 minute warning buzzer.
* Play music prior to games start, and between periods or whistles. (iPod/music provided)
* Check that official game sheets are properly completed with team and game information, and that all players have signed on the correct home/visitor side.
* Clearly write applicable game details - including penalties and goals/assists - on each official game sheet.
* Update time, period, penalties, and score on game clock as required.
* Open and close penalty box doors for players, as required.
* Ensure Officials sign final game sheet at end of game.
* Provide yellow and pink copies of final game sheets to respective home and visitor teams.
* Take picture of final white game sheets, then email image to OLHL Treasurer, Scheduler, Registrar and Newspaper Submission Rep.
* Notify OLHL Registrar if blank game sheet supply is low, or suddenly out.
* Report any equipment malfunctions to OLHL Scheduler (example: iPod failure)
* If unable to work a shift, find replacement from back-up list in timely manner. And notify OLHL Treasurer if back-up is being provided.

**Interested applicants should apply by email to** **scheduler@orillialadieshockey.com** **by August 1st, 2017.**

Please also indicate if you wish to be placed on the back-up list, if you are not chosen as Head Timekeeper.