

# Timekeeper Supervisions

## *Supervisor Protocol and Guidelines*

### ***Before the Game...***

- Arrive at the arena 5-10 minutes before the game
- Do not introduce yourself to the timekeeper or the referees. Attempt to spot the timekeeper, but make no indication or conversation that he/she is being supervised.
  - This is done in an attempt to supervise the timekeeper's normal routine rather than having the timekeeper paying extra attention to details as he/she knows of the supervision

### ***During the Game...***

- For games with running time, supervise in the stands for the first period. Migrate to the timekeeper booth during the second period and stay there for the third period
- For games with stopped time, supervise in the stands for the first period. Migrate to the timekeeper booth at any time in the second period, but you must supervise from the timekeeper's booth for the third period
- While in the timekeeper booth, introduce yourself as a supervisor to explain your presence. Supervise from the penalty box; feel free to open and close the penalty box doors should any penalties occur
- You are there as a timekeeper supervisor, not as another timekeeper. Do not initiate conversations with the timekeeper unless you are specifically asked a question. Do not offer your input and/or take over their responsibilities
  - **NOTE:** Some questions are better answered with this question: "What would you do if I [the supervisor] wasn't here?" In other words, do not answer all the questions blindly
- **DO NOT** hover over the timekeeper. Occasionally glance over at the gamesheet and the timekeeper to assess his or her behaviour and to check how the gamesheet is being filled out, but do not peer over his/her shoulder making them unduly nervous or intimidated
- The only time you should interfere is if it affects the fairness of the game or the safety of the timekeeper, which needs to be addressed immediately. For example:
  - If a major penalty was called and a minor was only put on the board, inform the timekeeper of the error
  - A third stick penalty was called but the game ejection was not assessed
- During the game, keep track of stick infractions and who they are assessed to (player numbers) for the 3-stick infractions game ejection rule; as well, track any and all MPs, GMs, GRMs, Ms and major penalties to ensure the correct codes are entered
- **IMPORTANT:** if there is ever any verbal/physical abuse at any time, you may get involved for the safety of the timekeeper
  - **For verbal abuse:** quietly take the timekeeper aside and instruct him/her on how to take control of the situation. If the abuse continues, instruct the timekeeper to buzz the horn at the next stoppage of play
  - **For physical abuse:** instruct the timekeeper to buzz the horn immediately. Advise the timekeeper to report the incident to the referee and make your report to the referee as well
- **IMPORTANT:** if there is ever any incidents involving physical or verbal abuse, report this to Chantal Mallette and Martin Charbonneau as soon as possible
- **NOTE:** make sure the goals and penalties are only put on the board after the referee has gone to the timekeeper booth to confirm the details. This is crucial in situations where a goal is disputed or a minor penalty turns into a major penalty due to an injury

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### ***End of Game...***

- Request the gamesheet from the timekeeper to complete the gamesheet section of the timekeeper supervision form
- As you are walking back to the referee room, start going over your comments with the timekeeper. Start off with the positives, then discuss where he/she can make improvements
- Avoid discussing the supervision in the referee room unless it pertains to the referees as well. Let the timekeeper finish the post-game duties; go into the referee room to further evaluate the timekeeper-to-referee communications and that the gamesheet is filled out properly
- Check with the referees to see if the timekeeper checked in with them at the beginning of the game
- Once the game duties are completed, stay back a few minutes after the game or go with the timekeeper to the timekeeper booth to finish your discussion of the supervision results. If the timekeeper has any questions at this point, feel free to answer at will

### ***Submitting Supervisions...***

- Supervisions are to be submitted **no more than five days** after the date of the supervision
- After the supervision, you will need to submit the supervision online using OMS
- For any supervisions given the ranking of 'Excellent', 'Needs Improvement' or 'Unacceptable', please send an email to the Director of Timekeepers, Chantal Mallette and Martin Charbonneau. Please explain in 10 lines or less the justification behind this ranking
  - Chantal Mallette: [chantal\\_mallette@sympatico.ca](mailto:chantal_mallette@sympatico.ca)
  - Martin Charbonneau: [icehockeyreferee@hotmail.com](mailto:icehockeyreferee@hotmail.com)
- The timekeeper may ask you questions via email about the results of his/her supervision
  - Feel free to answer the questions or you may redirect them to Chantal Mallette or Martin Charbonneau
  - All arguments or complaints are to be sent immediately to Chantal Mallette or Martin Charbonneau