

## Off Ice Official instructions and responsibilities (Clock person)

### Before game:

1. Show up 20 minutes before game time!!!
2. Get game book, pens (2), pucks (4), bucket and check in with referee's.  
(pens in top desk drawer, books on top of desk, pucks in freezer, buckets under desk)
3. Fill up bucket with snow from outside or zamboni room to keep pucks cold.
4. Start clock to count down to game time so teams know when to start warm-ups.
5. Go to each teams locker room and ask for rosters. (team stickers)
6. Make sure referee room signal light is working so you can signal the referee's when zamboni is off and nets are placed.

### During game:

1. Keep an accurate book during the game!!! For **ALL** levels.  
goals, assists, penalties, shots, saves
2. No more than 2 friends (helpers) in clock area while game is going to help with penalties or for teaching how to run the clock!
3. If there are many goals / penalties and area to keep track of these is full on game sheet, start another set of game sheets for all additional goals / penalties.
4. Pay attention to what's happening on the ice and what your job is! Referee's are responsible for the entire game and if clock person forgets to start/stop clock or messes up a penalty it can make the game really tough for everyone.

### After game:

1. Get both teams coaches and referee's signatures on game sheets.
2. Give the appropriate copy of the game sheets to each coach (it says what color each team gets on the top) and put last 2 copies on desk in referee room in labeled bin.
3. Reset the clock for the next game and/or turn the clock off.
4. Put pucks back in freezer under the desk, bucket back under desk and book / pens.
5. Sign in as the clock person for that game on the sign in sheet or you won't get paid.