

**NMHAOP 2018-2019**  
**Timekeeping**  
**Sept 4th, 2018 7:00pm**

Welcome to new and returning timekeepers

Executive Introductions

**Chantal Mallette.** Timekeeper-in-Chief. Chantal has been a time keeper for 10 years in both girls and boys hockey. Chantal is open to any and all questions — no question is “stupid”, ask, she is always happy to help

**Callie Arbuckle.** Director of Testing and Gamesheets. She is in charge of exams, you can also send any questions to her.

**Jacob Symington.** Director of Supervisions. Supervisions for returning timekeepers will start immediately. 1st year supervisions will start later on after you’ve had time to learn.

**Kevin Ferguson.** Director of Mentorship. Kevin is there to help you, you can always ask him questions. He will be working with first year officials a lot, hosting sessions to answer your questions in a relaxed environment.

**Jay Kleiman.** Game Assigner. Make sure that Jay’s phone number and email address are in your contacts. It is very important for scheduling and you will have to reach out to Jay at least once a year if not more to resolving scheduling issues.

New Timekeepers

There will be 4 mentorship meetings held throughout the season covering details such the game assigning system (OMS), how to get your games, trade, etc. If you can not attend a mentorship meeting please call or email Chantal as early as possible before the meeting. Chantal will email you with the details of where the first meeting will be, or check the website under meeting/events.

First year time keepers will be assigned a buddy, who will help alleviate the stress of your first game. Games are typically assigned 2-3 games in a row, your buddy will be with you for the full shift (which can be up to three hours) in a support role as you perform your duties. If you would like a buddy for your second set of games please let Chantal know so she can ensure one is assigned to you. If you have a friend who is an experienced timekeeper and want them to be your buddy let Chantal know as soon as possible.

OMS and Assigning

OMS is the game assigning software that is used to assign / trade / and track time keepers and referees. The system is online and requires that you sign up for an

account. If you have not already done so please sign up.

If you are under 18 we require a secondary email of a parent or person who will be driving you to your games. This secondary contact will be used to ensure that we can contact you in the event of a game change or if you late for a game. (Don't be late)

School based emails do NOT work in OMS as they tend to reject emails from OMS. Please provide an alter email address such as gmail. Ensure that you regularly check that email account for communications from us.

Please add as many phone numbers into OMS as possible, cell phones, landlines, parents etc. Being able to contact you is extremely important.

OMS allows users to block off time when they can not be booked for games. At the start of the year when you have your personal schedule it is essential that you block out any time you are not available to time keep. This includes: sporting events, study time, school, extra circulars, family vacations. Remember to block out any time you may need to travel to and from these events. For example if you are playing hockey from 7-8pm you can not time keep in a different arena at 8pm, block out more time around your personal events to ensure you do not have a conflict.

If you are assigned a game you can not attend you can trade or decline that game in OMS. You will have three days (72 hours) to decline without issue. After 72 hours, OR within 72 hours of you game, you are responsible for finding a replacement time keeper to trade your game to.

If you are within 72 hours of your game(s) and can not attend due to an emergency call / email / text Chantal or Jay, or any executive you can reach to notify them to help you find a replacement.

Contract assigning - contract time keeping is timekeeping outside of the Nepean area. These games pay more money than standard NMHA rates and are open to returning timekeepers. New first years who do well could see contract assignments in the last half of the year.

### Important Dates

Refer to the presentation and website for a list of important dates

Do not be late to meetings and training sessions. Come prepared and awake. Bring paper and pen, be prepared to complex exams.

There will be two on-ice sessions to familiarize first years with the two different time keeping systems used in Eastern Ontario.

While game sheet training is for first year time keepers, returning time keepers looking

for a refresher are also welcome to attend.

### Police Record Checks

Time keepers currently over the age of 19 require a police record check. It is your responsibility to obtain this record check and pay the associated fee. Please obtain the vulnerable sector check rather than the standard. Those 18 and under do not need a record check, including those who turn 19 during the season.

### Rules and Timing Changes

The new hand signal for too many players on the ice is five fingers up on one hand and one finger on the other.

Time keeping for Novice games has been removed.

Nepean has a new rule (Atom to Juvenile) that any single player who collects three penalties in a single game must be ejected at the third penalty. This includes minor penalties, however a double minor counts as one. Exceptions include penalties that are assessed against an entire team (too many players), and bench minors for coaches. Keep an eye on player numbers to ensure that the three strike rule is followed.

Note that this is a Nepean House League only rule and does not count for competitive/contract games (Rep B/A/AA/AAA). However, the three head contact penalties will also result in ejection from the game, this rule is from Hockey Canada and applies in all games regardless of location.

Atom and Peewee HL - Games are 50 minute with period lengths 10-10 with 3rd period running time until curfew minus 2 minutes.

Major Bantam Double Major and above can request music to be played during their game. Your first priority is the clock and game sheet! You can use your own MP3 player with an auxiliary cord (provided by the arena). Music selection is yours however do not play explicit music - no f-word, no n-word. Select music that a young child could hear or you could play over your school announcement system.

### Quizzes and Game Sheet Checks

Game sheet checks will start in late September for returning time keepers and in December for first years.

### Supervisions

First year time keepers will receive approx. 3 supervisions during the season. Experienced time keepers will receive fewer.

Supervision scores directly effect your ranking and are used to select the level of games you will be assigned. You will also be assessed based on informal assessments from others, your attitude, and on game sheet checks.

If you are an experienced time keeper and wish to contribute as a supervisor yourself please contact Kevin. Supervisors are paid a small fee for their time.

### Dress Code

Dress code for House League is casual, jeans and plain shirts with zero insignias (including on jackets, hats etc). For Competitive hockey the dress code is business casual, no jeans, no rips. Plain pants, skirts or dresses and a nice shirt. Ties and suits are not required. Dress warmly. Ball caps are not acceptable, but toques are. Rips, baggy pants, non-opaque leggings, mini skirts and sweat pants are never acceptable.

### Conclusion

If you have questions call or text Chantal whenever you want. She prefers text messages. Please let her know who you are in your first text message. 613-558-8031  
chantal\_mallete@sympatico.ca