



NMHA Timekeeper Assignor

The relationship and duties of the “Timekeeper Assignor” and the Newmarket Minor Hockey Assoc., hereafter called the NMHA are as follows:

Relationship:

This Timekeeper Assignor is a contractor appointed by the NMHA Executive. The term of the contract shall be from September 1st thru May 31 in any given year.

The Timekeeper Assignor will work independently carrying out the role of the Timekeeper Assignor for the NMHA. For reporting purposes, the Timekeeper Assignor reports to the President of the NMHA.

Duties & Responsibilities

- Schedule timekeepers for all exhibition, regular season, playoff, and tournament games
- Enter all Timekeeper’s contact information in the NMHA Portal
- Ensure timekeepers update their portal availability for game assignments.
- Monitor acceptance of assignments to make sure no games are missed.
- Monitor the NMHA Portal for game changes and assign these changes in the portal to the timekeepers.
- Find timekeepers for returned games and make the required changes in the portal. (Many of these changes happen at the last minute).
- Monitor emails for any newly scheduled games and assign timekeepers for those games.
- Ensure the timekeepers are qualified to work the level of games being assigned.
- Deal with any issues between officials and timekeepers.
- Ensure timekeepers are using the correct penalty codes and communicate with them as required.
- Provide annual training to all new and returning timekeepers (Timekeeper’s Training Clinic)
- Communicating with each timekeeper about their roles and responsibilities and ensure they are adhered to.
- Submit required payment amounts for Association paid games to the NMHA Treasurer on a monthly basis. This would include all house league games and any rep games that are not being paid directly by the teams playing (this could include tryout exhibition games or other pre-identified rep games).

- Communicate upcoming tournaments with the timekeepers to obtain their availability for each tournament.
- Track and record timekeeper availability for each tournament.
- Work with the tournament ice scheduler to create the excel spreadsheet for the tournament games to assign timekeepers to those games (shared spreadsheet with Referee Assignor) prior to assigning through the portal (if scheduled in the portal)
- Calculate the tournament pay for each timekeeper and submit it to the NMHA Treasurer.