

Notes for EC Timekeepers

Forms Needed:

From Download Section of ECRHA web site

- Match Report Sheets (Blank Score Sheet)
- Referee Form
- Photo Permission Form

From Referee Section and Download Section of ECRHA web site

- Referee Discipline Form

From Leagues Section of ECRHA web site – tournament sheets under relevant league

- Order of Play Sheets

From Members Section of ECRHA web site

- Relevant Team Lists

From General Stationers

- First Aid Book

Also needed:

Timekeeping equipment applicable to your home venue, ie electronic, flip board etc
 Stopwatch(es) to time half time and as a back up in case of main scoreboard malfunction
 It is also a good idea for spare match balls to be kept at timekeeper desk as this is where players and referees will look to if needed
 Two different sounds of horn/bell. One to indicate end of half/game and one to indicate ten and subsequent five team fouls



The image shows a detailed match report form for the Eastern Counties Roller Hockey Association. It includes sections for Home Team and Away Team, with columns for Player No., Goals, Assists, and Time On/Off/In. There are also sections for Captains, Referees, and a Results section at the bottom.

14. Immediately after the game ask both captains to check the details and sign under their names
15. Ask referees to check the details and sign under their names AFTER captains have signed
16. Ensure all timekeeper names are recorded on each sheet so if there are any queries the Competition Secretary knows who to contact

MISCELLANEOUS

17. Should a club advise they will be playing friendlies, this should be clearly marked on the top of each relevant sheet, identifying which team is playing as a friendly and the reason why. Games within a tournament are individual therefore a club can play one game as a friendly yet others as official.
18. Match sheets and ALL forms used, including discipline forms and play up requests, from the tournament need to be received by the Competition Secretary within one week of the tournament and results to be emailed or text directly after the end of the tournament. Texts and emails must clearly state any cards issued and to whom and which team, if any, played as friendly
19. Referee forms must be completed by all referees. Any queries regarding referees including incorrect dress should be written on the bottom of this form

EASTERN COUNTIES
roller hockey
ASSOCIATION

Referee Sheet – Please Return With Match Sheets

Tournament Date		League						
Game	Referee 1 (Capital)	Signature	Card No.	Comment Referee	Referee 2 (Capital)	Signature	Card No.	Comment Referee
1				YES / NO				YES / NO
2				YES / NO				YES / NO
3				YES / NO				YES / NO
4				YES / NO				YES / NO
5				YES / NO				YES / NO
6				YES / NO				YES / NO
7				YES / NO				YES / NO
8				YES / NO				YES / NO
9				YES / NO				YES / NO

Comments/ If Referee incorrectly dress please state what was wrong.

President Andy Allen 42 Craft Lane Walthamstow E14 6AP Tel: 01462 884022	Competition Secretary Neil Owen-Pattel 75 Townsend Barnet Camden/London N3 2JG Tel: 07765 510222	General Secretary Lisa Williams 18 Fellinguish Lane East Hendon Uxbridge Tel: 07899 792152	Treasurer Ian Hall 30 Westmeathorn Oxley/Buckingham P22 3NS Tel: 07540 737482
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20. For leagues where there are players under the age of 18, photo permission forms must all be completed and adhered to



Photo / Video Permission Form

Home Club:

Tournament Date:

Under 11 / Minors / Inters / Schoolboys
Delete as appropriate

CLUB	SIGNATURE	PRINT NAME	YES / NO

It is the responsibility of the Timekeepers on duty to obtain the permission of an adult club representative at each tournament.

Should there be any No responses then at no time are any players/parents or spectators allowed to take photographs/ videos including on mobile phones of this team during their matches or off the risk.

Each person wishing to take photos/videos must first seek permission from the timekeepers who will base their decision on the response given by the elected team representatives on the above form.

This form must then be returned with the match sheets to the Competitions Secretary in case of any queries raised after the tournament.

All forms used must be sent with match sheets to the Competition Secretary within one week of the tournament these include the following:

Referee Form
Photo Sheet
Discipline Forms
Play Up Requests

RESPONSIBILITIES

21. Timekeepers responsibilities are:
- To keep the tournament running on time, within the times identified on the tournament sheet
 - To keep accurate records of the games
 - To oversee completion of the all relevant paperwork
 - To verify the eligibility of players to play in the tournament/game
 - To remain impartial

SUPPORT and HELP

22. As an amateur sport we like to encourage as many parents and helpers to actively join in and support where they can. This guide has been put in place to help Timekeepers and if you would like any more support or training please contact your Club Secretary in the first instance.