

TIMEKEEPER CLOCK MANAGEMENT QUICK TIPS

Start of the game:

Each game consists of 4 - 12 minute quarters and a 10 minute half time. Clock starts at the opening kick-off when the ball is touched by either team in bounds and stops when the play is whistled down. Clock starts again when the head referee blows his/her whistle and rotates his/her arm to signal time in.

Clock stops at any one of the following:

- incomplete pass
- live ball goes out of bounds
- penalty assessment
- any time-out
- yardage measurement
- change of possession; end of play following a punt or turn over on 3rd down
- score
- at the end of each play during the last 3 minutes of the 2nd and 4th quarters (see below re: 3 minute warning)
- at the end of each quarter

Head referee will signal to stop clock by blowing his/her whistle and raising and waving both arms above his/her head.

Clock starts when:

Head referee blows his/her whistle and rotates his/her arm to signal time in. A raised and held arm signifies that the clock is "on the hold" and timekeeper should wait for the arm rotation signal before starting the clock. Time will start at the snap of the ball.

Clock will be "on the hold" after (before the 3 minute warning):

- any time out
- a time count violation

Clock will be "on the hold" after (during the 3 minute warning):

- any time out
- an accepted penalty
- an incomplete pass
- ball goes out of bounds
- change of possession

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3 minute warning:

The clock will stop after each play during the last 3 minutes of the 2nd and 4th quarter. The clock is NOT TO BE STOPPED at exactly 3 minutes, but run beyond (if necessary) until the end of the play that takes the clock to 3 minutes or below. Stopped time after every play then applies.

Run Time:

Where there are points gained that result in a score difference of 30 or more, the game will be considered "run time". The clock will start at the following kick-off and WILL NOT stop unless for any time-out or injury. However, should there be points gained after that result in a score difference of less than 30, the clock will be stopped and then will revert to stopped time following the kick-off.

Timeouts:

Each team is allowed 2 timeouts per half.

****Note**** Where there is no electronic clock present, a red flag is to be raised at the one minute mark of each quarter to alert the officials, coaches, and spectators of the last minute of play. At the 3 minute mark (at the end of the play), a quick whistle signal is to be blown to alert the head official of such. The head official will then blow his/her whistle 3 times to alert the coaches and players.

****NOTE**** Where there is an electronic clock present that has a horn, inform the coaches prior to the game that you will be stopping the time at the one second mark at the end of each quarter to avoid an on-field distraction during the play. At the end of the play you can resume the clock and let it run down to the horn to signal the end of the quarter.

TIMEKEEPER PARTICIPATION QUICK TIPS

Participation:

The participation rules apply when a team has an excess number of players over and above the number of players required on field i.e. if an offensive unit of a Pee Wee team has 15 players then there are 3 additional players as 12 players are required on field. The 3 excess players must be in the participation box for one offensive series. The next offensive series there must then be 3 different players from that offensive unit in the participation box. The only time a player is allowed to leave the participation box is if they are required on field to substitute for an injured player (this does not count as the player's series) or are the punter, kicker, or holder. A maximum of 2 players (kicker and holder) can be substituted and leave the participation box if there is a score and they are required on field.

Injuries:

When a player is injured and leaves the field of play, the player is replaced by one from the participation box and the injured player's number is recorded on the injured list. The injured player may return to the game after 1 play, however if the injured player does not return after 1 play then the player must remain on the bench and the number of players in the participation box is adjusted to reflect accordingly i.e. and using previous example, if there are 3 players required in the participation box, but 1 is injured, this will result in only 2 players required in the participation box. The coach must inform the timekeeper when the player returns to the game and the participation box adjusted accordingly.

If a player is injured and the result is that the unit now has less than the required number of players for the on field series i.e. 9 player ball, team has just the required 9 players on the unit, one is injured, now they are short 1 player, then the coach must supply 2 substitute numbers from the opposing unit as the substitute can only play every second series on the opposite unit while continuing to play on their regular assigned unit. If 2 players are injured resulting in a shortage of 2 on the unit, then 4 numbers from the opposite unit must be supplied, etc.

Late Arrivals:

- Any player arriving late after game opening kick-off will not be allowed to play until the second half. At half time the game sheet will be re-balanced to accommodate the late arrival.
- Any player arriving late after 3rd quarter kick-off will not be allowed to play.

Balancing and Completing Game Sheets

Game Sheet Preparation:

- Insure that you have both game sheets at least 15 minutes prior to kick-off.
- Insure that all pertinent information is provided (i.e. all coaching staff are listed with a maximum 8 coaches and 2 trainers, teams, level, date, and time). Document all official's positions, numbers, and names.

[HR] Head Referee

[UMP] Umpire

[HL] Head Line Judge

[LJ] Line Judge

[BUMP] Back Umpire

[TK] Timekeeper

- Balance game sheets accordingly as follows and based on players present and active:
 - For Atom level, or 9 player, a difference of 1 between number of offensive and defensive players for rosters with a total number of players less than 26 and a difference of 3 for rosters with a total number of players of 26 and greater. There MUST be a minimum of 15 active players to proceed with the game. Maximum roster is 31.
 - For Pee Wee, Minor Bantam and Bantam level, or 12 player, a difference of 1 between number of offensive and defensive players for rosters with a total number of players less than 32 and a difference of 3 for rosters with a total number of players of 32 or greater. There MUST be a minimum of 18 active players to proceed with the game. Maximum roster for these 3 levels is 40.

If in any case a team has less than the required amount of players per unit at the start of the game then the coach will provide you with the necessary numbers for players that will be substituting on the opposite unit i.e. a Pee Wee team has the minimum required players of 18 then the roster shall be split 9 and 9 on each unit, however as 12 players are required on field per unit, then the coach must supply you with the numbers of a minimum of 6 substitute players from each of the opposite units. Those players will rotate every second opposite series while continuing to play on their assigned unit.

****TIP**** where there is a shortage of players and a need to substitute from one unit to the other, look for the socks first, then for the numbers to verify, as players from the offense and defense of the same team will be wearing distinctly different coloured socks. This is an easy way of indentifying the substitutes to verify numbers.

Game Sheet Preparation (con't):

Players under discipline who will not be actively playing for a predetermined amount of time but will become active should be listed on the game sheet as active and reported to the timekeeper who will include him/her in the total active count, then said players number will be placed on the injured/disciplinary list. Said player will then be treated the same as an active injured player.

Half-time Adjustments:

Each team will have the option to move up to 4 players from one unit to the other. The number of players moved does not have to be an equal number as long as the game sheets are in balance as per the above at the start of the game. The coach(s) **MUST** approach the timekeeper **IMMEDIATELY** at half-time to advise of any adjustments. Teams that take advantage of this option **MUST** be prepared at the start of the second half by insuring that the players are aware and have changed socks. Lack of preparedness will result in a delay of game penalty.

Document adjustments on the game sheet by using arrows beside the players name (→←) to indicate the adjustment, then document the players name on the opposite side of the roster using an asterisk (*) after the name. **DO NOT** cross off any names.

*Timekeepers please note that should there be half-time adjustments, the participation box rotation that would ordinarily apply **WILL NOT** apply on the first series of the second half. This will allow the team(s) one series to make adjustments to their rotation without penalty.

**Timekeepers please also note that due to the above change you will not be able to take advantage of the full half-time break, so should you require an extra few minutes to use the facilities or purchase a cold drink on a hot day, please feel free to do so, but please advise the head referee so that they are aware that the second half will be slightly delayed in starting.

Game Sheet Completion:

- Verify that all team and officials information is documented
- Document any incidents (i.e. ejections, other) making certain to include:
 - Time on the clock and quarter at the time of the incident
 - Brief description of the incident
 - Numbers and/or names and coaching positions of the parties involved
- Verify final score with the head referee and insure that head referee signs the sheet
- Distribute pink and golden rod copies of the game sheets to the appropriate teams

Post Game Reporting Procedures:

- Each day prepare an email that includes the following information for every game:
 - Date; time; location; level; name of team; final score; length of game
- Send the above information to: mmfacommissioner@footballmanitoba.com and efficienthome@mts.net EVERY DAY as the standings are updated daily.
- Mail the white and yellow copies of the game sheets at the end of every weekend in pre-addressed, postage-paid envelopes.

Overtime for Playoffs:

In the event of a tie at the end of regulation time, the following format will be followed:

- A "mini game" consisting of 2 - 5 minute halves, with the last minute of each half consisting of stop time after each play (same as the last 3 minutes of regular play)
- Each team will be allowed 1 timeout per half
- Play will be determined by a coin toss at the start of the "mini game"
- If the game continues to be tied after the "mini game" then a shootout format will ensue. After a coin toss, a team will have 3 downs to score from the 10 yard line, followed by the opposition's opportunity to do the same. This process will continue until there is a winner at the end of both team's attempts.