



## PGHA Timekeeper Duties & Responsibilities

The PGHA uses an electronic game sheet app called RAMP, all PGHA games REP and HL will be scored on this app.

To download the **RAMP GameSheet** App [Click Here for APPLE](#) OR [Click Here for GOOGLE PLAY](#)

### **Responsibilities of the Timekeeper:**

- Arrive 15 minutes before the game start time, stand near the timekeepers booth so the team manager knows who you are. It is your responsibility to get the iPad either from the coach/manager or lockbox.
- You will need your own username and password for the Ramp Gamesheets app, make sure you have this set up before your first game and remember your username & password!
- For **Rep games**, the **PGHA Team Manager** or coach will provide you with the game code
- For **House League** games, there will be a document loaded into Horizon (under the documents section) that will list the game codes for all House League games.
- **Ensure all penalties are correctly entered.** Ask the referees for clarity if you are not sure which one to pick. Incorrectly entered penalties can result in players and coaches being suspended.
- Talk with the refs after the game to ensure the game sheet details are accurate. Ensure the referees have their official codes.
- **Mark game complete!** After conferring with the Refs, there is a toggle switch on the main page of the game sheet to mark the game complete. The game must be marked complete for the results to be posted to the league website. **Failure to mark the game complete results in a lot of work for the team manager.**
- **Always have a pencil and paper with you.** Especially if you are timekeeping alone. It is much faster to write down the information from the referee and then enter it later when there is a break in play.
- No one is to be in the timekeeping booth with you other than the other timekeeper. Always pay attention, you are an important part of the game. No using your cell phone, reading, listening to music etc. while you are timekeeping.
- If you have any questions or concerns, please reach out to Carole at [carolewagner4@hotmail.com](mailto:carolewagner4@hotmail.com) or call/text 705-931-6213.

### **RAMP Instructions for TIMEKEEPERS**

#### **RAMP Video Tutorial**

#### **Referee Signals**

### **Period Lengths**

#### **10-10-12**

All U9

All U11

U13 A, BB, B, C

U15 BB, B, C

U18 B, Senior

#### **15-15-Flood-15**

U13 AA

U15 AA, A

U18 AA, A, BB

All U22