



# BLYTH SNOWTOWN FOOTBALL CLUB INC.

## ROLE DESCRIPTIONS & GUIDELINES

### TIMEKEEPER

Reports to: Volunteer Coordinator

#### Purpose of the role

The Timekeeper is to act as the official keeper of time for the duration of the match.

#### Qualifications & Desirable Characteristics

- Effective communication skills
- Organisational skills
- Positive and enthusiastic

#### Duties & Responsibilities

- Keep time for each quarter of the match
- Record on timecards the time taken to play each quarter (**A grade only**)
- Lodge completed timecards with the Team Manager after the game has finished
- Sound the siren in accordance with the procedures contained in the association / league rules and regulations
- Stop the clock used for timing of each quarter as required by the association / league rules and regulations

#### Notes:

- U9/U12 – 10 minutes quarters. Please ensure quarters commence and end on time to ensure the next game can commence on time. Shorten ¼ time breaks if running behind.

#### Notes:

- NEFL Playing Times
- NEFL Yellow Card Rules
- NEFL Mercy Ruling

Time Commitment: 1 – 5 hours per week or as requested

