



TIMEKEEPER



REPORTS TO Ground Manager & 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 AND RESPONSIBILITIES

- Keep time for each quarter of the match
- Record on timecards the time taken to play each quarter
- 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
- Perform any other function as may be directed

TIME COMMITMENT 1 – 5 hours per week or as requested