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| **POSITION DESCRIPTION – TIME KEEPER** | |
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| **SECTION 1 – POSITION OVERVIEW** | |
| **POSITION TITLE:** Time Keeper  **TYPE of EMPLOYMENT:** Voluntary/Honorarium | |
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| **KEY FOCUS OF THIS POSITION** (Why this job exists): | |
| To act as the official keeper of time for the duration of the match. | |
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| REPORTING RELATIONSHIPS | |
| **POSITION REPORTS TO:** | * Team Manager/Club President |
| **LIASES WITH:** | * Umpires * Opposition Time Keeper |
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| **RESPONSIBILITIES:** | |
| * Keep time for each quarter of the match * Record on time cards the time taken to play each quarter * Lodge completed time cards 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 | |
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| **ACCOUNTABILITY:** | |
| * The Timekeeper is accountable to the Field Umpires officiating the game and the Team Manager | |