

BWSA Timekeeper Instruction Sheet

Before the match starts

- Greet both coaches and introduce yourself.
- Check all players for shin guards, cleats, and no jewelry.

Starting the match

- Stand on the touchline in the middle of the field on the team bench side (opposite of the parents.)
- Start your timer and blow the whistle.

During the match

- One coach from each team is allowed to be on the field on their team's side to help with player positioning, etc. They will determine which team has possession of the ball when it goes over the touchline or goal line.
- When a goal is scored, make sure the ball is returned to the middle of the field then blow the whistle to restart play.
- You do not need to keep track of the score in Pre-K, but you do in Kindergarten in case you need to use the Mercy Rule (see below.)

Calling for Quarters and Substitutions

- Your primary duty as a Timekeeper is to keep track of the match time and to let coaches know when they need to substitute players.
 - Pre-K games are 32 minutes long, divided into 8 minute quarters.
 - Kindergarten games are 40 minutes long, divided into 10 minute quarters.
- Use the guidelines on Page 2.

The Mercy Rule

- If a team becomes 5 goals ahead, they are to take out a player OR allow the other team to add an additional player until the goal difference becomes 3 or less.
- Only applies to Kindergarten.

Things to remember

- Try to wear a plain, bright yellow shirt while keeping time. Shorts/pants can be any style and color.
- Arrive at least 15 minutes before the start of your match.
- Make sure you fill out a game card and have a coach sign or initial it. Turn it in to the white game card box on the side of the main shed.
 - This tells me you were actually there – you will not get paid if you do not turn them in or if they're not signed!
- Don't be afraid to blow the whistle and yell loud!
 - There will be other matches going on around you – you need to make sure the coaches and players can hear you!
- If you have any problems with parents or coaches, write it on the back of your game card or email/text the Referee Coordinator.
- You're welcome to have a parent help you with your first few matches until you feel comfortable.

Match Time Guidelines

Pre-K:

0': Start the game

4': Whistle/yell for subs

8': Whistle/yell for the quarter – stop the timer!

12': Whistle/yell for subs

16': Use 2 whistles to call the half – stop the timer!

20': Whistle/yell for subs

24': Whistle/yell for the quarter – stop the timer!

28': Whistle/yell for subs

32': Use 3 whistles to indicate the end of the match.

Kindergarten:

0': Start the game

5': Whistle/yell for subs

10': Whistle/yell for the quarter – stop the timer!

15': Whistle/yell for subs

20': Use 2 whistles to call the half – stop the timer!

25': Whistle/yell for subs

30': Whistle/yell for the quarter – stop the timer!

35': Whistle/yell for subs

40': Use 3 whistles to indicate the end of the match.

Official Division Rules for Pre-K and Kindergarten (From the League Handbook)

Pre-K

- Officials Team: One timekeeper
 - The official will keep time, check players in at the beginning of game and whistle restart after a goal scored.
- Fields #9 and 10
 - Field Size 20X30
- Ball Size: 3
- 4 v 4, no goalkeeper
- 4 – 8-minute quarters
 - Substitutes at approx. 4-minute mark.
 - Short breaks between each quarter and at the half.
 - Do not swap goals at the half.
- Coaches can stand in their half of the field to help with mechanics, etc.
- No throw-ins – coaches are to restart play or allow players to kick in from the touchline (depending on player skill level.)
- No heading!
- If there isn't an assistant coach, try to get a parent to assist with sideline control.
- Mercy Rule doesn't apply in this division. Coaches are encouraged to help players find creative ways to score once a game becomes lopsided.

Kindergarten

- Officials Team: One timekeeper
 - The official will keep time, check players in at the beginning of game and whistle restart after a goal scored.
- Fields # 13 and 14
 - Field Size 20X40
- Ball Size: 3
- 5 v 5, no goalkeeper
- 4 – 10-minute quarters
 - Substitutes at approx. 5-minute mark.
 - Short breaks between each quarter and at the half.
 - Do not swap goals at the half.
- Coaches can stand in their half of the field to help with mechanics, etc.
- Players may throw or kick the ball in to restart play.
- No heading!
- If there isn't an assistant coach, try to get a parent to assist with sideline control.
- Follow the Mercy Rule