

19. CurlTime INSTRUCTIONS

Opening Screen

Game Pre-sets

There are four game pre-sets that will apply default WCF game settings for the type of game indicated. An option screen will appear containing all of the options outlined below. This is to allow any variation of the options from the defaults. When the options are satisfactory, click **Save**. These settings are now saved to your computer, and for all subsequent games simply selecting **Click to Continue** will set the game with all of the options chosen.

Choosing the **Default Settings** button on this screen will reset everything back to WCF default settings, including changing the stone colours back to yellow and red.

Set Up Options

Set Time

Click on this menu selection to set the playing time. Set the time interval by clicking the up/down arrows on the side or by typing in the number of minutes to be played by each team.

Time-outs

Select the length of time-outs here. The default length is one minute. Change the number of time-outs by clicking on the time-out box located in the upper right hand corner of the main time clock screen.

Allow Travel Time for Coach

Check this box if you wish to allow travel time for coaches. The time-out clock will not start until the timer presses the **Start** button.

Don't Start Game Clock during Time-out

Check this box if you do not want the main game clock to count down while the time-out clock is running.

Warm up (Pre-game Practice)

Select the time the teams will get for their pre-game practice. Range is from one to 15 minutes.

Between Ends

Select the amount of time teams have between ends before game clocks are activated again. Select 1, 2 or 3 minutes **OR** 30, 60 or 90 seconds.

Mid-Game Break

Select the amount of time teams have at the completion of the end that defines the halfway point in a game. Range is 0 to 10 minutes.

Extra End

Select the amount of time teams have for an Extra End. Range is 0 to 15 minutes.

Shot Clock

This is a feature for the timer. To ensure that there is an accurate assessment of the length of time a team has taken to make a decision on what shot to play, a very small shot clock will appear in the lower right corner of the team's game clock. Timers may note any excessive length of time taken to make a decision. If you do not wish to have this displayed, simply unchecking the box will turn it off.

Save

All the settings will be saved to your computer. In future, merely clicking the **Click to Continue** button on the opening screen will retrieve these settings and bring you to the main CurlTime screen.

Default Settings

If you were making changes and decided to go back to the default settings, just click this button and everything will be set back to the defaults for the competition you had selected.

Click to Continue

By selecting this, you will proceed to the main CurlTime screen. If you have chosen one of the presets, those settings will be applied. If you just click this button, the settings saved on your computer will be applied.

Main Screen

Entering Team Names

Enter the Association/Federation (or the Skip's name) of the teams so that they will appear on the game clock. The coloured circles on the right of the names indicate the colour stone the team is delivering.

Select Stone Colours

Click this button to open a screen that allows you to change the colour of stones depending on the venue. The default is RED for team 1 and YELLOW for team 2. Coloured curling stones next to the team names will indicate the colour stone for that team. These colours may be changed and saved so that they become the default colours.

Begin Game

Select the **Begin Game** button to open the timing clock window.

Warm Up (Pre-game Practice)

This activates the pre-game practice clock.

Exit

Exit from the program.

Game Clock

Start Buttons

Depending on which team delivers the first stone, press either the top **Start** button (it will say **Start Red** depending on the stone colour selection) or the bottom **Start** button. This will begin the game clock.

Switch Clocks

When the other team takes possession of the ice, press the **SPACEBAR** to switch clocks.

Whichever team has possession of the ice will have all of their buttons activated while the other team's buttons will be greyed out... this is normal so as to prevent accidentally clicking on the non-delivering team's buttons.

Time-outs

This option **MUST** be selected while the game clock is still running. It will automatically pause the time.

To start the time-out, click the **Start** button (or press S or Alt-S).

To stop the time-out, click the **Stop** button (or press Alt-T).

If the time-out was called for the wrong team, clicking on **Switch** will set the time-out for the other team. This option is made inactive once the time-out starts (press Alt-W).

To exit time-out and start the appropriate game clock, choose **End** (or press Alt-N).

To exit the time-out screen and restore the game clock to the state it was in before the time-out was called, choose **Cancel**. This is useful if a time-out was activated in error (Alt-C).

The small clock next to the **End** button is there to ensure travel time is accurately measured. The Game Umpire will normally time the travel time, but he/she may wish to radio the Chief Timer to ensure that his/her stopwatch is in sync with the travel time clock.

The small box in the upper right corner of each team's game clock will indicate how many time-outs that team have remaining. Once they have 0, the time-out timer will not activate again.

In the event that you mistakenly click on the *Time-out* button, it can be added back to the available time-outs by clicking on the *Time-out* box located in the upper right hand corner of the main time clock.

Stopping Time

If the time needs to be stopped for any reason, just press **Stop Clock**. To activate the time again, press on the **Start** button of the corresponding team.

Between Ends

This activates a one-minute timer to time between ends. The main game clocks must be paused first. If the teams begin play before the one-minute has finished, you may activate the corresponding clock from within the timer by selecting the appropriate team. If the one-minute expires before play resumes, you must then start the clock of the team who is delivering first by clicking the corresponding button, or you can select **Autostart** when the timer is first activated. By doing so, the team you selected for **Autostart** will have their clock begin automatically when time expires.

The time remaining for each team is shown on this screen. On the edges of the display there are up and down arrows. The arrows on the right will adjust the seconds and those on the left will adjust the minutes if there was an error during the game.

Mid-Game Break

This activates a 5 minute timer while both teams take their break at the halfway point of the game. It works much the same as the **Between Ends** timer in the sense that the game clock can be re-started from within this timer if the teams decide to resume play before the 5 minutes have expired. If the time expires before play resumes, you must then start the clock of the team who is delivering first by clicking the corresponding button, or you can select **Autostart** when the timer is first activated.

The time remaining for each team is shown on this screen. On the edges of the display there are up and down arrows. The arrows on the right will adjust the seconds and those on the left will adjust the minutes if there was an error during the game.

Reset

This will bring you back to the main screen where you can enter the names/associations of the new teams that will be playing on the sheet. **Do not use this unless you intend to begin timing a new game.**

Adjust Time

Although most time corrections should be done between end or mid-game breaks, this screen will allow you to type in changes during a non-standard stoppage in play such as a technical time out, or at the end of a game, or during an extra end when there is no natural break.

Occasionally it may be necessary to add or subtract seconds to a team's game clock because the clock was started too early or too late. By clicking on this button, a window will open displaying the time the team has now, but it will also allow you to type in the adjusted time. When you click the **Adjust Time** button, the changes will be displayed on the main game clock.

The Link button is **NOT** automatically selected. When it is selected it will automatically subtract seconds from one team as you add them to the other. If you just want to add or subtract time from one team, remove the check from the box and only one team will be affected.

Extra End

If the game requires extra ends, choose this button. It will automatically reset the game clocks to the appropriate time for your competition and reset the time-outs to one per team.

Keystrokes (helps facilitate "Thinking Time")

You may also control several features using the keyboard.

Main Screen

All keys with an underlined letter are activated using a combination of the underlined letter on the button and the ALT key (i.e. ALT-B will activate the **Begin Game** button). This is true on all screens where you see an underlined letter on the button.

Main Clock

Not ALL buttons have an underlined letter on this screen. By having Function keys operational, the timer can activate the main functions using only ONE button press.

Q – start/stop RED clock (TOP)

Z – start/stop YELLOW clock (BOTTOM)

F1 – open Between End break

F5 – open Mid-Game Break

T – open Time-out screen

Between Ends, Mid-Game Break

Q - Start RED clock (TOP)

Z - Start YELLOW Clock (BOTTOM)

Alt-A selects **Autostart** for the top clock

Alt-S selects **Autostart** for the bottom clock

C - Cancel

Time-outs

Pressing **S** or **Alt-S** will start the time-out.

Alt-T will stop the time-out.

Alt-W will switch the time-out to the other team. This is only used if the timer entered the time-out for the wrong team. Once the time-out has begun, this selection is no longer active.

Alt-N will end the time-out and start the appropriate game clock.

Alt-C will cancel the time-out and reset all values on the main clock to where they were before the time-out was called.

All other screens are controlled by the ALT + [letter] combinations.

CurlTime - Equipment Set Up

The World Curling Federation has adopted *CurlTime* as its timing programme. This chapter explains how to set up a typical system to run this software.

At international events, the Organising Committee will usually have set up the equipment.

Connecting Laptop and TV Screen

Each TV screen will require a mains power supply, and there should be a mains power supply to the timing bench, from which each laptop computer is fed. Each TV is connected to a corresponding computer by VGA cable. The 15 pin plugs at the VGA cable ends are easily damaged, so care must be taken when routing the cable between the two devices and when plugging in the VGA cables to ensure the ellipse shaped plug and socket are correctly aligned, and none of the pins become damaged.

Cabling should be laid to avoid safety issues, and to be unobtrusive.

When the TV and the laptop are connected, they can be switched on.

Check that each laptop is connected to the correct corresponding display – no crossed wires!

Setting up laptop

The laptop has to be in a mode where it sends a copy of its screen to an auxiliary screen. The commonest way of setting this up is by means of a function key on the top row of the keyboard. Look for the key with two screen icons side by side (e.g. F5). Hold down the 'Fn' key and press the appropriate function key (say F5). Each key press will cause a different mode to appear – choose the one which shows an auxiliary screen.

Setting up TV

The TV has to be in a mode in which it displays the picture coming from the laptop. This is chosen from the set-up menu of the TV – usually under the heading of 'source'. From the list under 'source' choose 'PC' or 'Computer'.

The television should now display the desktop picture of the laptop.

Two further adjustments may have to be made for the perfect picture.

If the picture is not properly centred on the TV screen, go to the set-up menu on the TV and under 'picture' choose 'auto-adjust'. This will automatically centre the picture on the TV screen.

If the picture is not the shape to properly fill the screen, then the picture resolution has to be adjusted on the laptop. Right-click on the desktop – choose Screen Resolution – then choose 1280 x 720. The picture of the desktop should now fill the TV screen properly.

***CurlTime* – Installation & Running**

If *CurlTime* is already installed on the laptops, it should be checked that it is the latest version, and that it is not date-expired. If there is any doubt, it should be un-installed using Windows Control Panel, then re-installed with the latest version, which the Chief Timer should carry on a memory stick. While it is possible to download *CurlTime* from the WCF website, Internet access is not always available throughout all venues. Much better to come prepared! Close all other applications during the installation process.

CurlTime will run well on laptops with which have been properly set up with Windows XP SP3, Vista or Windows 7.

Problems can occur on brand new laptops and on borrowed laptops.

Newly purchased laptops will have programme software (including Windows) anxious to update itself. With a new laptop, these updates should be completed before *CurlTime* is installed.

Borrowed laptops should be fine, providing certain precautions are taken. These are mainly to avoid any programmes running in the background, which may upset *CurlTime*. The control panel of any anti-viral software should be looked at, and any scheduled scans of the computer temporarily disabled until after the competition.

Wireless or Wi-Fi capabilities should be switched off on all laptops at all times. Some laptops have a small switch marked (i) situated on the edge of the keyboard. This can be set to 'off' and left for the duration of the competition. On other laptops, the control is a function key marked with a similar symbol. This is used with the Fn key to toggle a temporary icon on the screen 'on' or 'off'. It may have to be reset each time the computer is re-booted.

The important thing is to have laptops isolated from any Internet access, so that no programme will attempt to look for updates and downloads whilst *CurlTime* is running.

On the Control Panel, under Power Options, set the display to dim after 5 minutes if running on battery. This is a reminder to ensure the laptop is running on mains while in use. When on mains, the display should be set to 'not switch off', and the computer set to 'never go to sleep'.

Also on the Control Panel, under Personalisation, any screen-saver should be turned off for the duration of the competition.

Finally, on all laptops the touch-pad should be disabled, and a corded USB mouse used instead. The touch-pad is usually switched off with a function key marked with an icon representing a hand touching a square. A disabled touch-pad prevents accidental activation of any of the buttons on the *CurlTime* screen.

20. TIME CLOCK OPERATOR

DUTIES

The Time Clock Operator is responsible for operating the time clock on an assigned sheet. The operator must be thoroughly familiar with the equipment, as well as the rules governing the use of time clocks. This requires good concentration, with no interruptions during the game.

CODE OF CONDUCT

- Be aware of shift times.
- Give a minimum of 3 hours notice if unable to work.
- Advise the Chief Timer of any duty change.
- Abstain from alcohol from 6 hours before duty.
- Concentrate on the game that has been allocated.
- Conform to dress code.
- Maintain confidentiality at all times.

PRE COMPETITION

1. Instruction in all procedures, including pre-game practice and LSD, and an opportunity to practise with the clocks should be given prior to the start of the competition.
2. The timer should be familiar with the duty roster, timing forms, use of a stopwatch, dress and behaviour codes.

BEFORE THE GAME

1. Check in with the Chief Timer a minimum of 40 minutes before the game. The timer should be in position 10 minutes before the start of the game.
2. Confirm that the game clocks are set for the correct amount of game time for each team.

PROCEDURES (For Mixed Doubles and Wheelchair curling see sections 25 and 26)

1. An announcement will be given to indicate when the games may begin. Time will start when the first stone of the game reaches the tee line at the delivering end.
2. The clock will run for the delivering team until:
 - **all** stones have come to rest or crossed the back-line, **and**
 - any stones that are displaced due to violations by the delivering team, and require repositioning, are returned to their original positions, **and**
 - the playing area has been relinquished to the other team (the person in charge of house moves behind back line, sweepers and deliverer move to the sides).

One clock or the other is running until the end is over, UNLESS:

- ⤴ A team calls a team time-out by signalling the "T" sign. A team may only call a time-out whilst its clock is running. The timer should immediately initiate the team time-out procedure.
 - ⤴ A team will request a technical time-out by making the "X" sign. (See Section 22. Procedures for Time-outs).
3. When the last stone of an end has been completed, the game clock is stopped and will remain stopped until the score is determined, including the time taken for any measurements.
 4. As soon as the score for the end is agreed, the break time is started. (See section 23. Timing between ends).
 5. When a team is running low on time: (See section 21. Procedure When a Team is Running Low on Time).
 6. When an extra end is required, each team receives 9 minutes of playing time plus one team time-out, regardless of time remaining after the regular scheduled ends. This applies to all extra ends.
 7. Errors or malfunctions must be reported to the Chief Timer immediately. Any timing adjustments must only be made under the direct supervision of the Chief Timer.
 8. VIOLATIONS and SPECIAL SITUATIONS

If a team commits a rule violation in the playing of a stone, then that team's game clock continues to run until the violation is resolved.

Such violations include:

Hogged Stone. A stone fails to clear the Hog Line at the playing end. The clock must run until it is taken behind the Back Line.

Free Guard Zone (FGZ) Violation. A team removes an opposition stone from play from within the FGZ Area before the fifth stone of the end. Its clock must continue to run until the stone is satisfactorily replaced, and its stone is put behind the Back Line.

Wrong Colour Played. If a team plays the wrong colour of stone, its clock should continue to run until the stone is satisfactorily replaced by the correct stone.

Hog Line Violation. Where a player, during delivery, has not released the stone before reaching the delivery-end Hog Line, the stone should be immediately removed from play by his team. That team's clock will run until the stone is behind the Back Line. If it is not immediately removed and strikes another stone, it is removed from play and displaced stones are returned to their original positions by the non-offending team, during which time the offending team's clock will continue to run.

Touched Stones. Where a team has accidentally touched a stone, its clock will continue to run until all stones have been replaced to the satisfaction of the non-offending team.

Stone Delivered Too Soon. This may happen when a team is trying to save time. A team may deliver a stone only when its game clock is scheduled to be running. Any violation results in the stone being redelivered after any displaced stones have been returned to their original positions. The offending team's game clock runs during the replacement of stones and the redelivery.

Wrong Hack. A stone delivered from the wrong hack must be removed from play, and any displaced stones returned to their original positions by the non-offending team. The offending team's game clock continues to run.

No Skip/Vice-skip. A team must have the player in charge of the house positioned inside the hog line and on the ice surface at the playing end of the sheet while the team is delivering. If not, the team's game clock will run until the Game Umpire removes any offending stone.

Throw Through. If the last stone of an end is not to count, but is to be 'thrown through', then that team's clock will run until the stone is behind the back line.

Redelivered Stone. Following a problem with an electronic handle, an Umpire may direct that a player re-deliver a stone without the game clock running.

Replaying an end. An Umpire can direct that an end be replayed. For example, where a stone or stones have been upset by an external force, and agreement cannot be reached as to their replacement. On receiving this information, the Chief Timer should start a between ends break and reset the clocks to the values at the end of the previous end. When the adjustment is complete, this should be confirmed to the Umpire.

21. PROCEDURE WHEN A TEAM IS LOW ON TIME

The Chief Umpire must be advised when:

- ⤴ A team has 5 minutes on its clock with still an end to play.
- ⤴ A team has 2 minutes on its clock with stone(s) left to play.

The procedure is then for the Chief Umpire to ask a Game Umpire to stand in line at the delivery end tee line with a stop watch at the ready.

As the game clock counts down, the Umpire starts his stop watch exactly as the game clock reaches a memorable point (e.g. 30 seconds). The Umpire then watches the stone being delivered and stops his watch exactly as the stone reaches the delivery end tee line.

If the watch reads less than the time interval chosen (e.g. less than 30 seconds) the stone was played in time.

If the watch reads more than the time interval chosen, the stone was played out of time and the Chief Umpire is advised by radio immediately.

Throughout the game, Timers should be encouraged to note on their time sheets where teams use up time – for example - starting late after breaks, or having long discussions about a shot.

22. PROCEDURES FOR TIME-OUTS

When a team calls a time-out

1. A team uses the "T" hand signal, directed towards the timer or game Umpire. The game clock is stopped to allow travel time for the coach. (The coach travel time is set by the Chief Umpire and advised at the Team Meeting.) The Game Umpire and Chief Timer confirm that a time-out has been called and the Umpire times the travel time for the coach.
2. When the coach makes contact with the team, or when the coach travel time has expired, the Umpire will signal the timer that the 60-second time-out starts by raising a hand above the head. If the time clock has the capability to show the 60-second time-out, it will be started together with the game clock, and the Umpire will lower the hand. Otherwise, the game clock is restarted and the Umpire controls the coach time-out on a stopwatch. If the coach makes no attempt to join the team, the Umpire will end the time-out procedure and ask for the team's game clock to be re-started.
3. If walkways are provided the coach must stand on the walkway, either beside or behind the sheet. The Umpire ensures that the other team is not blocking the coach's view.
4. If there are no walkways, the coach may walk up the dividing line of the sheet, but may only stand between the hog lines or behind the sheet. The coach should be instructed to remain on the dividing line and not to step into the centre of the sheet. Specifics on where the coach may stand should be given at the Team Meeting.
5. When 10 seconds remain in the time-out, the Umpire raises a hand in the air and notifies the team and coach of the time remaining.
6. When the time-out expires, the Umpire ensures that the coach ends all discussion with the team and leaves the Field of Play promptly.
7. The time-out is recorded on the game timing form and on the scorecard.

When a team requests a technical time-out for a ruling, injury or other circumstance

1. If a team wants a technical time out, it uses the "X" hand signal directed towards the game Umpire or timer, who will stop the team's game clock.
2. If the reason is considered valid (e.g. – FGZ measure) by the Umpire, then it is considered a technical time-out. The game clock is restarted at a point indicated by the Umpire (e.g. - when the subsequent stone reaches the tee line at the delivering end, or for wheelchair curling when the subsequent stone reaches the hog line).
3. If the reason is considered not valid (e.g. – stopping the game because a player wants to return to the locker room to pick-up forgotten equipment, etc.), the game clock is re-started immediately and the amount of time the clock was stopped (determined by the Umpire) shall be deducted from that team's clock at the conclusion of the end. Last end adjustments will be made immediately.
4. Coaches and players must be notified of the decision.

23. TIMING BETWEEN ENDS

1. The length of the breaks will normally be:
 - (i) 1 minute at the completion of each end, except as noted in (ii).
 - (ii) 5 minutes at the completion of the end that defines the halfway point in the game.
2. When the score for an end has been determined, timing of the break will start. If a measurement is required the break begins at the completion of the measurement.
3. When ten (10) seconds of the break remain, the Umpire for that sheet will raise an arm and the teams may begin play. When the ten (10) seconds have elapsed (the Umpire's arm will be brought down), or when the delivering team's first stone of the end reaches the tee line (hog line for wheelchair curling) at the delivering end, the delivering team's clock will start, whichever occurs first.
4. If necessitated by television/media obligations/commitments the break times may be changed. This information will be obtained from the official broadcasters and the teams will be informed as soon as possible, usually at the Team Meeting. When one or more games are being televised and the break times are altered for those games, the altered times will be applied to all games. Where a game is being televised, the between end and mid-game break times may be subject to the control of an Umpire directed by the TV controller. If so, a team is not penalised where the break time exceeds the allotted time, and its clock is started on its stone reaching the delivery end tee line.
5. For the break that defines the halfway point of the game the teams will be notified when one minute remains in the break. The Umpire will only notify teams that are at the sheet, and will not go looking for teams. When teams cannot begin play because the ice-crew has not finished preparing the ice after the mid-game break, the timer should await instructions from the game Umpire, or start the clock when the first stone reaches the delivery end tee line.

24. TIME CLOCK ADJUSTMENTS

1. If a time clock malfunction or error has been recognised, the time to be given back should be noted and the necessary adjustments to the clock made during the next break between ends. If the malfunction occurs during the last scheduled end, or an extra end, a technical time-out will be called and the necessary adjustments to the time clock will be made immediately. Time will only be added where required, but never taken away due to a timing error.
2. Time should be adjusted as follows: The time on the clock before adjustment is recorded. The agreed time adjustment is applied and the new time recorded alongside the previous figure. The game clock is then set to this time.
3. The Chief Umpire/Deputy Chief Umpire will notify the coaches of the occurrence and of the action taken. The Game Umpire will notify the skips of the occurrence and of the action taken.
4. If there are repeated occurrences of time clock malfunction, the time clocks for that sheet will be shut down. If subsequent play on that sheet seems to be excessively slow, stopwatch timing may be used. Both coaches and both skips will be notified.
5. If a player is allowed to redeliver a stone, the Game Umpire decides if the time required is to be deducted from the game time for that team.
6. If an end is to be replayed, the game clocks are reset to the time recorded at the completion of the previous end.
7. When a team delays the start of a game, the playing time allotted to each team is reduced by 7 minutes (8 minutes in wheelchair curling, 6 minutes in mixed doubles curling) for each end that was considered completed.
8. When extra ends are required, the game clocks are reset and each team receives 9 minutes of playing time for each extra end (10 minutes in wheelchair curling, 8 minutes in mixed doubles curling).

25. TIMING - MIXED DOUBLES CURLING

See also Timing related Sections: 20 – 24

1. All games are 8 ends; a minimum of 6 ends must be played.
2. Each team receives 46 minutes of playing time, and one 60-second time-out. When a player signals a time-out, the time clock will be stopped for the coach travel time (determined by the Chief Umpire). The clock restarts and the time-out begins when the coach reaches the team, or the travel time has expired. (see Section 22)
3. If a team delays the start of the game, playing time allotted to each team is reduced by 6 minutes for each end considered completed.
4. For each extra end each team receives 8 minutes of playing time and one 60-second time-out. (see Section 22)
5. The game, and the delivering team's clock, starts when the first stone of the game reaches the tee line at the delivering end.
6. The delivering team's clock continues to run until:
 - all stones have come to rest or have crossed the back line, and
 - any stones that are displaced due to violations by the delivering team, and require repositioning, are returned to their original positions, and
 - the playing area has been relinquished to the other team, and the person in charge of the house has moved behind the back line
7. A team delivers stones only when its game clock is running or scheduled to be running. Any violation results in the stone being redelivered after any displaced stones have been returned to their original positions. The offending team's clock runs during replacement of stones and redelivery.
8. If stones need to be repositioned due to a violation caused by the non-delivering team, that team's game clock will be started.
9. If stones need to be repositioned due to a violation caused by an external force both clocks are stopped.
10. Both clocks stop when final stone of the end, and all stones it affects, have come to rest or have crossed the back line. When both teams have agreed on the score, or a measurement is completed, there is a break:
 - 1 minute after each end, except
 - 5 minutes at the completion of the 4th end
11. Game clocks are stopped any time an Umpire intervenes (i.e. – a team requests a ruling, accidents, injury, faulty or broken equipment, etc.).
12. If an end is to be replayed, game clocks are reset to the time recorded at completion of the previous end.
13. If the positioned stones have not been placed by the end-ice observer, and the end-ice observer has not returned to the back board before the 1 minute break has elapsed, the game clock should remain stopped and only started when the first stone of the delivering team reaches the nearer tee line. This pause will allow the delivering team time to set up for their first shot of the end. The clock would start if the team delays delivery unnecessarily. Timers shall relay any concerns about delays to the Chief Timer. It may be advisable to disable the auto start feature in CurlTime for the one-minute break.
14. Each team must complete its part of a game in the time given. If a stone reaches the tee line at the delivering end before time expires, the stone is considered delivered in time.

26. TIMING - WHEELCHAIR CURLING (See also Sections: 20 - 24 & 27)

1. All games are 8 ends; a minimum of 6 ends must be played.
2. Each team receives 68 minutes of playing time. One 60-second time-out per team is allowed per game. When a player signals a time-out, the time clock will be stopped for the coach travel time (determined by the Chief Umpire). The clock restarts and the time-out begins when the coach reaches the team, or the travel time has expired. (see Section 22)
3. If a team delays the start of the game, playing time allotted to each team is reduced by 8 minutes for each end considered completed.
4. Each team receives 10 minutes of playing time and one 60-second time-out for each extra end. (see Section 22)
5. The game, and the delivering team's clock, starts when the first stone of the game reaches the hog line at the delivering end.
6. The delivering team's clock continues to run until:
 - all stones have come to rest or have crossed the back line, and
 - stones that are displaced due to violations by the delivering team, and require repositioning, are returned to their original positions, and
 - the playing area (including delivery area) has been relinquished to the other team, and the person in charge of the house has moved behind the back line.
(If the team who is next to deliver moves into position at the delivering end to get ready to play its shot, and it does not interfere with the delivering team, the clock is not switched until the delivering team moves behind the backline.)
7. A team delivers stones only when its game clock is running or scheduled to be running. Any violation results in the stone being redelivered after any displaced stones have been returned to their original positions. The offending team's clock runs during replacement of stones and redelivery.
8. If stones need to be repositioned due to a violation caused by the non-delivering team, that team's game clock will be started.
9. If stones need to be repositioned due to a violation caused by an external force both clocks are stopped.
10. Both clocks stop when final stone of the end, and all stones it affects, have come to rest or have crossed the back line. When both teams have agreed on the score, or a measurement is completed, there is a break:
 - 1 minute after each end, except
 - 5 minutes at the completion of the 4th end
11. Game clocks are stopped any time an Umpire intervenes (e.g. – a team requests a ruling, accidents, injury, faulty or broken equipment, etc.).
12. If an end is to be replayed, the game clocks are reset to the time recorded at completion of the previous end.
13. Each team must complete its part of a game in the time given. If a stone reaches the hog line at the delivering end before time expires, the stone is considered delivered in time.

27. WHEELCHAIR CURLING - TIMING RELATED SCENARIOS

Abbreviations

- CU – Chief Umpire
- GU – Game Umpire
- CT – Chief Timer
- IPA – Ice Player Assistant

1. FGZ infractions – the time clock runs for the delivering team until stones are replaced. GU will advise if necessary.
2. Hogged stone – time runs until the stone is taken past the back line. The players can deal with a hogged stone themselves, or an IPA and/or a GU can assist. In the event that the IPA or the GU is delayed in assisting, the GU will advise the CT if any time adjustments are required.
3. The clock is stopped for GU to make a visual ruling at the hog line and the back line – GU will advise CT.
4. In the event that the 1st stone of the end is hogged and the IPA has not reached the playing end, the GU may go out to remove the stone. It will be a judgement call if the situation is one where the GU or IPA is delayed, and team has called for help. GU will advise the CT as required.
5. Hog line Violation – The delivering team's time clock continues to run until the stone is over the back line. If any stones need to be replaced the clock continues to run for the offending team. If the delivery stick stays with stone and the stone reaches the near hog line it is considered a hog line violation – time as usual. The GU will advise CT if any adjustments are required.
6. Miscue during the delivery process:
 - Case 1: the delivered stone reaches the near hog line.
It is a hogged stone and the players and/or IPA(s) have to get it past the back line. Clocks continue to run, so note that prompt action is required. GU will advise CT.
 - Case 2: the delivered stone does not reach the near hog line.
If the delivering player stops the stone prior to the stone reaching the hog line, the stone can be redelivered, and the clock continues to run. The IPA may help retrieve.
If the delivery stick is broken the GU will advise the CT.
7. Intentional throw through – Timed normally, clock switches when stone crosses the back line. The GU will advise CT if necessary.
8. Team doesn't want to deliver last stone of the end (e.g. stone is just pushed over the near hog line for fear of doing harm) - Stone must be delivered. Clock continues to run until stone crosses the back line at the playing end. GU will advise CT if necessary – If stone is just pushed over hog line the timer should alert the CT if this takes place.
9. Variable delivery position – timing may be affected when a team uses a variable delivery position e.g. – a team delivers from near the hack line sometimes.

A player would normally take up his/her position and then the stone would be placed in front of the chair. If they wish to change position after the initial set up it will be on their time. The stone should be given to players wherever they set-up.

The team that delivers the next stone should be allowed to get into position while a stone is going down the ice. This might block the view of the players delivering from near the hack, so the

delivering team will have to move to a position where they can see, hopefully the teams will cooperate and not interfere with the player preparing for the next delivery. This should make it easier for the IPAs to get the stone to the players in a timely fashion, no matter where they set-up.

10. Extra time is used when a team requests changes in the playing order of stones – Timers are not sure if it is an IPA mistake or a player request to get a different stone.

Time should continue to run for that team unless the GU advises the CT that the clock should stop. If the mistake was inadvertently made by the IPA the time can be adjusted if so directed by the GU. A card system with the stone playing order will be used by the IPA. Changes will be dealt with by the GU between ends.

11. Stones deflecting – when to stop the clock if GU or IPA is delayed.

GU and IPA can assist in removing dead stones. The GU can call a technical time-out if the situation warrants. Always use common sense if things are really confused and/or altered. GU will advise CT.

12. Delivering team player's movement after delivery:

- Case 1: Players vacate the delivery area before their stone stops at the playing end. Opposition moves in to their delivery position even before their clock starts – timer continues to time the delivered stone until the stone comes to rest and the delivering team skip has moved behind the back line.
- Case 2: Players stay in the delivery position until the stone stops in play or crosses the back line. The timer will not switch to next team until the delivering team moves to the back line and out of the way of the next team.
- Case 3: A player proceeds down the ice after delivery of his/her shots. The player should proceed down the side of the sheet. If he/she proceeds down the middle, time will run. The player may have to wait at far hog line if other team is ready to deliver – the delivering team must not be distracted.
- When a player follows a shot down the sheet and the stone has come to rest, that person should stop and check to see if the delivering team is ready to deliver prior to entering the playing end. If the next player is ready to deliver and is waiting for him to stop moving the time clock of the player who is moving should continue running.

The delivering team has to relinquish the playing area before its clock will stop.

13. If the ice crew is delayed, or requested to perform extra work during the 4th end break, the GU will advise when to start the clock for that sheet where the delay has occurred.

14. The IPA actions of placing, cleaning, ordering, moving, or catching deflections may affect timing.

A team should not be penalised when an IPA's actions are delayed for any reason. Examples include placing the wrong colour or number of stone in front of the player or not being ready with the first stone of the end or removing dead stones. Timers shall relay any concerns about delays to the Chief Timer.

If a player drops a delivery stick during delivery preparation, an IPA can assist if requested. Time continues for the delivering team.

28. HAND-OUT: TIMING - WHEELCHAIR CURLING

Abbreviations

CU – Chief Umpire

DCU – Deputy Chief Umpire

GU – Game Umpire

CT – Chief Timer

IPA – Ice Player Assistant

LSD – last stone draw

LSFE – last stone first end

TO – time-out

TIME CLOCK OPERATOR DUTIES:

Timers are responsible for operating the time clock on the sheet to which they are assigned. This requires careful and continuous observation of the game and a good working knowledge of wheelchair curling and the time clocks that are being used. Timers must be able to concentrate and cannot be interrupted during a game. If the CU modifies any of the following information or procedures, timers will be updated accordingly.

PRE-GAME:

1. Check in with the CT 30 minutes before draw time, any updated instructions on the timing procedures and clocks will be given. The timer should be in position on the timers' bench 15 minutes before the start of the game.
2. The CT will ensure that the game clocks are set for the correct amount of game time and between end breaks for each sheet of ice.
3. Note: A timer assigned to time the pre-game practice will have to report to the CT at the bench 40 minutes before draw time. If possible, the time clock on sheet C - "Charlie" will be used to display the 10-minute pre-game practice for both teams. 1st practice is 30 min. prior to game time, 2nd practice follows approximately 15 min. prior to game time.
4. All timers should have at least one functioning stopwatch with batteries that are fresh for the current season. The CT should have at least two functioning stopwatches.

DURING THE GAME:

Be sure to start the proper clock – know which colour delivers first stone of the end at the start of the game and which team delivers first after the break between each end. Direct any questions or concerns to the CT.

1. START OF GAME PROCEDURES:

- There will be an announcement "one minute to game time" by the Umpire in charge of the practice session. The game, and the delivering team's clock, starts when
- The first stone of the game reaches the hog line at the delivering end.
- **Manual start for Wheelchair events.**

2. The timer will record on the Official Time Sheet the time remaining for the following:

- At the conclusion of each end.
- At the conclusion of the 8th end (or last end played).
- In the event that an extra end is played be certain that the time left at the conclusion of the 8th end is recorded before the extra end procedure is entered.
- The time remaining at the conclusion of each extra end is also recorded.

3. Team time-outs are recorded on the time sheet for the appropriate colour and in the correct end.

4. The timer should notify the CT who will notify the CU whenever a team is in danger of running out of time (i.e. – less than 4 minutes to play the last end, down to the last 60 seconds, etc.).

5. At the conclusion of the game the timer will verify with the CT that the time sheet has been completed and then sign his/her time sheet.

TIMING OVERVIEW:

- All games are 8 ends; a minimum of 6 ends must be played.
- **68 minutes** of playing time for each team, with **one 60-second time-out** for each team for an 8 end game. 10 minutes for each extra end required, with one 60-second time-out per team in each extra end.

The delivering team's clock continues to run until:

- all moving stones have come to rest in play or have crossed the back line, and
- stones that are displaced due to violations by the delivering team and require repositioning are returned to their original positions, and
- the playing area has been relinquished to the other team, and the person in charge of the house has moved behind the back line. (If the team who delivers next moves into position to get ready to play their next shot, away from the delivering team, and they do not interfere with the delivering team, the clock is not switched until the delivering team moves behind the back-line.)

A team delivers stones only when its game clock is running. Any violation results in the stone being redelivered after any displaced stones have been returned to their original positions. The offending team's clock runs during replacement of stones and redelivery.

If stones need to be repositioned due to a violation caused by the non-delivering team, its game clock will be started.

If stones need to be repositioned due to a violation caused by an external force both clocks are stopped.

Both clocks stop when final stone of the end, and all stones it affects, have come to rest or have crossed the back line. Between end break occurs when both teams have agreed on the score or a measurement is completed.

Wheelchair teams are responsible for clearing the stones from the house and can ask the IPAs for assistance. If teams do not assist with the clearing of stones the IPAs can leave the stones in the house and start to arrange the delivery order of the stones by getting the 1st stone of the end ready and in position. The CT should be made aware of this situation and advise the timer when to start the between end time.

- 1 minute after each end, except
- 5 minutes at the completion of the 4th end

- Game clocks are stopped any time an Umpire intervenes, and for a technical time-out (i.e. – a team request for a ruling, injury, accidents, broken equipment, etc.).
- If an end is to be replayed, game clocks are reset to the time recorded at completion of the previous end.
- Each team must complete its part of a game in the time given. If a stone reaches the hog line at the delivering end before time expires, the stone is considered delivered in time.

PROCEDURES FOR TIME-OUT- Press the time-out button when signalled by the team using the T hand signal. Coaches cannot call or signal the players on ice to call a time-out. Announce to the CT the sheet letter and the colour of the stone handle. E.g. "Time-out, Alpha , Red."
Or the CT will advise "Time-out Alpha, (Bravo, Charlie, Delta, or Echo)".

The one-minute will be in front of the time display, and both clocks will be stopped.

The travel time for the coach to reach their team is controlled by the Game Umpire who will raise an arm when the travel time expires, or when the coach reaches the team. That is the signal to start the one-minute time-out. The time clock for the team calling the time-out continues to count down.

At the completion of the one-minute time-out, the GU tells the coach the TO is over.

TECHNICAL TIME-OUTS: STOP CLOCK – by pressing the stop button. These time-outs are called for rulings, injury, or in any other extenuating circumstances.

The GU notifies the CT by radio, the CT then relays info to the timer. **Technical time-out, Alpha (Bravo...)** and ensures the time clock is stopped promptly. Restart clock when Umpire or CT signals to start the clock.

The timer and CT ensure that the time-out is recorded correctly on the official time sheet.

If the reason for calling the time-out is not considered valid by the GU, then the time-out will be charged against the team that called the time-out. Coaches and players will be notified of that decision.

TIME CLOCK ADJUSTMENTS:

1. If a time clock malfunction or error has been recognized, the time to be given back should be noted and the necessary adjustments to the clock made between ends, except during the final end when timing adjustments must be made stone by stone. Time will only be added where required, but never taken away.
2. If the malfunction occurs during the last scheduled end or during an extra end, a technical time-out will be called and the necessary adjustments to the time clock will be made immediately with the CT.
3. If a player is allowed to redeliver a stone, the GU decides if the time required is to be deducted from the game time for that team.
4. If an end is to be replayed, the game clocks are reset to the time recorded at the completion of the previous end.

PRE-GAME INFORMATION:

Time of day clock may be used for the start of the pre-game practice.

One timing display (sheet C – 10 minutes per team) is used for the pre-game practice.

- GU announcement at 1 minute to the start of the first practice, "*teams may cool their wheels and access the ice*" (coaches are allowed to move their stones to the delivery area)
- GU announcement, "*1st Practice may begin*". Start the clock.
- After 9 minutes, "*one minute remaining in 1st practice*"
- After 10 minutes, "*Practice is over, please prepare to deliver your LSD*"
- "*Deliver your Last Stone Draw*". Start the one minute.

The GU who is recording the LSDs will record the results of all 5 sheets. The same procedure is followed for the 2nd practice. After the 2nd practice is completed and the LSDs recorded, the CU or DCU assigns the LSFE.

If neither team has a stone that finishes in the house, or both teams record the same distance, a coin toss is used to decide which team has the choice of delivering the first or second stone in the first end.

- The GU in charge of the practice makes the announcement "one minute until game time". In the event that any delay is required, the GU or CU will advise the CT.
- There follows one more announcement, "*Games may begin, good luck and good curling.*"
- Be prepared to start the correct game clock when stone reaches the hog line.
- For post round robin games the pre-game practice is 10 min. per team – Team stone colour and LSFE is predetermined.

Game Notes

Manual start the clock with the correct colour at the start of the game for the delivering team, after time-outs, breaks between ends (1-3 and 5-7), 4th end break, and any extra end breaks. (Manual start procedure and aborting auto start will be discussed at the pre-event timers meeting if clocks are set to auto start).

All time adjustments will be done in liaison with the CU or GU – corrections may be necessary if timers have miscues or GU's advise CT of situations encountered during play requiring adjustments.

When an adjustment is made, both coaches are notified by the CU/DCU, and the GU notifies both Skips.

The mid-game break is 5 minutes, teams will be given a one min. warning by GU, and with 10 seconds remaining the team can commence delivery. Timer should be prepared to start the team's clock when the clock reaches "0" or when the stone reaches the hog line, unless the game Umpire requests to hold the clock for that sheet.

SPECIFIC SCENARIOS (timing related):

FGZ infractions – time runs for the delivering team until stones are replaced. GU will advise if necessary assistance is needed and the clock can be stopped.

Hogged stone – time runs until the stone is taken past the back line. The players can deal with a hogged stone themselves, or an IPA can assist. In the event that the IPA or the GU is delayed in their actions, the GU will advise the CT if any time adjustments are required.

The clock is stopped for GU to make a visual ruling at the hog line – GU will advise CT.

Hog line Violation – time continues for the delivering team. Its time clock continues to run, until the stone comes to rest or it crosses the back line. The GU will identify the delivered stone as a hog-line violation. Any displaced stones are returned to their original positions and the delivered stone must be moved over the back line.

Miscue during the delivery process:

Case 1: **stone goes over near hog line** - It is a hogged stone, and the players and/or GU and IPA(s) have to get it past the back line. Clocks will be stopped for assistance for the teams to remove the hogged stone past the back line.

Case 2: **stone not over hog line at the delivering end** - The delivering player stops the delivered stone prior to the stone reaching the delivery end hog line. The stone can be redelivered; clock continues to run. The IPA may help retrieve. If the delivery stick is broken the GU will advise the CT.

Variable delivery position – timing may be affected when a team uses a variable delivery position e.g. – a team delivers from near the hack line. Players would normally take up their position and then the stone would be placed in front of the chair. If they wish to change after this it will be in their time. The team that delivers the next stone should be allowed to get into position while a stone is going down the ice. This might block the view of the players delivering from near the hack, so the delivering team will have to move to a position where they can see; hopefully the teams will cooperate and not interfere with the player preparing for the next delivery. This should make it easier for the IPAs to get the stone to the players in a timely fashion, no matter where they set up.

Extra time used when a team changes order of throwing stone – Timers are not sure if it is a mistake or a request to get a different stone because the wrong stone was set out by IPA. Time should continue to run for that team unless the GU advises the CT that the clock should stop. If the mistake was made by the IPA the time can be adjusted if so directed by the GU.

A system of cards with the order of stones will be used by the IPA. Changes to the throwing order will be dealt with by the CU/GU between ends.

Stones deflecting – when to go to dead time if Game Umpire or IPA is delayed. GU and IPA can assist in removing dead stones. The GU can call a technical time-out if things are really confused and/or altered. GU will advise CT.

Delivering team players movement after delivery:

Case 1 – players vacate delivery area before their stone stops at playing end.

Opposition may move in to delivery position even before their clock starts. The clock runs for the delivering team until the stone comes to rest and the delivering team Skip has moved behind the back line.

Case 2 - players stay in the delivery position until their stone stops in play or crosses the back line.

Timer will not switch to next team until the delivering team moves to the back line and out of the way of the next team.

Case 3 – Skip proceeds down the ice between his/her shots.

Skip must proceed down the side of the sheet. If he/she goes down centre, time will run for that team. Skip may be caught at far hog if next team is ready to deliver but must not distract the delivering team. If the skip follows a shot down the sheet and the stone has come to rest that person should stop and check to see if the delivering team is ready to deliver prior to his/her entry into the playing end. If the next player is ready to deliver and is waiting for him to stop moving, the offending team will have its time continue to run. The delivering team has to relinquish the playing area before its clock will stop.

Case 4 – ice not ready after mid-game break.

If the ice crew is delayed during the mid-game break, the GU will advise if the auto start is to be aborted and will direct the CT when to start the clock. Start the clock when delivered stone reaches the hog line.

Ice Player Assistant (IPA) – their actions placing, cleaning, ordering, moving, catching deflections may affect timing. - A team should not be penalised or time should not be taken away from a team if an IPA is delayed in his/her actions for any reason. Timers shall relay any concerns about delays to the CT.

At the conclusion of an end the IPA will get the first stone of the next end cleaned and in position for the delivering team. Once this is done the delivering team's time will start when the between end time reaches "0" or the stone reaches the near hog line.

Once a stone is delivered, the team who will deliver next can get its stone cleaned and in position.

Stone placement for teams when delivering long and short (varying shot to shot) - Players usually take up their delivery position and then the stone is placed in front of the chair. Stone should be delivered to the players wherever they set up. They are allowed to do this while the previous stone is going down the ice.

If a player drops a delivery stick during delivery preparation, an IPA can assist if requested. Time continues for the delivering team.

29. HAND-OUT:TIMERS

TIMERS SHOULD KNOW HOW TO DO THE FOLLOWING:

1. Run Red time clock & switch to Yellow using the space bar.
2. Change from one team to the other when all stones have come to rest, or cross the back line, & the delivering team relinquishes the playing surface.
3. Between end break - one minute. Count the stones to determine if Red or Yellow still has a stone to deliver. Know how to start the break on the clock. Don't be too quick to start the break ... the break should not be started until the teams agree on the score of that end.
4. What to do if there is a delay in clearing the stones between ends, or a measure is requested.
5. How to abort the countdown if the team delivers early.
6. Which team has last stone in each end? The team that scores will deliver first in the next end.
7. Mid-game break - set time on clock ... know when to start it, and how to start.
8. Which team delivers first after the mid-game break? When the time count is 00:00 start the clock for the delivering team even if they are not ready.
9. If the ice technician has not completed cleaning the ice the Chief Timer (CT) will tell you to hold the clock ... wait until given the instruction from the CT before starting the clock.
10. Teams must not deliver early after the mid-game break - with 10 seconds remaining is acceptable. Know how to abort the countdown and start the delivering team's clock.
11. With the red clock running a team signals a time-out with the "T" hand signal. Announce "time-out alpha, red". Press the time-out button. Watch for the Umpire's signal to start the one minute time-out (raised arm - when the coach reaches the team, or the travel time expires).
12. If the wrong time clock is running for the delivering team, call the Chief Timer and record the amount of time owed and which colour receives the corrected time. E.g. Red owed 6 seconds, 4th end, 3rd stone.