

## **SHOT CLOCK REMOTE PROCEDURE WESTWOOD ARENA**

- At your arrival at the Westwood Arena, please ask the person at the front desk to give you one of the remotes for the shot clocks.
- The remotes are in their own cell phone cases stored in a cabinet where keys are kept in the back room of the office. Please only take one remote. The second is there as a backup.
- If there is nobody in the office, night time mostly, you must ask the Zamboni driver.
- Once you have the remote, please give it to shot clock operator doing your game.
- After the game, if there is no other PCRA game using the shot clocks, you must collect the remote and bring it back to the front desk; if you got it from the Zamboni driver, you must give it back to him once he has finished cleaning the ice.
- If there was already a PCRA game before yours, the shot clock operator already has the remote, but if your game is the LAST one, then you must be the one returning the remote.
- The shot clock operators will be advised to seek you out to get the remotes as well as to return them once done.

***Shot clocks belong to PCRA and are to be used ONLY for games where a PCRA team is playing excluding our tournament.***