

Snowbelt Team Manager Guide

For more information on Snowbelt, visit managers, coaches, etc.

- Get to know the Snowbelt website at <http://snowbelthockey.org/> – there is a lot of useful info there. Facebook can be good for updates, too: <https://www.facebook.com/snowbelthockeyleague>
- Read through the Snowbelt By-laws. It's not entertaining but it has a lot of important information and will answer many of your questions. It's on the website in the About section. Skip down to the 7th page or so and start reading at the "Schedules and Postponements" article through to the end of the by-laws.
- Confirm ALL your Snowbelt games in advance! The online schedule does not count as a confirmation and can be inaccurate. Confirm date, time, and rink. If you are a no-show, your association could be fined \$300 so it's important to confirm with the opposing team some time the week before your game. If you don't have a contact for that team, e-mail or call that association's Rep that is listed on the Snowbelt website.
- Make sure your game sheet roster list includes all your players (even if you know they will not be at the game) and then scratch those who aren't present by drawing a single line through the name like ~~this~~. For Bantam & Midget teams, make sure your rosters have high school and split season players marked with (HS) after their name on all game sheets.
- Stickers cannot be used for Midget & Bantam game sheet rosters. They are allowed for Squirts & PeeWee games. If you use stickers, make sure you put a sticker on each of the three copies of the game sheet.
- Ensure the Snowbelt game code is included on the top-right of the game sheet in the "Game #" space provided. With over 700 games, this is crucial in order to designate specifically which game the sheet is for. You will notice that the game codes for all of your home games will start with the same letter-number combination (e.g. S-7-__) and the ending will change each game. If you notice that one of your home games has a different letter-number combination, you have probably been given the incorrect game code.
- Make sure your scorekeeper knows how to properly fill out a hockey game sheet! If they do not know what to do, have someone who knows fill out the sheet. I suggest having veteran parents train other parents how to fill out a sheet, preferably during a game.
- Record the full length of all penalties on the game sheet appropriately. If a team scores a power play goal 30 seconds into a penalty, the game sheet still records the full 2:00. Misconducts and game misconducts should be recorded at 10 minute penalties.
- Report the results of your weekend's home games by Sunday night in order to ensure your team's games are included in the standings. Reporting is done at <http://snowbelthockey.org/report/> and the password is: **report**
- When reporting game misconducts: Be aware that there is a difference between a Misconduct and a GAME Misconduct. A regular Misconduct is just a 10 minute penalty, usually tacked onto a 2 minute minor. A GAME Misconduct involves a player being ejected from the game and the ref will take the game sheet to write the Game Misconduct penalty details in the Notes on the spreadsheet. Game Misconducts must be reported to the Snowbelt Scheduler and your Snowbelt rep ASAP.
- Players receiving a Game Misconduct in a Snowbelt game must sit out that team's next Snowbelt league game, regardless of any other suspensions served.
- Mail in the WHITE copy of the game sheets for your home games to the Scheduler at the address listed on the reporting webpage. These need to be received within one week of your game. If they are not received in the mail that Monday (8-9 days after your game), the sheet will be considered delinquent. Late sheets incur up to a \$50 fine for your association so I suggest getting them sent out no later than Wednesday each week.
- Games that are not official Snowbelt league games do not need to be reported and the sheet does not need to be sent.