

## **GAME DAY INFORMATION**

### **Prior to the First Game:**

- Credentials must be approved by your division director before your first game.
- Be prepared to pay team fees. First installment of fees must be paid by 3/25. Second installment is due 4/15. Playoff deposit on separate check is also due 4/15.
- Official USA Hockey roster template (in excel format) must be submitted by 3/6.
- Team rosters must be entered into Sports Engine at least 24 hours prior to the first games. List jersey numbers. Designate goalies. Enter coaches (designate the HC).

### **Pre Game Day:**

- Double check schedules on the website.
- All team initiated schedule changes or cancellations must be requested at least one week ahead of time and approved by the scheduler.

### **Game Day:**

- You will need workers for the following:
  - Penalty box – home and away team
  - Scorekeeper/clock – home team
- The home team is responsible for providing warm up pucks.
- The home team manager **MUST** bring a paper copy of the gamesheet to the game!
  - It will serve as a back up to online data.
  - Cross off players that are not playing in the game. Ask the away team's manager/coach to do the same. Your coach should give this to the scorekeeper.
- Make sure your scorekeeper/clock worker is aware of game times:
  - Varsity – 17 min. periods, with ice make between 2<sup>nd</sup> and 3<sup>rd</sup> period.
  - JV and Girls – 15 min. periods, no ice make.
  - 6 goal mercy rule during the 3<sup>rd</sup> period.
  - All games are subject to a curfew. If game time remaining and clock time remaining are equal, the game clock should go to run time. (ie: it is 8:50pm, there are 10 minutes left on the clock, the game is scheduled to end at 9p.)
- Confirm officials are present.
  - If officials are not there contact your Division Director and let them know.
  - Most likely the game can still be played if only 1 is missing.
- If you have requested a security officer for the game confirm that they are present.
  - Introduce your self to the officer and review what you would like them to do/where you would like them to be.
- Remind your goalies that if they are going into the game part way through, they should skate past the scorekeeper and let them know there is a goalie change.
- The scorekeeper should **NOT** finalize the game until the officials and coaches from both teams have had an opportunity to review the score sheet.
  - Stats should be checked for accuracy and game misconducts verified with the official.
  - Penalties should be counted up to see if any additional game misconducts are necessary.

- Errors should be corrected prior to submitting the game.
- YOU, as manager, ARE RESPONSIBLE FOR THE GAME INFO that is transmitted whether you, or someone else is scoring the game.
- The scorekeeper should have filled out a paper copy of the game data in addition to submitting online. Either the home team manager or the scorekeeper needs to save the paper copy for the duration of the season in case there is a question or a problem with the online data.

### **Post Game Day:**

- The home team has 24 hours in which to enter game data online.
  - If there is a reason this timeframe can't be met, send the league a message as to why it will be late, when it will be posted and include a picture of the game sheet.
- Check for game misconducts. If the game is not entered online immediately after the game you will need to report any game misconducts or lack thereof to the league before the end of the day.
- If any of your players receives a game misconduct for Abuse (601 d or e) or Fighting (615 a, d, or f) you will need to make plans with your Division Director prior to the next game on how and when you will pay the \$200 team fine.
- Teams have 7 days to double-check their game entries and request corrections. During the last week of the regular season corrections must be requested within 24 hours.
  - HPHL can remove players listed as active that were not on the bench after verifying this with the paper copy of the game sheet.
  - HPHL can also correct penalties that impact game misconducts upon verification with CAHA and the officials.