

GAME COORDINATION CHECKLIST

College Hockey East 2022-23



WEEKLY TASKS

- Email the following information to any opponent for whom you are hosting in the upcoming weekend:
 - Rink name and location
 - Warm-up start time
 - Game start time
- Confirm game personnel for each home game of the upcoming weekend
 - Referees: via the team's Assignor of Officials
 - Medic: via the applicable vendor/provider
 - Off-ice officials: Official Scorer (scoresheet) and Clock Operator (game clock)
 - Additional personnel: announcer, Arena DJ, etc.
- Print game forms from the CHE Game File
 - 1-2 copies of the CHE Scoresheet
 - 4-5 copies of the CHE Game Protocol
 - 1 copy of the CHE Game Script
 - Optional copies of the CHE Scratch Sheet, CHE Line-Up Cards, and CHE Sample Scoresheet

GAME SUPPLIES

- Warm-up pucks (20+ per team)
- Game pucks (6-10 per game)
- CHE Game Manual
- Optional: microphone, recording of National Anthem, in-game music

PRE-GAME TASKS

- Hang a copy of the CHE Game Protocol on or near all three locker room doors: Home, Away, Referees
- Place the following on a clipboard:
 - CHE Scoresheet
 - CHE Game Protocol
 - CHE Game Manual (or have electronic copy readily accessible)
 - If used: CHE Scratch Sheet, CHE Line-Up Cards, and CHE Sample Scoresheet
- Provide the following to a visiting coach, upon their arrival:
 - Confirmation of warm-up start time
 - Bag/bucket of warm-up pucks
 - CHE Scoresheet (or CHE Line-Up Card) to complete team roster
- Ensure that the pregame countdown clock starts at the correct time
- Verify that the Medic is present and knows to be stationed between the team benches at all times during play

POST-GAME TASKS

- Complete bottom sections of scoresheet
- Provide visiting team with a photocopy of the completed scoresheet (or a chance to take a photo of it)
- Text final score to CHE Commissioner at 412-715-5531
- Submit copy of the scoresheet to CHE League Office by Monday at 10pm
 - Scan and email to scoresheets@collegehockeyeast.com