



GAME DAY - CHECKLIST

General Information

- ✓ For each League Game, Sanctioned Tournament, and Sanctioned Exhibition Game – Officials will be automatically booked by Central Region when a sanction is requested.
- ✓ Ensure you have Time Keeper, Score Keeper and Penalty Box volunteers scheduled for that day. The HOME team is responsible for Time Keeping. AWAY team is responsible for Score Keeping. Both teams provide a volunteer for the Penalty Box.
- ✓ Check TeamSnap Attendance 72 hours prior to game day, to confirm enough players are available.
 - If not, affiliation process should begin; if affiliates are permitted. Talk to your Head Coach.
- ✓ Make sure you have printed game sheet labels on hand. (HOME team will supply game sheet).
- ✓ Manager Binder handy – as it contains Official Team Roster and Blank Injury forms etc.

Game Day – Before Game Starts

- ✓ 'HOME team wears the DARK jersey.
- ✓ 'VISITOR wears LIGHT jersey.
- ✓ HOME team:
 - Ensure Time Keeper knows how to run to clock and is ready to go; 15 minutes prior
 - Manager is to prepare game sheet and ensure opposing Head Coach has also signed.
- ✓ Officials will typically arrive about 15 minutes prior to game time.
 - Coaches are to have skates and helmet with them, and will be required to ref the game; in the event of an Official no-show.
 - If an Official does not show up, contact your Hockey Calgary League Chair, as well as the Assignors listed on the Resource page under FAQ.
- ✓ Suspended Players
 - Must be crossed off the game sheet (from each label)
 - Indicate suspensions. You **must** write (for example): SUSP 1of1, SUSP 1of2, SUSP 2of2
- ✓ Affiliate Players (AP)
 - Must have been approved to play, by your Hockey Calgary League Chair
 - Must cross off the player that the Affiliated player is replacing.
 - Write the Affiliate Players name, with AP beside
- ✓ Injured Players
 - If the player was injured in a sanctioned hockey game, then cross off their name and write INJ beside their name.
 - If they were injured outside of hockey, just cross off their name.
- ✓ U15 / U18 Games
 - **If you are in a NON-BODY CHECKING** division, a suggestion is to **write in clear 'block letters' at the top of the game sheet: "NON-BODY CHECKING"**.
 - What this does is help remind the Official that there is no checking. Especially if they just came from a game that did allow checking.
- ✓ Collecting Contact Information
 - As you play games with other Associations you could collect the Head Coach and/or Team Manager's contact information so that you may reach out to them later in the season for an exhibition game; especially if the teams are a 'good matchup'.

After the Game

- ✓ Ensure you give a copy of the game sheet to the other team (or get a copy if you are visiting).
- ✓ **Home team is responsible for entering the game sheet & uploading PDF via the Hockey Calgary website within 24-hours.**
- ✓ Any suspensions **MUST be reported within 24-hours** to the HCAL League Chair, and SWH Director and Assistant Director of Coaches.
- ✓ Ensure dressing rooms have been left tidy (Coaches should also be ensuring this).