

Exhibition Game Checklist

Pre-Game

Ice Rented or Practice ice secured →	Date & Time:
Exhibition Sanction Approval →	Through Hockey Calgary website
Confirmed Date / Time Communicated →	To Invited Team AND the SW Team
Ice Paid For (if applicable) →	Cheque #:
Referee/Officials confirmed →	Email on Hand:
Referee/Officials Payment (CZRC Rates) →	Confirm CASH PER Referee, for Exhibition game
Time Keeping / Score Keeping →	Names:

Notes:

Game Day

Dressing Rooms checked & secure →	Keys on hand
Dressing Room supervision →	Coaches & Assistant Coaches monitoring
Monitor conduct of players & parents →	Address behaviour unbecoming
Game Sheet filled out & signed by coaches →	Sheet put into the time keepers box
Time Keepers/Score Keepers ready →	15 minutes prior to puck drop
Confirm Time Keeping / Score Keeping →	Names:
Music could be played →	Cords/appropriate music provided by the team
Pay the Referees → BEFORE start of the Game	Separate CASH payments per Referee/Linesmen

Notes:

Post Game

Game Sheet SIGNED by Referee/Linesmen →	Must be legible for game sheet entry online (HCal)
Game Sheet name PRINTED by Time Keeper →	Must be legible for game sheet entry online (HCal)
Game Sheet name PRINTED by Score Keeper →	Must be legible for game sheet entry online (HCal)
Game Sheet entered online to Hockey Calgary →	**Suspensions also reported** <i>If applicable</i>
Copy of Game sheet to visiting team →	Refer to distribution noted on game sheet
Dressing Room left in good/clean condition →	Any damages to be reported immediately

Notes:
