

Game Day Checklist

General Information

- ✓ For each League Game, Sanctioned Tournament, and Sanctioned Exhibition Game – Referees will be automatically booked by Hockey Calgary & Central Zone.
- ✓ Ensure you have Time Keeper, Score Keeper and Penalty Box volunteers scheduled for that day.
- ✓ Check TeamSnap Attendance 72 hours prior to game day, to confirm enough players are available.
 - If not, the affiliation process should begin.
- ✓ 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 white jersey.
- ✓ 'Visiting' team wears dark 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.
- ✓ Referee will typically arrive about 15 minutes prior to game time.
 - Coaches are to have skates and helmet with them, and will ref the game; in the event of a Referee no-show.
 - If a Referee does not show up, contact your Hockey Calgary League Chair
- ✓ Each team is to provide 'Off-ice' Officials
 - Home team: Time Keeper and Penalty Box
 - Visiting team: Game Sheet (Score Keeper) and Penalty Box
- ✓ 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.
- ✓ Bantam / Midget Games
 - If you are in a NON-BODY CHECKING division, a suggestion is to write in clear 'block letters' at the top of the page: "NON-BODY CHECKING".
 - What this does is help remind the Referee 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).