

# **Managers Reference and Responsibilities**

## **Game Sheets Requirements**

1. The manager of the Home Team must ensure that some appointed person is responsible for entering the game sheet results into the Pointstreak Scoring Application within 24 hours of game being played. Manager must fax all game sheets and Official Game Reports to the Governor within 24 hours. The Manager keeps original game sheets until mailing. Write Ups must be faxed immediately to Governor for ruling.
2. All original game sheets and Official Game Reports must be mailed to the Governor within 2 business days.
3. All players must be listed on the Game Sheet. The goalies should be listed first followed by the players in ALPHABETICAL ORDER (last name first).
4. Always mark your Captain and Assistants ("C" or "A").
5. Ensure all suspended players of Coaches are marked "SUSP" clearly in the Game Sheet.
6. All affiliated players must meet Hockey Alberta (HA) and CAHL regulations. (SEE AFFILIATION SECTION BELOW) They must be marked "AP" on the Game Sheet.
7. All players must have the correct Jersey # on the Game Sheet.
8. If a player is absent, the name is to be crossed out with a single line and "ABS" written beside.
9. If a player is injured, the name is to be crossed out with a single line and "INJ" written beside.
10. For more than one goalie, mark "START" beside your starting goalie and "ALT" for the back up.
11. If you have an approved overage player they must be marked "OA" on the Game Sheet.
12. Ensure all information on the Game Sheet is legible. Failure to do so will result in a \$50 (Fifty Dollar) fine to your association.
13. All Game Sheets must have a START and END time and you must ensure that the time the clock was dropped is noted (for Drop Clock Communities).
14. Ensure that the on ice Officials clearly print their name and # on Game Sheet.

*The Governor will give one warning to any teams failing to properly fill out a Game Sheet. After such warning the Governor in Chief will be advised and shall deal with the team in question.*

Managers, please ensure that the Timekeeper and Scorekeeper are fully aware of their responsibilities. Pursuant to HA regulations anyone in the Timekeepers box understands that they are considered Off Ice Officials. They are to remain unbiased while performing their duties. They should not converse with players in

the penalty box except to get information (jersey # for example). They should never make contact with opposing team players on the ice or coaches on the benches.

If a goalie changes throughout game, ensure start time and end time are recorded for each goaltender who played.

### **Game Rescheduling Procedure**

The Manager shall contact opposing team Manager. The appropriate Game Change Request form shall be filled out and submitted to the Governor. These forms can be printed off the CAHL Website. The Governor will either approve or not approve the change and notify the team Managers within 24 hours. DO NOT assume a game is approved until governor has sent official notice and is changed on website. Verify through a phone call to confirm.

### **Complaints procedure**

In the event of a complaint the governor shall inform the manager to follow the proper flow of communication:

*Parent / Player to Coach / Manager to CAHL Governor or Local Association Director to CAHL President or CAHL Executive Member*

***Reminder: Please use the 24-hour "cool down" period before submitting and/or responding to a complaint. The Governor will not accept a complaint unless it is in writing processed through your designated association representative of the CAHL.***

### **Suspended Players or Coaches**

1. Should one of your players or coaches receive a major penalty and you are unable to contact a CAHL representative to receive a ruling on the infraction, **DON'T LET THE PLAYER OR COACH PLAY OR BE INVOLVED IN ANY FURTHER GAMES!** It is the teams responsibility to ensure ineligible players are not playing. Playing an ineligible player could lead to forfeiting games and indefinite suspensions for Coaches, Managers and Players.
2. Should one of your players or coaches receive a major penalty resulting in a suspension, that player or coach shall not be permitted to be involved in any game activity until the suspension, as handed down, has been served in its entirety. *Ensure "SUSP" is noted on the Game Sheet, this provides documentation that the suspension was served.*
3. Any suspended Player or Coach is not permitted to go into the dressing room or go within 50 feet of the player's bench.

### **Affiliation Procedure**

Ensure that you have the proper affiliation documentation completed within your LMHA. As well, be sure that you have your critical dates and number of games tallied correctly. Hockey Alberta Rules state:

- 8.8 Providing affiliation has been properly filed, prior to January 10<sup>th</sup> in any Hockey Season, an affiliated Player may play with the Hockey Team to which the Player is affiliated without limit. After January 10<sup>th</sup> in any Hockey Season, an affiliated Player may only play 5 games (excluding Exhibition and NON-PROVINCIAL TOURNAMENT games) with the Hockey Team to which the Player is affiliated. Should an affiliated Hockey Player play more than five games after January 10<sup>th</sup> with the Hockey Team to which the Player is affiliated, he shall not be allowed to compete any further in the Division, or if applicable, Category for which he is registered for the remainder of the playing season.

In addition, the CAHL Regulations state:

- (g) All affiliated teams and players must be participating in the CAHL. No affiliation is allowed with teams or players who are not playing in the CAHL without special permission of the CAHL executive. Any exceptions would be for a single season only.
- (h) CAHL adopts and will use the affiliation forms as supplied by Hockey Alberta for player-to-player and team-to-team affiliations. Affiliation would be as per Hockey Alberta Rules and Regulations.

In reference to regulation #1 (g) of CAHL Regulations, non-league registered players will not be allowed to participate in league games as affiliated players. Any non-league players would have to be appropriately identified as such.

- (j) For league and league playoff games, affiliation players from a lower division eg – Novice to Atom, Atom to PeeWee, PeeWee to Bantam, Bantam to Midget – may only be used to bring the number of skaters (not including goalies) to a maximum of thirteen (13) for the Novice, Atom and PeeWee age categories and to a maximum of fifteen (15) for the Bantam and Midget age categories. Any affiliation within a division will follow Hockey Alberta Regulations. If a team fails to comply with this regulation the game may be declared invalid and rescheduled, the offending, team officials may be suspended for a minimum one (1) game suspension and fined Twenty-Five (\$25.00) Dollars and the offending Member Association subject to possible penalties at the discretion of the Executive and/or Board.

All Female divisions follow Hockey Alberta affiliation guidelines