

## Game Check List

### Pre-Game

- Ice Booked
- Officials booked
- Volunteers lined up and trained:

Game Clock: \_\_\_\_\_

Stats Sheet: \_\_\_\_\_

50/50 Tickets: \_\_\_\_\_

Concession: \_\_\_\_\_

Safety Person: \_\_\_\_\_

Other: \_\_\_\_\_

Other: \_\_\_\_\_

- Dressing rooms checked and secure

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### During Game

- Monitor off-ice conduct of players and parents
- Check dressing rooms
- Check in with volunteers

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Post Game

- Game Report signed by officials and both teams
- Game score reported (24 hours) Called in by:
- Game report submitted Submitted by:
- Date mailed:
- Rink left in good/clean condition

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Organizing Games**

For a game to run smoothly and follow all regulations, the Team Manager must not only monitor what is happening during the game, (such as off-ice conduct), but they must put in time prior to each game to ensure all positions are staffed. Tasks can be divided in to pre game, during game, and post game.

Any financial transactions have likely been delegated to the team's treasurer.

### **1. Pre Game**

Prior to the game the Team Manager has many duties:

- Rent ice (Contact Ice Manager/League games are prebooked)
- Book officials(Contact Referee In Chief to confirm)
- Check dressing rooms and secure;
- Organize volunteers and train if necessary.
  - This could include stats sheets, game clocks, selling 50/50 tickets, operating the concession, monitoring dressing rooms, etc..
  - Volunteers need to be alerted to the schedule well in advance and there should be a policy in place that volunteers can use to fill their position if they have to cancel, for example: swapping shifts, contacting the Team Manager within a certain time frame, etc.

### **2. During the Game**

During the game, the Team Manager's main role is supervision. This may include:

- Fill in for a volunteer parent if they need a break;
- Monitor off-ice conduct of players and parents;
- Frequently check that the dressing rooms have remained secure.

### **3. Post Game**

The Team Manager's post game duties include:

- Ensure rink has been left in good condition (dressing rooms);
- Submit the game report to Association or League;

**League Home Games are organized by the Ice Manager and Referee in Chief.**

**Exhibition Games and Squirt/Initiation games are arranged with the managers and will need to contact the Ice Manager and Referee in Chief for possible dates and times.**

## **Organizing Travel**

Whether for games, tournaments, or events, the Team Manager will have to be aware of issues surrounding team travel. In many cases the parent's are responsible for ensuring their child is on time, and team rules will likely be in place for those that arrive late for games and practices. However, there are many situations that can require more attention to travel plans, for example: traveling as a group on a bus, traveling to a tournament outside of the team's area, overnight travel, etc.

Travel should be included in the discussion of extra games / tournaments that takes place during the first parent meeting. The team will need to come to an agreement on what means the team will use to travel and how extra costs, such as hotels, gas and meals will be paid for – whether by parents or through fundraising.

Prior to team travel the Team Manager should determine if any of the following issues are applicable to their team.

### **1. Travel Permits (If out of B.C.)**

Permits may be required for a team to play in games or tournaments outside of their area. If required, permits can usually be obtained in advance from the Association.

### **2. Permission Slips**

When traveling as a team, permission slips may be required for insurance reasons. As well, the slips provide consent to the traveling parents to discipline players if necessary (based on team conduct rules) or to act in the best interest of a player should an emergency arise when the parent is absent.

The Permission slip will also inform the parents / guardians of the details of the competition. The form should include the following informational sections:

- Venue
- Date and time
- Travel arrangements (meeting times and locations)
- Itinerary
- List of chaperones
- Contact numbers
- Special requirements (e.g. packed meals, special clothing, spending money required, etc.)

Sections that need to be completed and returned to the Manager include:

- Request for medical and emergency information (any new information not included on the Player Medical Form should be noted here)
- Copies of players' ID
- Consent statements signed by parent / guardian

### **3. Equipment**

Due to space, players and parents traveling with the team may need to be given luggage restrictions. The

Team Manager will need to ensure that the method of travel has adequate storage for the players' hockey equipment. Also, the Manager should inquire/confirm with the hotel regarding equipment storage, including size, cost, etc.

#### **4. Accommodation / Meals**

If the team is traveling to a destination that will require an overnight stay, or meals, the Team Manager will need to book space in advance so that hotels and restaurants will be prepared to accommodate a large group. The Team Manager will also want to familiarize him or herself with any players' allergies and notify the kitchen if a team meal is prepared.

#### **5. Costs**

How is the travel being funded? This should be decided prior to committing to any travel arrangements. If traveling outside of the province or country, there may be a need to purchase additional insurance coverage.

#### **6. Arena Maps**

If the destination is not familiar to the team, it is a good idea to print off an arena map and contact information prior to heading out. The websites [www.arenamaps.com](http://www.arenamaps.com) or [www.mapquest.ca](http://www.mapquest.ca) can be used to print off maps or obtain directions.

## VI. Applying for Tournaments

At the beginning of the season the team may decide to take part in tournaments or exhibition games, whether hosting, away or both. The Team Manager can create a host committee or tournament finder to be responsible for seeking approval from the Association and event organization or to search out and apply for tournaments respectively. Game sheets will still need to be submitted following the tournament or exhibition game as per Branch regulations.

Before deciding to host or attend a tournament the team should consider the following issues:

	HOSTING	AWAY
<b>Time Restrictions</b>	<ul style="list-style-type: none"><li>-Is there adequate ice time available?</li><li>-What dates work for the team?</li><li>-Does the Association have a request/application deadline?</li></ul>	<ul style="list-style-type: none"><li>-Will the tournament fit into the team's regular schedule?</li><li>-When do fees need to be paid?</li></ul>
<b>Costs</b>	<ul style="list-style-type: none"><li>-Ice rental</li><li>-Officials fees</li><li>-Prizes</li><li>-What funds would have to be raised?</li></ul>	<ul style="list-style-type: none"><li>-Travel (transportation, permits)</li><li>-Entrance fee</li><li>-Will the coach be reimbursed for expenses?</li><li>-What funds would have to be raised?</li></ul>
<b>Competition</b>	<ul style="list-style-type: none"><li>-What other teams will be invited?</li><li>-Back ups?</li></ul>	<ul style="list-style-type: none"><li>-Will the tournament present the team with the right level of challenge?</li></ul>
<b>Format</b>	<ul style="list-style-type: none"><li>-What will the set-up be: how many games, round robin, play-offs, overtime, etc?</li></ul>	<ul style="list-style-type: none"><li>-How many games is the team guaranteed?</li><li>-What is the set-up? Any unique rules?</li><li>-Is same day travel an option or is accommodation required?</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>-Is there adequate accommodation nearby for visiting teams?</li><li>-What other activities are available to teams during down time?</li></ul>	<ul style="list-style-type: none"><li>-What prizes/extras does the team receive?</li><li>-Does a team roster need to be sent or any other documents?</li></ul>

**SAMPLE COPY ONLY**

**TRAVEL PERMIT FOR TOURNAMENT / EXHIBITION GAMES  
(IN CANADA ONLY)**

**The** (TEAM PARTICIPATING IN TOURNAMENT) \_\_\_\_\_ **hockey team is hereby**  
**Granted permission to participate in the** \_\_\_\_\_ **tournament / exhibition,**  
**which has been sanctioned by the** (HOST BRANCH – PROVINCE) \_\_\_\_\_ **Hockey**  
**Association under the Hockey Canada Regulations.**

**Tournament dates: Start** \_\_\_\_\_  
**End** \_\_\_\_\_

**This permission has been granted with the understanding that the first obligation of the team is to their regular league games, no team may participate in a tournament while in Branch playoffs.**

**Signed** \_\_\_\_\_  
**Branch General Manager**

**Date** \_\_\_\_\_  
**Received by Branch Office**

**PLEASE COMPLETE THE FOLLOWING INFORMATION TO HELP US IN  
RETURNING YOUR SIGNED COPY OF YOUR TRAVEL PERMIT –  
THANK YOU**

**CONTACT NAME:** \_\_\_\_\_

**MAILING ADDRESS: Street/Box:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**TELEPHONE: (Res)** \_\_\_\_\_ **(Bus)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_



## INTERDISTRICT & USA HOCKEY TOURNAMENT TRAVEL / EXHIBITION GAME FORM

- This form should be filled prior to:
  - Any Exhibition Games being played against other BC Hockey teams, other Hockey Canada Branch teams or USA Hockey teams.
  - Any Tournament travel outside your district, the province or to the United States.
- This form must be completed in full and submitted to your **District / Divisional Director** at least **7 to 10 business days** prior to the scheduled date of event.
- For play against teams in the United States, the teams must be **registered members of USA Hockey** (Regulation 3.11).
- The **President** of your Association must endorse all requests at the Minor Hockey level.  
**APPLICATIONS WILL NOT BE CONSIDERED WITHOUT THIS ENDORSEMENT.**
- Teams wishing to travel to IIHF countries other than the United States should fill out the IIHF Tour Sanction Form.

Requesting Team: \_\_\_\_\_

Association Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position with Team: \_\_\_\_\_

Contact Details: \_\_\_\_\_

(Home Phone)

(Email)

Type of Event: ☐ Exhibition Game

☐ Tournament

List of other teams at Event: \_\_\_\_\_

Dates and Times of Event: \_\_\_\_\_

Host Association: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

**ENDORSEMENT (Must be signed by the Association President):**

\_\_\_\_\_  
Association President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

### BC HOCKEY USE ONLY

\_\_\_ Approved

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_ Denied

Reason(s): \_\_\_\_\_