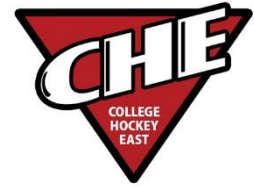


GAME COORDINATION

College Hockey East 2022-23



WEEK OF THE GAME

Opponent

- The host team should send an email to the opponent 3-5 days prior to the game.
 - See CHE Game Confirmation Sample
- State the correct rink name and its exact location,
 - Add any known transportation obstacles (construction zones, changes to parking, etc.) or helpful navigation tips for new opponents
- Cite the exact start time of the warm-up period and the corresponding start time of the game.
 - Inform non-CHE teams that the warm-up period is 15 minutes, then teams exit the ice for a resurfacing prior to the start of the game.
 - Also inform non-CHE teams of the game's intermissions/resurfacings protocol.
- Provide any other helpful information: where to best park a bus, best entrance for players, locker room details (what room, where, multiple rooms, etc.), admission costs, etc.

Personnel

- The host team is responsible for providing the appropriate and adequate Game Personnel.
- The On-Ice Officials should be confirmed with the Assignor several days prior to the game.
- The Medic should be confirmed with the provider several days prior to the game.
- At least one responsible adult is needed for the Scorer's Box, but ideally this is at least two people.
 - The Official Scorer will manage the game's scoresheet (see CHE Scoresheet Guide).
 - The Clock Operator will handle the game clock (see CHE Off-Ice Officials Guide).
- It is helpful to have an individual assigned as the Penalty Box Attendant to each penalty box.
 - This is not required, especially if players do not need to use the door to exit the penalty boxes.
 - The away team can place someone (non-player, non-coach) in its penalty box to serve this role.
- It is strongly recommended that each game have a PA Announcer.
- An Arena DJ is not required, but this person could also serve another off-ice role.

Game Documents

- The CHE Game File – as currently posted on the CHE website – should be used to create and print the following documents for the game (see CHE Scoresheet Admin document):
 - CHE Scoresheet (1-2 copies – this document is vital)
 - CHE Game Protocol (4-5 copies)
 - CHE Game Script (1 copy)
 - Optional copies: CHE Scratch Sheet, CHE Line-Up Cards, CHE Sample Scoresheet

PRIOR TO THE GAME

Game Protocols

- A copy of the game's protocol should be hung on or near the following locker room doors:
 - Home team, away team, referees
- Ensure the pregame countdown clock starts at the appropriate (or first-available) time, as cited on the game protocol.

Scorer's Box

- The host team shall provide immediate access to a copy (paper or electronic) of the CHE Manual.
- The CHE Game Protocol for the game should be available in the scorer's box, with the cited clock times procedures applied throughout the game.
- The person operating the clock for the game shall use the pregame period to become familiar with the clock operations, including posting and clearing penalty times.
- The person performing announcements should verify that there is a microphone present and operational, plus ensure that the arena speakers are on and at a suitable volume.
- The host team is responsible for providing an ample supply of quality pucks for game use.
 - Generally 6-10 pucks are sufficient.
 - Storing game pucks in a container of ice/snow is recommended; placing them on a cold surface is a secondary alternative.

Team Rosters

- The game roster is to be completed by each team and submitted the Official Scorer.
 - This is done either directly on the scoresheet or via CHE Line-Up Cards.
 - Each team's head coach should be given the opportunity prior to the start of the game to sign-off on his/her team's game roster by place his/her initials in the area provided at the bottom-right of the team roster.
- Suspended players, photographers/videographers, and similar are not permitted on the bench.

Warm-Up Period

- The home team shall provide pucks to both teams for the warm-up period.
 - The visiting team shall be given at least 20 pucks prior to the warm-up period. If there are not 20 pucks available, the visiting team gets all but 1 of the available pucks.
- Teams and officials shall be given a 3-minute warning prior to the start of the warm-up period.
 - This is done verbally at the locker rooms, not via the horn.
- The horn sounds to end the warm-up period, as cited within the applicable Game Protocol.

Game Introduction

- For M3 games, the teams and officials shall be given a 3-minute warning prior to game time.
- The host team shall ensure that the Medic is present prior to the start of the game.
 - The Medic must be stationed in an area between the two team benches any time during game play, unless otherwise attending to an injured player.
- Teams are to line up on their goal lines or, optionally, their blue lines and face each other throughout the pregame introduction period.
- There should be a game intro, presentation of starting line-ups, and ideally, a National Anthem.
 - The CHE provides Announcement Scripts to perform this task.
 - A suitable version of the National Anthem is available on the CHE website.

DURING THE GAME

In-Game Operations

- The CHE Scoresheet Guide and CHE Sample Scoresheet are useful to the Official Scorer during the game.
 - It is recommended that scoring items first be recorded on a CHE Scratch Sheet when reported, then transferred neatly to the official scoresheet.

- The CHE Off-Ice Officials Guide provides details on in-game operations for the Clock Operator and Penalty Box Attendants.
 - The Clock Operator must remain attentive to the play and stop/start the clock appropriately.
 - Potential errors in clock operation shall only be adjusted with the approval of an official.
- It is requested that all an announcement is performed for all scoring plays (goals/penalties).
 - The CHE Announcements Guide provides more details on this topic.
- Any music and non-scoring announcements shall only occur during stoppages in play.
 - All song lyrics must be family-friendly!
- The Off-Ice Officials – perhaps with assistance from the coaching staff – shall track goaltender statistics for both teams (minutes, shots faced, goals allowed).
 - By CHE rule, goaltending changes are to be reported to the Official Scorer at the time of the change, though non-CHE teams are not likely to abide by this practice.

Intermissions

- Intermissions with an ice resurfacing are controlled by posting 12 minutes to the game clock.
 - This is both intermissions for M3 and only the first intermission for M4/W2.
- Intermissions without an ice resurfacing are 2 minutes and controlled by the On-Ice Officials.
 - No clock time is posted in this situation.
- A 2-minute intermission is applied prior to overtime, with no time posted to the clock.
- A shootout is not to be conducted if the score remains tied at the conclusion of overtime.
 - Goals in the shootout do not count towards the final score, but the scoreboard may still be used as a means of tracking the score of the shootout.

Mercy Rule

- Any CHE league game (2 CHE teams) – or with approval from a non-CHE opponent – that has a score differential of 8 goals or more after the 2nd intermission only shall revert to a running-clock format.
- The clock shall run continuously, with no exceptions (Section 7.11 of the CHE Game Manual).
- Penalty times served shall be doubled (minors are 4 minutes, majors are 10, etc.) and are to be posted on the game clock at the time of the ensuing face-off.
- Stop-time format is only restored if the score differential is reduced to 6 goals.

POST-GAME

Scoresheet Completion

- All scoring plays must be listed on the official scoresheet (goals/penalties).
- The referees in the game are to review and sign-off on the scoresheet by placing their initials in the bottom-right corner of the scoresheet.
 - No coaches, Medics, scorers, nor any others are to sign the scoresheet in any location.
- The Official Scorer should finalize the Goaltender Statistics and the Game Summary sections immediately following the game.
- The host team shall provide a photocopy of the scoresheet to the visiting team prior to their departure.
 - If a photocopy is not an option, the visiting team shall be given the opportunity to take a photo of the scoresheet. The host team should provide an electronic scan via email within a few days.
- The CHE Scoresheet Admin document provides full instructions on score reporting.
 - The host team shall text the final score to the CHE Commissioner at 412-715-5531.
 - The host team must provide an electronic scan (as a PDF, not as a cell phone photo) of the scoresheet to the League Office by 10 PM on the Monday following the game.