**Navy Youth Hockey**

 **Manager Guidelines for *Home Games* at McMullen Ice Arena**

- Fill out the top part of the scoresheet before the game. CBHL league games require the game number shown on the official league schedule on the CBHL website - [www.cbhl.org](http://www.cbhl.org).

- Put the stickers on your sheet:

1. Team Roster/Lineup sticker on front of each page

(cross out the name of any player who will not be at the game)

1. Roster and USA Hockey Number sticker on the back of the last page

When you arrive at the rink look for the manager of the other team to get their stickers.

- Arrive at the rink at least 45 minutes before game time. About 30 minutes prior to your game time, ask rink staff if the current game is running on time. If the current game is running long, contact the clock operator for the game in progress, who can address the issue with the on-ice referees and rink staff. Do not try to get the attention of the on-ice officials during a game.

Only the officials have the authority to shorten the game and the following CBHL rules govern how that is done based on the time remaining in the ice slot assigned for the game. These rules apply to CBHL and CCHL games as well as nonleague games on NYH home ice.

- Prior to the start of the third period, take the remaining time for the game slot, divide in half and put that time on the clock for the third period.

- Do not exceed the published time period for the third period. (Example: 20 minutes left in game slot = 10 minute stop-clock period.)

- At no time will a running clock be used.

- Games can start 15 minutes early. Be sure both teams are getting ready if the ice is clean and the referees indicate that they are starting the game early.

- Check that there are referees for your game. Often they are going to be the same officials as the prior game, so they may already be on the ice or in the rink. At our rink, the officials will dress in the officials’ locker room in the rink hallway with an entrance located just before the Blue and Gold locker rooms on the near side of the rink. If it appears there are no officials present to officiate your game, try to reach Mike Shramek or Lorne McCoy immediately - they may be able to locate the assigned officials or identify an alternative. If there was a prior game in progress, sometimes those referees will stay for your game. Mike and Lorne will also need to know if the game had to be cancelled to address the issue with the officials’ organization.

- Check that the parents you assigned for off-ice roles (clock, scoresheet and penalty box) are at the rink and ready to go by game time. Have the clock operator set up the clock for your game as soon as the officials clear the score box from the prior game.

-Be sure that the rink staff is ready to clean the ice by 10 minutes prior to your game. You will usually see them opening the doors for the Zamboni. If you do not see them, remind the front desk that the prior game is almost over and the ice needs to be cleaned.

-Check whether both teams are lined up on the boards ready to start their warm-up 5 minutes before game time. If either team is not ready, knock on the team’s locker room door. You can also sound the horn on the clock.

-The referees are responsible for letting the clock operator know when to sound the horn and start the clock for the three-minute warm-up and signaling the players to come onto the ice. Under no circumstances will there be more than a three-minute warm-up and/or one-minute intermission between periods. It is important to make sure the warm-up times commence and conclude promptly as this is often the best way to lose time – or make it up – in any given game slot.

-At the conclusion of the game, be sure that the scorekeeper, on-ice officials and coaches all sign the scoresheet. Distribute the scoresheet copies by color to the officials and coach of the visiting team according to the instructions on the sheet.

 -For both league and non-league games, keep the original scoresheet in your folder or home files for the duration of the season in case any questions arise about a game.

NYH Manager Guidelines for HOME GAMES updated 9/7/16

**SCORE SUBMISSION PROCESS**

-  Scoresheets are to be submitted via email with PDF scanned attachment (preferred) or fax to the appropriate Statistician no later than 5 pm on the Tuesday following game.

-  In the event of a non-weekend (Saturday/Sunday) game scoresheet must be submitted within 48 hours of scheduled game time.

-  Late submittal of scoresheets are subject to a fine of $20 per scoresheet.

\*  SEE TEAM MANAGER GUIDELINES FOR INSTRUCTIONS ON COMPLETELY FILLING OUT SCORE SHEET TO AVOID ANY DELAYS \* www.cbhl.org

**Statisticians:**

U18/U16 (Midgets)/ U14 (Bantam)**Bob Orr**

o   Email: cbhlstats1@gmail.com

o Fax 443-458-0128

U12 (PeeWee) and U10 (Squirt) **Carrie Robertson**

o   Email:  cbhlstats@gmail.com

o   Fax:  301-809-2307

U8 (Mites)  **Amanda Vaccaro**

o   Email:  cbhlstats3@gmail.com​
o   Fax:  866-802-6448

Girls Divisions **Bill Henry**

o   Email: henrywi@aol.com

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