



# RESPONSIBILITIES & ROLES



## Responsibilities of the HOME team:

- HOME team creates/schedules the games.
- **Team names for both HOME and VISITOR must be listed.**
- Appropriate codes must be provided to the VISITORS and the Officials.
- Using the team codes for the home team, the coach or team representative must select the bench staff and players participating in the game and sign the game sheet.

## Responsibilities of the VISITOR team:

- Using the Visitor Code, a team representative must select the bench staff and players participating in the game and sign the game sheet.
- Following the end of the game, the team representative must log into the OWHA game sheet Portal to review the game details and VERIFY (choose one of the options) the completed game.

## Responsibilities of the Timekeeper:

- Using the Game sheet Code, launch the app where wi-fi is available before the start of the game.
- The names of the officials and their OWHA Ref number **MUST** be entered (ie: John Doe #11-111). If OWHA Ref number is not know, please enter their name and city of residence.
- Enter scores, penalties, and any other details.
- Upon completion of the game, you **MUST** mark the **game as being completed**.
- Always have extra paper game sheets, notepads and pens available in the event the game details must be enter into the app at a later time.

## Responsibilities of the Officials:

- Using the Officials Code, launch the app where wi-fi is available before the start of the game.
- You must provide you full name and OWHA Ref number to the timekeeper prior to the start of the game.
- Game details will be entered by the timekeeper and **MUST** be checked by officials via the app to ensure accuracy.
- Officials **MUST** sign and provide any writeups that are required.
- Writeups will not be shared with the teams, they will be sent directly to the OWHA.
- This must be done following the end of the game and as soon as possible.