



## MANAGER'S GUIDELINES

2021-22 edit

Review the Northern Alberta Interlock Regulations and use it as a reference throughout the entire season.

After reviewing the following information, if you have any questions please contact your Tier Governor or your Association Director.

This document may change and be updated with new information, please refer back to it on a regular basis for answers before contacting your Tier Governor.

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Dear Managers,

The League would like to thank you for volunteering your time and expertise. It is with the teamwork and cooperation of people with our associations that make our hockey league grow and be successful. Please find and read the League regulations on the website. There is a whole section dedicated to managers & all the forms & responsibilities you have. It looks like a lot, but it won't be bad. Ensure your team information is uploaded and kept current on the website. This includes staff contact information with email and phone numbers attached. Ensure you upload game sheets onto the website as soon as possible - within 48 hours, please. If there is a referee write up during a game, an Incident Report Form must be filled out online and submitted by the offender's team manager. This should be done immediately after the game. Game changes must be discussed with your opponent & agreed upon & then you fill out the Notice of Game Change Form. Know the rules regarding these (discussed in detail in this document later).

Other things to keep in mind:

- **Each Association has its own set of rules, regulations & guidelines, these can be found on your home association web page. Familiarize yourself with these. When things come up that you're not sure of, it never hurts to ask another manager within your association as some may do it a little differently than others.**
- It also helps to know who the people are in your association executive that can get things done for you: your ice scheduler, registrar, referee-in-chief (RIC), division rep., and game & conduct person are all people you should have handy in your contact list.
- Know how to properly fill out a game sheet & teach it to the people working in your time box. A copy of the Off-Ice Officials Guide is posted further down on this page. A good idea is to simply attach a copy of the sample game sheet to the front of your book so it will be handy to use as a



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reference. Later, when we start doing electronic game sheets, instructional video tutorials will be available to you.

- A manager manages the coaches & parents. Ensure they have Respect In Sport (either coach version or parent version). Coaches, Assistants, anyone behind the bench needs to be carded which means talk to your registrar and get them added to your HCR (Hockey Canada Registry). Also make sure any of the coaches, assistants, safety people, etc have criminal record checks done and handed into your association registrar. You must have enough qualified help behind the bench each & every time you play. There are minimum requirements for each division and coaches MUST have attended Hockey Canada approved clinics in order to be a coach - the registrar will know what they must have and the deadlines for such qualifications. Players that are allowed to play on your team will be pending for a while, confirmed later. Anyone from a lower level that you want to affiliate must be on your HCR as well (they will show as AP for Affiliated Player) It is not unusual to have to send in several different versions of your HCR to your governor & upload on the website as your players change. Your HCR must match the players on the game sheets. Your Governor needs the most recent copy before the game is played. Upload it every time there is a change. There are rules as to how many times you can use an affiliate player and when. Get to know these rules before you play these players.

There are things that you'll want to plan for:

- who is going to be responsible for the away jerseys when you go somewhere to play
- who is washing the jerseys when they need it
- do your homework - ask the opposing team what their jersey colors are so you are prepared if the colors are the same or similar, also ask to see how much game time you have and how many floods or what the game management will look like on the road
- ensure you are aware of any arena rules before you go someplace. Ask the opposing team manager if you need to be in or out of the dressing room at a certain time, if they require face masks, if they require proof of vaccination, or any other player, team staff, or spectator rules. You might also want to check about concession and skate sharpening availability.
- make sure you have people lined up to work the clock & penalty boxes when you have a home game
- know the order in which complaints should be handled in your association. Nothing comes to the league directly from you in this regard.
- notify your ice scheduler if a game is postponed due to weather or other circumstance so they can notify arena staff and especially referees
- if you are interested in tournaments, these need to be planned for and booked ASAP. It is also a good idea to notify your governor & league rep & ice scheduler when you plan on going to a tournament so proper arrangements of your game schedule can allow for you to be away

There are also Hockey Alberta Rules to be familiar with. On the front of our website, we have provided a link to HA Information that you will most likely look for. For the most part, your association should help you with these but here are a couple important ones:

- If you host any exhibition games or travel to any, they must have a Hockey Alberta Sanction number. Exhibition games need to have game sheets sent in as well. It will go to the Zone Discipline Coordinator (found on Hockey Alberta's website) Please remember that players and coaches who have suspensions cannot be in these games without a deferral approval. No suspensions can be served in exhibition games.
- A travel permit is not needed for league games. If you are travelling outside of your zone in non-league play, going to a tournament or hosting a non-League event, you will need a permit. Again, talk to your association rep or Association President.



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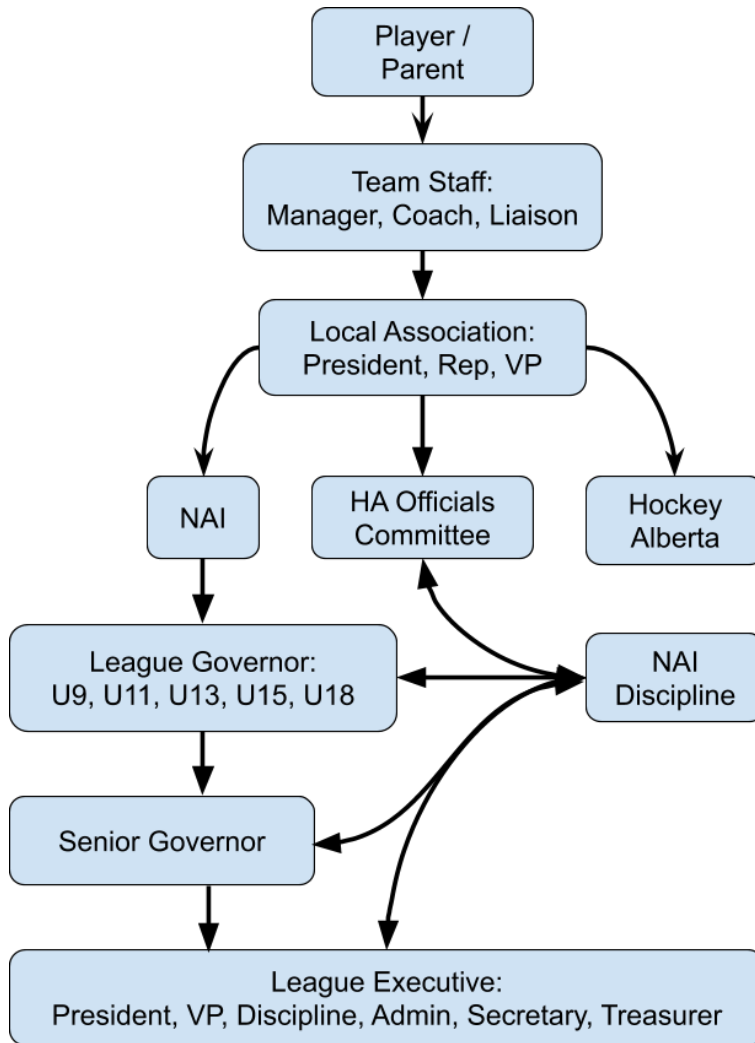
- In the case of injury during a game, there is an Injury Report Form to fill out. (Available from Hockey Alberta and posted on our website under the Managers Tab) It is a good idea that you carry a few blank ones with you to give to the injured party immediately. Also, make sure you are ALWAYS carrying the player medical forms with you wherever you travel with the team, you never know when you might need it.

As MANAGERS, ALWAYS KEEP YOUR GOVERNOR IN THE LOOP. Keep in mind what you learn from Respect in Sport and that we are all human and we're all here so our kids can play the sport they enjoy. So let's do our best to make it enjoyable!

Throughout preseason or tiering, game results are looked at to make sure each team is in the proper tier for their level of skill & talent. If there is any concern with where your team is placed, you are encouraged to have your Association President fill out the Tiering Request Form to state your case for movement up or down a tier. Good luck to you all & have fun!

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### **1. Communication Procedure**



Please ensure everyone follows the Communications Procedures.

Issues from parents should come directly from team management to The League Governor or home Association President, not directly to the league Executive. Team Managers may be in contact directly with Discipline Coordinators, Tier Governors and Senior Governors. Communications directly to the executive may be disregarded without explanation.

**When emailing anyone, please include: Name, Team, Position, and Tier in all of your email, and put the game number in the subject line.**



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TEAM MANAGER - primary link or contact to your team and to the home league tier governor.

Any problems with scheduling, game sheets, suspensions must be brought to the governor's attention through the team manager.

-Team managers should contact their Tier Governor to receive the team's login and password on RAMP website. To locate your Governor/Directors information, contact your home association to find out which tier they have placed your team. The Governors Tab on the website shows a list of every governor volunteer and which division and tier they are in. Managers need to ensure that team and roster information for each of your teams are inputted onto the website and HCR Rosters are uploaded onto the website at the time that their tiers preseason schedules are released (ideally 1 week prior to preseason starts).

-The manager must ensure that all players are properly registered with Hockey Alberta (contact your registrar), prior to playing their first League pre-season tiering game.

-The manager must upload the HCR Roster onto the website prior to the League pre-season tiering game, and keep it current with any changes to the HCR Roster.

Managers/coaches are strongly encouraged to plan their team's season. The League's obligations must not be neglected at any time. League play has priority over exhibition and tournament play. Necessary communication and proper procedure for rescheduling, postponing or forfeiting games must be made. Each team must complete their regular season schedule to be eligible to compete in playoffs. (See POSTPONEMENTS / RESCHEDULING / 4- POINT GAME / FORFEITS)

For all levels, the league strongly recommends that all coaching and team staff be certified and registered as per Hockey Alberta requirements.

The home team is responsible for changing the jerseys if colors conflict with the visiting team's jerseys. Crowd or fan control before, during and after the game, is the responsibility of the home team.

There shall be no admission charge to any league scheduled game unless prior approval is received from the league.

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## 2. FAMILIARIZE YOURSELF WITH THE WEBSITE

### ***Front End of website - What all users see - Parents/ Players***

- Locate your team
- Locate your tier (for Preseason all teams are under the same category. To see what tier they are in, click on Standings, and they will be divided up there.)
- Check if your contact information is on the website

### ***Back End/ Administrators site***

For Managers - must have login and password provided by league governor or executive  
Go to the NAI League website

- Login on the Admin Login on the top left-hand side of the homepage
- Enter your given login and password
- Enter player's name and jersey number and all staff contact information. (further instructions below)

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### 3. MANAGER LOGINS

If you are completely new to this, you may want to ask another manager from your Association who has done this, to help walk you through, but the instructions listed below should give you directions.

If your association uses RAMP as your website provider your associations' webmaster will be able to provide you with your teams' login information for your home association website. Use this login to sign into the RAMP website and input your team's contact information. Eg. Coach, manager email address and phone number, and players names and jersey numbers.



Find your tier by looking in the Category (ie. PeeWee), then click on PeeWee Preseason. Click on Standings. Find your team. Look at the Governor list under the Governors tab and email them with your name, email address, and phone number that you would like to be contacted at through-out the year. Ask the governor for your login and password.

Sign on to the NAI website and input the name, email address, and phone number of all the coaching and managerial staff. Your Association President must ensure that team and roster information for each of your teams are inputted onto the website and HCR Rosters are uploaded onto the website at the time that their tiers preseason schedules are released (1 week prior to preseason starts). The team login information should be given to your association's webmaster to enter into the back end of your associations RAMP website to link all stats and information from the League website to your association website. The manager must ensure that all players are properly registered with Hockey Alberta (contact your registrar), prior to playing their first pre-season tiering game.

- The manager must upload the current HCR Roster onto the website prior to your first pre-season tiering game, and a current copy of the HCR Roster on the website.
- Any problems with scheduling, game sheets, suspensions must be brought to the Governor's attention through the team manager.
- Team name changes cannot be requested until after the regular season starts.

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### 4. TEAM STAFF -

- Click the  [Staff](#)  [Members](#) . If there are no staff listed, use the Add Staff Member button and click Submit after each staff member you add. List your manager and each staff that is listed on the HCR Roster. Use the blue edit button to add and change emails and phone numbers. Always click submit when you have finished. Ensure there is contact information (phone and email address) for multiple staff. It is recommended you enter each staff one at a time. If you use the "add multiple" option, you must go in after to each one separately to add in the phone numbers.
- Each team is required to have their team staff and contact information including phone numbers inputted into the website before their 1st pre-season game.

If your association uses RAMP as their website provider, all your league games can link to your team page calendar. Sign into team association page with the login provided by your home association, click on the League Tie in tab. Choose which league, Which level/tier, then enter the NAI team login information and click submit. All league games will tie into your home associations webpage and show up on your calendar. League Tie In Instructions can be found on the website or by watching the [RAMP League Tie In video](#). It is




important to check both the NAI website and your home Association's website to ensure the information is on both websites.

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## 5. TEAM ROSTER -



- Move the mouse over the  Choose Add Multiple Players. Add all names and jersey numbers. To enter AP - Affiliate players choose the +Add Player option and check off the AP box, then click submit. Note – we do not enter DOB, Position, Height, Weight or any other info here. If that is needed, it can be searched using the HCR number assigned to every player.
- At times the team roster does change due to try-outs, but all players must be listed on the website before game stats can be inputted. Remember names on rosters and HCRs must match.

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**6. HCR ROSTERS** - Each team MUST supply their governor with the Hockey Canada Registry (HCR) Roster prior to playing their first League pre-season game. It is the responsibility of each team to update this roster with their Governor to include any affiliated or overage players. No player shall play in a League hockey game unless the Governor is in possession of the roster with the player being identified. At the discretion of the Governor, he may forfeit any game where an ineligible player has played.

Managers/coaches are responsible for reviewing all game score sheets and if required, referee incident reports, are completely and correctly filled out.

HCR Rosters must:

- be uploaded onto the League website prior to the first preseason game
- produced on Hockey Canada's website by home association registrar
- MUST be current
- governor x-reference with submitted game sheets

How to upload your team's HCR Roster:

In the back end of the RAMP website, there is an HCR file button on the bottom left-hand side of the header bar.

Click on the HCR File button, click choose file, locate the HCR Roster on your computer then click submit.

HCR Rosters are provided by Hockey Canada and ensure that everyone is insured, playing on the correct team.

It is mandatory that each tier governor has a current HCR Roster from each team PRIOR to the first pre-season game. As per Hockey Canada bylaws and regulations. The team manager can obtain each teams HCR roster from the Association Registrar. Each time a team's line-up changes, the new roster needs to be uploaded to the League website. Managers need to keep a current copy of these HCR Rosters and cross reference them to ensure that teams are playing only the approved players for each game. Once the regular season starts, each governor needs to ensure that they have current and approved HCR Rosters from each team. The following instructions are for the manager and the association registrar if they are not familiar with how to produce one. [HCR Roster Instructions](#)



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Sample of a pending HCR Roster

**Official Team Roster**

Team: SANTAM AA  
 League: SANTAM AA  
 Division: Santam  
 Category: AA

Status: Pending  
 Conference: BT  
 Class: Provincial Team  
 Type: Standard

Playoffs: No  
 Tournament Number:  
 Season: 2012  
 Print Date: 2012-09-26

Team ID: 1201429

**PLAYERS**

NO.	LAST NAME	FIRST NAME	SEX	REGISTERED	POSITION	RELEASED	STATUS
	Name	Name	Male	2012-09-17	PLAYER		Approved
	Qualification: - "Respect in Sport"	Parent: HA-59-4026TG					Pending
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification:						Approved
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification: - "Respect in Sport"	Parent: HAP-59-H26JG					Pending
	Name	Name	Male	2012-09-17	GOALTENDER		Approved
	Qualification:						Pending
	Name	Name	Male	2012-09-17	PLAYER		Approved
	Qualification: - "Official - Level 1-2"	Coach/Coach: - "Respect in Sport"	Parent: HAP-59-58YFG				Approved
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification: - "Respect in Sport"	Parent: HAP-59-JY9G					Approved
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification: - "Respect in Sport"	Parent: HAP-59-2J62G					Pending
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification:						Approved
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification: - "Respect in Sport"	Parent: HAP-59-JJ9G					Pending
	Name	Name	Male	2012-09-17	PLAYER		Approved
	Qualification: - "Respect in Sport"	Parent: HAP-59-J49G					Pending
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification:						Pending
	Name	Name	Male	2012-09-17	PLAYER		Pending
	Qualification: - "Official Coach/Coach"						Pending
<b>TOTAL PLAYERS: 18</b>							

\*\*\* Staff and roster need to be added prior to the start of the season so contact can be made for game management and arena specifics.

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## 7. PRESEASON

Prior to the start of the pre-season schedule, teams and their games will be loaded into the system. At that time, managers need to ensure that team and roster information for each of your teams are input onto the League website and HCR Rosters are uploaded onto the website at the time that their tiers preseason schedules are released. Instructions are listed on the website under the Managers Tab, Instructions To Get Started. Contact your teams tier governor for the team's username and password to the League website, so this can be completed.

- Teams will be named by the league, and will remain using the names provided until after the regular season has started.
- All games MUST be completed by the end of each pre-season date. Blackout dates during Preseason is strongly discouraged.
- Some teams will not have home ice available at this time so they may be playing Preseason in a different arena. The ice arrangements should have been made previously with your ice allocator and the League Ice Scheduler.

The League PRESEASON and REGULAR SEASON scheduled games - the home team is responsible to UPLOAD the game score sheet WITH-IN 48 HOURS after the game. If there is an Incident Report, the Game Sheet and Incident Report must be input IMMEDIATELY after so that the Discipline Coordinators can make their ruling. They can't do this if the data is not there. Managers/coaches are expected to immediately notify the governor of serious incidents and suspendable infractions which require prompt attention.





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## 8. GAMES

Prior to each game managers are to ensure that the game sheet is filled out properly and home managers are to ensure that timekeepers and scorekeepers are familiar with their role and duties. Please refer to the Off-Ice Officials Guide below. (goalie stats are to be recorded for every level) People in the time box are "Off-Ice Officials" and are not to be approached during the games. If there is an issue with officials being late or unavailable, both coaches have to agree to any changes before or during the game.

Managers are to get their copy of the game sheet / incident report after the game, you will have to wait at the arena for your copy. The manager or coach of the home team will have the game sheet and are responsible for giving the away team their copy. In regards to the incident report, sometimes it takes a while for things to be written out by the official. The home team manager or off-ice official should search for the away manager to give them their copy. \*\*\*At no time should you go into their dressing room or the referee room to get your copy. Patiently wait & they will get it to you.

It is the manager's duty to ensure that game sheets and incident reports are filled out correctly. This can be done by reviewing the gamesheet/incident report at the arena. If clarification is needed, the manager is to go to the other manager to discuss. If the manager still believes there is an issue BOTH managers may approach the officials. Managers/people are not permitted to enter the referee room, and shall not approach the referee without the other manager present. The discussion can only be regarding clarification of the recordings written on a game sheet or incident report. NO DISCUSSION at all is to be had with the official regarding his/her assessment of a penalty issued.

Once the game is over, **home managers** have 48 hours to post it online unless you hear otherwise from your governor. You may need it done quicker in the cases of tiering games played on the last day of pre-season or during playoffs. ***If you are new to posting the game online, watch the tutorial provided by clicking on the blue text at the top of the back end of the online game, or also available here.*** [Click here to go to the gamesheet tutorial.](#)

The home manager is responsible for posting ALL the information that is on the game sheet. Look at all the tabs. Select the players that played the game. Enter in the goals, enter in the shots, enter in the penalties. Enter in the final score. Upload a copy of the original game sheet to the website. If there is an incident report, upload that too. Do not forget to click completed and submit on that first page or you will have to do it all over again. Log out & go to the website to double-check that it looks right before you walk away.

When a player gets an **incident report**, the manager of the impacted player must go to "forms" on the main The League webpage and fill out the "Incident Report Form". It must be done within 24 hours. You will not get a ruling on the incident without the form being filled out. If you have not heard anything within one day of posting it, follow up with your governor. Do not let this child play another game unless you hear back from the league.

**Away managers**, go to the website and look at the game sheet once it has been posted. You will know when you see the score on the front end, or Yes under the completed tab. It is the visiting manager's responsibility to verify that the information inputted on the website is correct. In the back end (Team Admin) side of the website, click the verify button. It will open a page showing all the inputted stats. Cross reference with your copy of the game sheet. At the bottom of that page, you can check off whether you 100% agree or whether there is an error. Type the errors into the box, and hit submit. Sometimes it is just a typo - entering in a 6 instead of 16 - but sometimes it is not. (ie: a ref gave credit for a goal to the wrong player.) There is nothing you can do about this. The game sheet is not changeable. If you absolutely must, and both teams managers agree, you may edit it on the website, but put notes as to the error! The only time something can be changed on a game sheet is at the arena, before everyone leaves & the refs and



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timebox officials correct & initial it on everyone's copy. The home manager will notice a yellow triangle on when viewing the games list on the back end of the website. This is an indicator that the visiting manager has verified the stats and there is an error or missed uploading the incident report. Change the errors, this process is repeated until the game stats are correct and a green circle with a check mark appears.

Once you click on the verify, the visiting manager has the option to say the inputted stats are the same as the gamesheet or whether it has errors.



All games must be verified before playoffs start.

Any questions, please contact your tier governor.

Please ensure that your Off-Ice Officials are aware of the role they play. [a pdf version of the Off-Ice Officials Guide](#)

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### **8.a) Off-Ice Officials Guide**

Off- Ice Officials are to be nonpartisan (unbiased and not act as a parent or a fan) during the duration of the game. Off-Ice Officials should learn to have a good knowledge of the rules and must understand delayed penalty situations, coincidental penalty rules, and should be familiar with the Referee signals.

Pre-Game Before starting a game, there should be a designated timekeeper and a designated scorekeeper. Both people will be in the timekeepers box prior to the start of the game to set up everything. They will then remain there for the duration of the game.

#### **Timekeeper/ Scorekeeper Check-List**

- Prior to each game, the timekeeper and scorekeeper should be prepared with the following:
- A The League Official Game Sheet for league games
- Be prepared and ready 15 mins prior to the game
- Pens (it is always handy to have an extra pen in case one runs out of ink)

The score clock instructions provided by home association



### **Scorekeepers Duties**

The scorekeeper answers to the game officials (referees) and them alone. The scorekeeper will be in charge of the game sheet. This means that they must record all of the scoring and penalty information in the correct spots on the game sheet. The referees will provide the scorekeepers with the information regarding which player received the penalty, which player is serving the penalty, why the player received the penalty and how many minutes the penalty is for. The information regarding the period, the time the player got off the ice, when the penalty started and when the player got on the ice can be found by the scorekeeper on the score clock. In this instant, the scorekeeper should write down the exact time on the score clock. Because there is a limited amount of space on a game sheet to write in the type of the offense for a penalty, scorekeepers should use the abbreviated form for each type of penalty. Using abbreviations will also come in handy if the referee is providing the scorekeeper with information about several penalties all at once. The abbreviations for each penalty is located at the bottom of the score sheet.

### **Timekeepers Duties:**

The game clock is the only official timekeeping system in the ice rink. All activities are initiated from this one timing device. The Timekeeper is at all times - prior to a game, during a game and immediately following a game - responsible for the time displayed on this device.

### **NOTE TO OFF-ICE OFFICIALS**

Your volunteer time is greatly appreciated by the on-ice officials. If you're encountering unruly behaviour by any player or fan, please bring this to the attention of the **on-ice official** at the next stoppage of play. DO NOT wait until the end of the period or game. We expect all persons in the timebox to be undistracted, mature, respectful, and unbiased. Engaging with players from your own team or the opposing team in a questionable manner at all may subject you, your team, and your association to disciplinary action.

## **Scorekeeper:**

**Prior to the game**, the timekeeper and scorekeeper should make sure that the game sheet contains the following:

Each team has sections on the game sheet for scoring and penalties. The Visitors Teams sections will be on the left side of the score sheet and the Home Teams sections will be on the right side of the score sheet. All scoring and penalty information should be filled out in that team's section.

Each page of the game sheet must have a copy of the team rosters (if team rosters are printed off on a sticker there must be a sticker on each page of the game sheet). C- Capitan, A - Assistant Captain, AP - Affiliated player and OA-Overage players designated behind players name if applicable

All referees and linesmen will provide their referee/linesmen numbers and will sign the game sheet *at the end of the game*. Make sure that you print in the first and last name of the official if it is not legible.

Each team roster has a signature in the verified by box located below the team rosters. This can only be signed by a carded member of the team staff.

The League game number, team names, division, tier, game location, team rosters, division, date, arena, type of game, and start time are all filled out prior to the start of the game

The Roster cannot be changed or altered without the approval of an ice official (referee)



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**During the game** the Scorekeeper shall record the following information on the Game Sheet:

The goals scored

The number of the goal scorers and players to whom assists has been awarded as reported by the on-ice official. A scorekeeper cannot add assists without the on-ice officials approval

All penalties assessed by the Game Officials with the numbers of the penalized players, the infraction, the time at which it has been assessed and the duration of each penalty

Each penalty shot awarded with the name of the player taking the shot and the result of the shot

The time of entry into the game of any substitute goaltender

Advise the Referee when the same player has received his second Misconduct penalty in the same game

Notify the Referee if a player, not listed on the Game Sheet is participating in the game

Teams are allowed one 30 sec timeout per game within a regular season or playoff game. Annotated on gamesheet.

Shots on net are required to be recorded at the Atom level and up. The number of shots and whether a shot puck counts as a shot is determined by the person running the clock only. Shots cannot be changed on the scoresheet. A shot is to be counted on the premise if there was no goalie in the net, then the puck would enter the net. A post is NOT a shot on the net, a puck played at the side of the net by the goalie is NOT a shot unless it would have entered the net without the goalie. (shots can be recorded by the timekeeper on the clock, or on paper then given to the scorekeeper to put on the gamesheet)

**Scoring** - Each teams scoring section has the headings No., Per., Time, SC, and Assist.

**No.** - refers to the number of goals for that team. This section of the game sheet is already filled in with the numbers 1 through 15 and the scorekeeper does not have to add any information to this section.

**P** - refers to the period in the game that the goal is scored

**Time** - refers to the time left in the period in which the goal took place (i.e. the time left on the score clock)

**SC** - refers to the jersey number of the player that scored the goal

**Assist** - refers to the jersey number(s) for the one or two players that assisted on the goal

**Penalties** - Each team penalties section includes the headings Per., No., Serv., Offence, Min. Off, Start, and On.

**Per.** - refers to the period in which the penalty occurred.

**No.** - refers to the jersey number of the player that received the penalty

**Serv.**- refers to the jersey number of the player that served the penalty in the penalty box

**Offense** - refers to why the player received the penalty



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**Min.-** refers to the number of minutes that the penalty is for.

**Off** - refers to the time on the score clock that the player got off the ice for the penalty

**Start** - refers to the time on the score clock that the time for the penalty started

**On** - refers to the time on the score clock that the player was allowed to go back on the ice after the penalty. This section should not be filled in by the scorekeeper until after the player is back on the ice as the player may not have to serve the entire length of their penalty if the other team scores a goal.

### **After the game the Scorekeeper must:**

The first priority of the Scorekeeper following the game is to verify the completed Game Sheet and have it signed by the Linesman and Referee. Make sure you can read their names so that the manager entering it onto the website knows who it was that was on the ice.

The Scorekeeper should review and, if necessary, correct the Game Sheet with the Referee at the conclusion of each period.

After the completion of the game, the Scorekeeper shall complete the Game Sheet, don't forget to enter the end time, prepare it for signature by the Referee(s) and forward it to the proper authorities (team managers each get a copy). This includes the scorekeeper waiting around for the referee to finish writing up any incident report so that the scorekeeper can hand it to the managers.

No request for changes in any awarding of points shall be considered unless they are made by the Captain before the conclusion of the actual play in the game or before the Referee has signed the Official Game Sheet.

## **Timekeepers:**

The Timekeeper shall record and manage the:

- Game countdown before the game
- Shots on net
- All actual playing time during the game , including start time & finish time
- Start time and finish time of all penalties
- Start time and finish time of all time-outs

### **Prior to the game, the Timekeeper must:**

Discuss with the managers any special arrangements for the game (stop time, straight time, floods, etc) As per The League Regulations 6(i-l) - The league insists that coaches, on-ice officials, and off-ice officials discuss ice slot length, clock management, and frequency of floods before every game. It can only be changed by the two coaches and the officials.

A minimum of the final 3 mins (preferably 5 mins) at the end of any game shall be played stop time. If the ice slot time is running short, the clock may be adjusted to run time only if the goal differential is 3 goals or more. The home team will then not be allowed to alter the game time after that agreement has been made and initialed. Off-ice officials (timekeepers) have absolutely no jurisdiction or input into the time management process.



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Shots on Goal - Shot that would enter the net if there was no goalie. Record on clock (shots on home goalie are recorded on home side of the clock), or record on paper for the scorekeeper to put on the game sheet.

Become acquainted with the timekeeping system and its functions.

Verify that the timekeeping system is functioning properly and check the buzzer,

Check additional functions of the timing devices.

Be in place to begin the countdown procedure 10 minutes prior to the start of the game.

Follow The League Recommended minimum game ice time slots

Atom	1.5 hours		At least once/game	Min. 3 minute Max. 5 minute
Peewee	2.0 hours	3- 20 minute stop time	At least once/game	Min. 3 minute Max. 5 minute
Bantam	2.25 hours	3- 20 minutes stop time	Twice/game	Min 5 minute Max 7minute
Midget	2.25 hours	3- 20 minute stop time	Twice/game	Min. 5 minute Max. 10 minute

Teams are allowed one 30 sec timeout per game within the regular season or playoff games. When a timeout is called during run time, the clock shall be stopped until the next drop of the puck.

Minor penalties (normally 2 minutes) that are assessed when the clock is running time shall be 3 minutes in duration. Major penalties (normally 5 minutes) shall be 7 minutes. If a penalty is assessed during run time, the length of the penalty is as shown above even if the time moves to stop time at any time during the penalty.

**During the game**, the timekeeper needs to be aware of the referee when the Referee and both teams are ready for the first faceoff at center ice, the Referee will raise his hand to signal to the Timekeeper that he is ready to drop the puck. The Referee should receive the OK from the Timekeeper, indicating that the timekeeping system is ready to start of the game. From this point on, the Timekeeper must focus all of his attention on the Referee(s).

When the Referee drops the puck, the Timekeeper must immediately start the operation of the game clock.

Start the game clock with the drop of the puck by any on-ice official

Stop the clock upon hearing the Referee or Linesman whistle

Enter each goal on the clock as per referee instruction

Enter each penalty, if clock is equipped





## MANAGER'S GUIDELINES

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A few notes about your gamesheets:

- The only names allowed on a gamesheet are registered players, approved affiliates, and carded bench staff. If the manager is not on the HCR, the manager's name does not go anywhere on the gamesheet.
- Affiliates on a gamesheet are marked with "AP" beside their name. If needing an affiliate, affiliate players need to be marked "Approved" on the HCR before they play in a game. If they are on the HCR and there is no urgency to play right away, it is ok they are marked as "Pending", but they must be Approved before stepping onto the ice for that team. The regular players are Pending until well into the season, December or January, at which time you will need to upload a new HCR copy onto the website.
- Overage players need to be identified on each and every gamesheet with "OA" beside their name.

In all of these cases, if the gamesheet is not done properly, the head coach can be suspended.

### **9. GAME CHANGES-** Notice of Game Change Forms

\*\*Any game date Thurs, Jan 1, 2015, 01:00am are TBA (To be announced)

TBA's did not fit into the schedule due to teams/ice unavailability. The managers are to work together to reschedule the game. Then they will fill in a Notice of Game Change Form for the governor to change the game information on the website.

The Notice of Game Change form is an online form located on the website under the manager's header. The manager who is requesting the game change is responsible for contacting (phone or email) the opposing manager to see if a change is possible. Once both parties have agreed, the manager initiating the change fills out the Notice of Game Change form.

A team requesting to Postpone, Reschedule, Forfeit or request to play a 4-Point Game, must begin the communication process with the other team and the governor by filling out their portion of the NOTICE OF GAME CHANGE FORM and ensure it was forwarded to the correct email address. The maximum number voluntary rescheduled or postponed games (i.e. due to tournament or players being away) per season is 3

This process is best achieved by initially phoning or emailing to give a "heads-up" and to discuss it. This is followed by completing the NOTICE OF GAME CHANGE FORM on the website. Whether approved or not, the governor will close the loop and confirm the communication by emailing the form back to both teams. All 3 parties must have agreed and received the emailed form before the approval is complete and the agreement is considered binding.

The NOTICE OF GAME CHANGE FORM will be the formal document and is very important in providing a record for confirmation of the communication and the agreements.

Failure to have the Notice of Game Change Form completed before the originally scheduled game time and in the hands of the governor WILL RESULT IN THE IMMEDIATE FORFEIT OF THAT GAME.





### REASONS FOR APPROVAL

- Games will be considered for postponement only due to bad weather and/or unforeseen circumstances. Normally these requests will be considered for approval only if they are within 24 hours of game time. The NOTICE OF GAME CHANGE FORM is mandatory for these situations. Please be aware of the NAI Inclement Weather policy as listed in the Regulations. If the home team incurs a cost with the last minute postponement of a game, such as ref fees or lost ice fees, BOTH teams are to share that cost equally. Home teams are to submit an invoice to the team and CC the governor. The NAI will monitor to ensure the bill is paid in a timely manner. The game must then be rescheduled as soon as possible.

- Except for a game postponement situation, a 3-way agreed upon DATE AND TIME for the RESCHEDULED game must be indicated on the NOTICE OF GAME CHANGE FORM. The notice for RESCHEDULING a game should be made well in advance to allow associations to adjust or re-book their ice. Teams in default may be subject to pay for ice time.

- Approval for game changes will not be given to teams who give short notice for rescheduling of the game(s) to go to a tournament. They must have the approval and a rescheduled game date and time, well in advance.

- Short notice postponements will require rescheduling ASAP with a deadline to do so, at the discretion of the governor. Brief postponements will be granted for Provincial playoff obligations, but will also require immediate rescheduling. Provincial play does not mean that teams neglect League obligations

- Games that are over 200 km away are sometimes booked so the traveling team stays overnight and plays one game there and one on the way back. We will NOT allow changes to these games as this upsets the average km of travel and is unfair to the third team. Governors will use their own discretion to allow this game change request only if there is complete and full agreeance with all parties affected.

-Failure to have the Notice of Game Change form completed before the originally scheduled game time and approved by the Governor will result in the immediate forfeit of that game

The home manager uploads the ~**stats** and **game sheet** on the RAMP website within 24hrs. Click ~**Games**, locate the correct game and click the Game-sheet button.



= Game-sheet



Gamesheet Final Scores

- Final Score
- Roster
- Goals
- Penalties
- Goalies
- Officials
- Upload Files
- Plus Minus

Season	2016-2017 Hockey Season
Game #	111
Date	1/1/2017 1:00 AM
Home	Novice Preseason - Redwater Novice 1 (2)
Visitor	Novice Preseason - Camrose Novice 1 (4)
Location	Akinsdale Arena

Scores have been updated

Redwater Novice 1 (Home) Score

Camrose Novice 1 (Visitor) Score

- Overtime (OT)
- Shootout (SO)
- Live Scores
- Game is Finished

Submit Reset

**Final** tab - input final score - check Overtime, Shootout, and Complete, then **Submit** (Scores will not display on the website if Complete is not checked off)

**Roster** - Check off each individual player that are on the game sheet, **uncheck all players that did not play**, click Submit  
If Affiliated Player (AP) are showing playing more games than they actually have they most likely have been checked off on a game that they did not complete. If you have any suspended players, make sure that you check off a player and the Suspension box.

Complete all the additional tabs

**Penalties** - Choose the appropriate penalty and player exactly as shown on the game sheet.

**Stop Time Penalties** - Will be inputted onto the website exactly as on the game sheet.

**Run time** - Minor penalties (normally 2 minutes) that are assessed when the clock is running time shall be 3 minutes in duration. Major penalties (normally 5 minutes) shall be 7 minutes. If a penalty is assessed during run time, the length of the penalty is as shown above even if the time moves to stop time at any time during the penalty.

Record any minor penalty as 2 minutes in the website. The reason being that we do not distort the penalty severity or the statistics for the players being assessed the minor penalties. Therefore, a 3 minute served penalty should still be recorded as a 2 minute minor on the website. It will have nothing to do with the time keepers or the game sheets as the actual game sheet will remain the official record of the offenses with the League league and with Hockey Alberta. The website will not be used for the review or assessment of penalties.



Files - Upload Gamesheets and Incident Reports

### Game Files

**Final Score** **Roster** **Goals** **Penalties** **Goalies** **Officials** **Upload Files** **Plus Minus**

Season	2016-2017 Hockey Season
Game #	20001
Date	10/1/2016 9:15 AM to 10:15 AM
Home	Atom Preseason - Drayton Valley Atom 2
Visitor	Atom Preseason - Devon Atom 2
Location	Drayton Valley Omniplex Arena 1

### Upload File

File	File Type	Other Type	Notes
<input type="button" value="Choose File"/> No file chosen	Gamesheet ▾	<input type="text"/>	<input type="text"/>

### Current Files

No Records Found

Simply Browse your drive to select the scanned image and then upload. Be sure to select the type of upload as well. This is for uploading a copy of the gamesheet, and any incident reports that you may have. (Ensure you also fill out an Incident Report Form on the website under ~Managers)

You can also supply any notes to the upload. RAMP will not accept file names that use any symbols. Game-Sheets and Incident reports CAN NOT have the following special characters in the file name, otherwise, the file will be corrupted.

UNUSABLE File Name Characters - ! @ # \$ % ^ & \* ( ).

Suggestion of file names: gamesheet 14910 or incident 14910 Jones

Uploaded game sheets must be clear and legible otherwise, you will be asked to upload again.

When a file is uploaded the name of the file is highlighted blue eg: Strathcona vs Camrose oct 5.pdf.

The Visiting team's manager needs to verify that the information on the website is correct according to the paper game sheet they received after the game. (Yellow copy)

Click ~League Games

= Verified



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When the home team has inputted the stats, it is the visiting team's job to ensure that the stats are correct by clicking the V - any discrepancies can be documented in the notes and the home team is to rectify - nothing can vary from the official game sheet

-Green circle with check mark means the visiting team has verified the information that was posted by the home manager

- indicates that there is an error, that the home manager needs to address. The visiting manager needs to add a note addressing what the error is so the home manager can address it. Once it has been changed the visiting manager needs to verify the game. ALL games need to have the

### GOALIE STATS

According to Hockey Alberta Novice and Atoms do not designate goaltenders.

The League requires goalie stats for every level. Shots for goalies are compared to goals for players, so please educate your volunteers to do their best to keep accurate records for every player on the ice.

A shot on goal is any shot that enters the net or any shot that would normally have entered the net if there was no goalie. Shots that deflect off the posts or crossbar and stay out of the net are not counted as shots on goal. The number of shots and whether a shot puck counts as a shot is determined by the person running the clock only. Shots cannot be changed on the scoresheet.

Eg:

Player	Played	GA	Shots	WLT
33	60:00	5	51	W

The website will automatically minus the GA from the Shots and display the 46 SAV

### SCANNER APPS for IPHONE/SMARTPHONES

Should a scanner not be available, the easiest way to be able to send the game sheet or game incident reports is to take a picture with your smartphone or use one of the FREE apps that SCAN to PDF. PDF is simply a format that can be uploaded to the website and is a reasonable file size. Upon game completion, the SmartPhone can be used to take a picture of the gamesheet and email it to themselves or upload directly from your smartphone, you need to make sure that it is clear and legible. If an incident report was completed the Game Sheet and Incident Report can be emailed directly from your phone to both yourself and to the Governor. Once you are at your computer you will be able to simply save the files from your email and then upload to the website during the gamesheet input.

A few FREE Apps that were tested to be useful for this purpose were:

- ScanToPDF Mobile
- CamScanner
- Smartphone camera

Both the above have FREE versions that create multipage PDF Documents in a single file. There are several other APPS that may work as well. We will ask that everyone confirm the file quality before uploading or sending to the governor.



## GAME SHEETS

- All game sheets and Game Incident Reports must be uploaded onto the website within 24 hours for preseason and playoff games and 48 hours for regular season games.
- The home team manager/coach must retain all of the original white copies of the game score sheets and the referee incident reports until the end of the season. The originals are to be made available at any time upon request. The League suspensions ONLY are determined and distributed by the discipline coordinators.
- Once a game sheet has been input into the website by the HOME team it will be the responsibility of the VISITING team to verify the accuracy of the input. This will include reporting any errors.

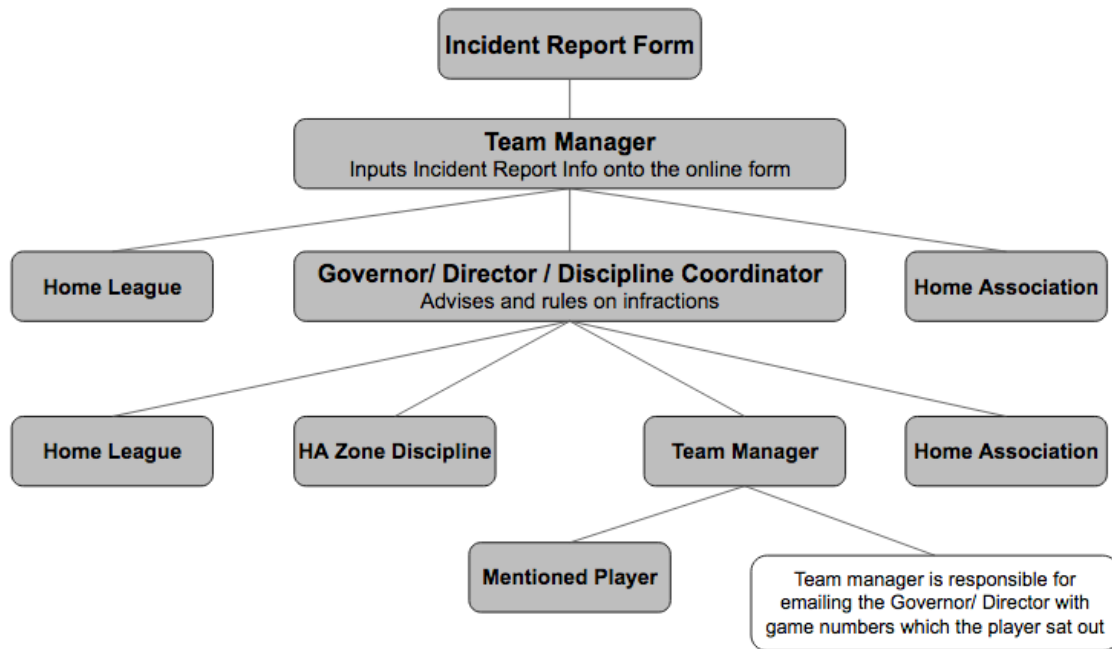
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## 10. INCIDENT REPORT

An Incident Report is official documentation of an issue that has happened before/during or after a game. This report is to be filled out by the official after a game recording the penalty ruling, and the official's description of the incident. The League Incident Report has 3 copies, one that stays with the official, one goes to the home manager, and one to the visiting manager.

It is the manager's duty to ensure that incident reports are filled out correctly. This can be done by reviewing the incident report at the arena. If clarification is needed, the manager is to go to the other manager then proceeds to discuss with the official. Managers/people are not permitted to enter the referee room, and shall not approach the official without the other manager present. The discussion can only be regarding clarification of the recordings written on a game sheet or incident report. NO DISCUSSION at all is to be had with the official regarding his/her assessment of a penalty issued.

1. It is the team manager of the impacted player's responsibility to complete this form after an incident has occurred during The League Hockey League game. The home manager is to upload the electronic .pdf, .jpg version of the incident report as they are inputting the stats and game sheet, but the manager of the player which is named on the incident report is to fill out the form with the information from the completed Incident Report. This is the fastest way for the information to reach the Discipline Coordinators for a ruling.
2. Upon completion of the form, a copy will be automatically emailed to the appropriate Governor/Director/Discipline Coordinator, Association President and a copy will be sent to the impacted manager (if inputted correctly) The Governor/Director/Discipline Coordinator will advise and rule on the incident according to Hockey Alberta and NAI Terms of Reference. The Governor/Director/Discipline Coordinator will then forward the email thread with their ruling to the Hockey Alberta Zone Discipline Coordinator, and Association President, and the team manager.



**11. AFFILIATIONS**

Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the Player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games. Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he shall be considered an "Ineligible Player". However, if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may thereafter affiliate an unlimited number of times.

Appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of an alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specially noted on the official game report.

The Affiliate Player must show as APPROVED on the HCR before they are allowed to play. We follow Hockey Alberta rules for affiliates.

Moving Novice Players to a different Novice team or moving an Initiation Player up to play a Novice game is fine so long as the players are registered in the Intro To Hockey Program. No approval from the league is needed provided the team coaches are not abusing the intent of affiliation to make stronger teams or compromising the aspects of Long Term Player Development. The player will be listed on the HCR and the players name will be on the Half Ice Game Report.

During Playoffs, there are other rules for affiliations. See the Playoffs section for further details.



**12. TIERING** - tiering schedules are posted on the season timeline

Tiering is the first few weeks of the hockey season (Preseason). All teams in a Division are placed into one big group to aid with team movement. The Tiering Committee arranges a few games with teams that they feel will aid in the decision on where each team is to be placed for the regular season. Teams may play games that are a great challenge, easy win, or a great game, it is all designed to help tier many teams in a short amount of time. During this time if teams would like to share/ voice their opinions on their teams tiering placement, they are required to ask their Association President to fill out the Tiering Request Form ~ located in the NAI website.

Since during Preseason all teams are under one Division, Preseason. So, at first glance, you may not be able to know what tier the team has registered in. If you click on Standings, there you will see the teams divided up into the subdivisions according to the tier. Preseason games may be crossing over into other tiers. This may be to measure your team's strength but it may be to test the other team as well.

If we need to discuss your team's placement, your Association President and / or League Rep will receive an email or phone call from one of our executive. Make sure you have informed your home President and League Rep on your thoughts about the team's abilities.

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**13. STATS ABBREVIATIONS**

MP = Minutes Played

GA = Goals Allowed

SA = Shots Against

SAV = Saves

SAV% = Save Percentage

GAA = Goals Against Average

SO = Shutouts

EV = Even Strength

PP = Power Play

SH = Short Handed

PS = Penalty Shot

EN = Empty Net

GWG = Game Winning Goal

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#### 14. Important Links

[Hockey Alberta](#)

[Hockey Canada](#)

#### 15. Playoffs

For full details, refer to NAI Regulations, Section 13 and Section 19

NAI hosts playoffs for every Division and Tier in U11 through to U18. Team are given a one-time opportunity to Opt Out of Playoffs prior to the start of the first round. Teams and Associations will be given ample notice when this Opt Out option expires.

- When teams in any tier or division are tied for points in the final (official) standings of the regular season, the following tie-breaker procedure will apply:
  - 1st) Team with most wins overall
  - 2nd) Team with the best record between the tied teams
  - 3rd) Team with the highest goal ratio using the following formula:

Formula =

Total Goals For

---

Total Goals For + Total Goals Against

- 4th) Team with lowest penalty minutes accumulated
  - 5th) Single toss of a coin by the Tier Governor.
- At the start of the series, look at the Playoff Format posted, see who you play, call the manager of your opponent, and make game arrangements. We expect the same rules to apply as in regular season - offer at least two reasonable times to the team, **fill out the Notice of Game Change making sure you use the correct game number**. The games must be played any time up to and including the day listed on the format "play by date". You cannot have any extensions for any playoff series.
  - "Venue", or which team has home ice advantage, goes to the team who finished highest in regular season standings, even if you are in the final round of playoffs. The only exception to this is if the two teams have already met in playoffs once. In that case, the team who won the previous playoff series receives venue. All disputes over venue will be settled by the governor. Note - the playoff draws may not always show venue. Please refer to the listed games for more accuracy.
  - **Game results must be posted in 24 hours.** As well, we are asking that **all Incident Reports are submitted within 4 hours of the game**. This is to give the Discipline Coordinators time to make their ruling and get back to you, especially since some of you will need the decision right away for the next day's game. If you do not hear from the Discipline Coordinator within 5 hours, you should contact him. Please make certain you





have filled out the Incident Report and that you have a copy of both the game sheet and write up. Verify the games as soon as you notice they have been posted. If there are errors, note them, and call the manager to explain so they are aware and can fix it right away.

- **All affiliation requests must be made 48 hours ahead of time.** Fill out the online form. Each time you want to play the affiliate, even if it is the same one, you must fill out the request. Just because the player is approved once, does not necessarily mean he is approved every time. Know the rules regarding affiliate players. They are different for Midget and tiers 1,2 3 than for tiers 4,5, and 6. Goalies are also in their own category for affiliation. Read the regulations. Check with your governor.
- Know that an affiliate can still be denied if he/she is designated an impact player. The player's impact is researched by a committee ahead of approval, which is why we need to know the intent to use the affiliate 48 hours ahead of time. This committee is made up of the tier governor, senior governor, 1st VP, and President.
- For a 2 game, totals goals series (team with the most goals after playing two games wins):
  - First game can end in a tie but the second game must play to a win using tie breaker rules (NAI Regulations 13 (k)). Watch the score. You may need an overtime at the end of the second game even if the score for that game isn't tied, because the number of total goals each team has in the series may be tied.
  - There is a Mercy Rule. If there is an 8 goal or more differential, the series will be considered complete. Should there be a goal differential of 6, both teams will be permitted to agree, in writing to the President, 1st V.P., Senior Governor, and Tier Governor, to consider the series complete.
  - If the two game series happens to be playing for a banner of Gold / Silver or Bronze, there is no Mercy Rule, and both games must be played.
- In a Best of 3 Series, each game must play to win. No ties allowed.
- In Round Robin Games, each game must play to win. No ties are allowed in Round Robin.
- Overtime rules are 5 minutes of 5 on 5 stop time sudden death - first team to score, wins. If still tied at the end of 5 minutes, the teams do a shootout. Home team decides who shoots first. Do a set of 3 shooters first. Best of those wins. If no goals are scored in the first set of 3, after that, the set becomes one and one. (Refer to NAI Regulations 13 (k) for rules regarding overtime and shootout). **Managers should discuss the handling of the process for overtime before the start of the game.** Each year we receive complaints about a game being close or tied in the 3rd period and then "all of a sudden" timekeepers and refs say they have to do run time because they are running out of their assigned slot time. Managers with this situation in their home (where they are restricted on time and absolutely cannot run the clock over a certain time) are advised to be proactive and speak with the other manager. They can agree to do a 10 minute run time at the start or middle of the game or do nothing but just be made aware



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that if they have to go to run time in the 3rd period during a close game, it is not a ploy to gain an advantage. Hockey Canada Rule 5.7 covers game time.

- When 2, 3, or more teams in any tier or division are tied for the number of wins in the final (official) of a playoff round robin series, the tiebreaker procedure will be the same as for the regular season (see 12 h)
- Contact your governor when you move onto the banner round so the governor can make arrangements to get the banner to the game for the award ceremony at the end. Home teams are encouraged to plan for a small quick ceremony congratulating each team for a good series, thanking team staff and parents for their commitment, and a bit of time for the banner to be handed out and pictures to be taken. If time is limited, explain it to the teams beforehand so they can be respectful and be quick and avoid the victory laps, etc.

In U13, U15, and U18 League banner winners in tiers 1 through 4 will be asked to compete in Hockey Alberta Provincial Championships where they will play in a tournament versus all the other League Champions across the Province.