

# BOX COORDINATOR

## Overview:

Each VMHA team (U11-U18) will require a Box Coordinator who is responsible for score clock, score keeping, and penalty box. This also includes training, scheduling, and game sheets for both home and away games.

## Responsibilities:

### Training

The Box Coordinator is to train parents to:

- Run the score clock ([Blitz App](#))
- Fill out paper game sheets ([scratchpads – NEAHL](#))
- Fill out home & away electronic game sheet ([Ramp Gamesheet App – NEAHL](#))

### Scheduling

Schedule Parents to operate:

- Score Clock – inputting and keeping track of time, score, penalties, and shots on the score board for home ice (*this may vary for away games depending on teams being played*)
- Score Keeper – fill out paper or digital game sheet
- Penalty box – run home and away penalty box

### Game Sheet

Before game, the Box Coordinator must:

- Verify home and away roster information with teams' Manager or Coach
- Fill out paper games (scratch pad)
- Verify and sign-off electronic game sheet to initiate electronic game sheet

After game, the Box Coordinator must:

- Verify and collect scratchpad game sheet or white copy of paper game sheet
- Update, verify games sheet and check with Team Manager before signing off on electronic game sheet.

### RAMP Game Codes

Box Coordinator will obtain NEAHL RAMP App codes from Team Manager that are required to access the electronic game sheets for both home and away games.

## REFERENCES

- NEAHL Gamesheet App information [North Eastern Alberta Hockey League: Website by RAMP InterActive \(neahl.ca\)](#)