

# Team Manager's Guidebook



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2009-2010

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# Welcome

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Welcome to Twin Bridges Youth Hockey!

Some of you have been involved in youth hockey while others have not. This booklet is a guide for all team managers. While it is not all inclusive, it is a great guide. We are glad you have stepped up to the responsibility of team manager. It is not an easy task, but you do satisfy your volunteer hours by doing so! ☺

Good Luck and have a Great Season!!

If you have any questions, please contact:

Melissa Reader  
618-975-9597  
[m-reader@hotmail.com](mailto:m-reader@hotmail.com)

Annette Raftery  
618-659-9975  
[a.raftery@att.net](mailto:a.raftery@att.net)

Sabrina Cunningham  
618-444-1352  
[scunningham@sahc.org](mailto:scunningham@sahc.org)

# Websites

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Twin Bridges Website:

[www.lightninghockey.org](http://www.lightninghockey.org)

- Team Managers section for any news

UPHL Website:

[www.uphl.org](http://www.uphl.org)

- Rules for AA Squirt – Midget teams

Missouri Hockey Website:

[www.mohockey.org](http://www.mohockey.org)

- Award Patches
- End of Season Banner
- Stop Signs
- Travel Permits
- Rink Locations/Directions
- Background Screening

Missouri Ice Hockey Officials Association:

[www.oswebs.com/miho/organizations](http://www.oswebs.com/miho/organizations)

- Scheduling referees for practice games

# Screening Process

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**Missouri  
Hockey Inc.**

[www.mohockey.org](http://www.mohockey.org)

Child abuse is a significant social problem we face today. Recent public opinion polls rank the problem second only to drug use as a national concern. Missouri Hockey recognizes the potential for such abuse to exist within our organization. Consequently, the Missouri Hockey Board of Directors has adopted a screening program to minimize the possibilities for such abuse to take place. You and your Association's participation and support of these policies reflect your concern about our children's safety in our hockey programs as well as your willingness to take steps toward preventing child abuse and its detrimental effects.

The new online screening program includes but is not limited to all coaches, assistant coaches, trainers, team managers, on-ice officials, billeting families of players, and anyone with routine access to children in USA Hockey programs.

The instructions, together with the online instructions and prompts provided by the Acxiom Information Security Services (Acxiom) website, will guide you through the Missouri Hockey online background screening process. Sample website screens and directions are available by clicking the link below.

All questionnaires are confidential and answers are confidential. All questionnaires will be submitted for a background record check. When you have successfully completed all phases, your name will be added to the list of people eligible. Our plans are to post this list on the Missouri Hockey website at [www.mohockey.org](http://www.mohockey.org). When this process is successfully completed you are eligible to be a coach, assistant coach, trainer, on-ice official, billeting family, or team manager.

To maintain confidentiality Missouri Hockey utilizes an outside online firm, Acxiom Information Security Services, process the background checks. The applicant will receive a copy of their background check they will receive an email from Acxiom. If the background check report contains an infraction(s) a review committee will review the information. The review process will consider the severity of the infraction, the applicant's answer, the time passed since the infraction, and any other pertinent facts. During this process the confidentiality of the applicant will be protected. An appointed committee will review the information gathered and any recommendations prior to rendering a decision. The ruling of the committee shall be in force from the time of its ruling.

Should the applicant wish to appeal the decision of the committee the applicant will have fourteen days from the date of notification to file a written appeal. The Missouri Hockey Board of Directors, or a committee appointed by them, will hear any appeal of the committee's ruling. If the committee's decision is upheld the appellant may appeal to Missouri Hockey Board of Directors, or their appointees, and state all the facts to be considered. The ruling of the Board of Directors, or their appointees, will be final and not subject to further appeal to Missouri Hockey or USA Hockey.

Thank you for your assistance and support in making ice hockey a safer and more enjoyable sport for all youth.

Good for three years, each team will be reimbursed by Twin Bridges for one individual. Contact Treasurer for refund and submit receipt.

# Screening Process

## Continued

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The following instructions, together with the online instructions and prompts provided by the Acxiom Information Security Services ("Acxiom") website, will guide you through the Missouri Hockey online background screening process. Sample website screens are also provided below for reference.

Under federal law, volunteer organizations must secure a signed consent/release form from each individual on whom a background check is to be requested. Consent/Release Forms are supplied online.

### How Do I Log In

Each individual must set up an online account through Missouri Hockey's Acxiom website. To begin:

1. Log on to the internet web address: [www.mybackgroundreport.com](http://www.mybackgroundreport.com)
2. The first time you visit the main web page, you will enter the Partner Code for USAH1226 (Screen Sample 1)
3. In the login and password fields. Click on "I am a New User."(Screen Sample 1)

### Setting up an Account

1. The following required business information must be inserted (Screen Sample 2):
2. Business Name: Missouri Hockey, Inc. Company ID: MOHOC01
3. Contact Name: MOHOC Screening Administrator Phone: 314-842-6466
4. Address 1: 11648 Gravois Rd., Suite 110 Fax: [leave blank]
5. Address 2: email: [lboyd@apspower.com](mailto:lboyd@apspower.com)
6. City: St. Louis Re-enter Email: [lboyd@apspower.com](mailto:lboyd@apspower.com)
7. State: MO
8. Zip: 63126
9. Select Email as the method you would like to receive your final reports. (please note that the final reports are emailed to the MOHOC screening representative, not back to the applicant). (Screen Sample 2)
10. Next, choose a personal login and password. This will allow you access to the website after your initial registration to submit additional background check requests (Screen Sample 2).
11. Review and accept the Certification (Screen Sample 3), Liability Agreement (Screen Sample 4) and the Adverse Action Instructions (Screen Sample 5).
12. Under federal law (Fair Credit Reporting Act), it is required that employers/volunteer organizations provide Notification to their volunteers/employees before a background check (or consumer report) is requested. In addition, the law requires that written authorization and consent be obtained from each individual prior to the requesting of any consumer report. Your checking of the accept box(es) constitutes your authorization and consent.

### Ordering a Background Check

1. After completing the registration process, a screen showing "backgrounds requested" will appear. On the right side margin, you will need to select "Order a Background Report". (Screen Sample 6)
2. The next screen will ask for information on the individual you are requesting the background check be processed (Screen Sample 7).
3. When all information is entered, click "submit" at the bottom right-hand side of screen.
4. A confirmation report screen will appear, showing the individual's name and summary of charges. Click on "submit" at the bottom right-hand side of screen.

### Payment for Background Checks

1. Payment via major credit card is required at the time of the background request. After the background check is ordered, a billing and payment information screen will appear. You must complete the required information fields to proceed.
2. Click on submit at the bottom right-hand side of the screen.
3. You will receive immediate payment approval and confirmation. Please make a copy of your Request ID number.

### Contact Information

If you experience technical difficulties when registering online or otherwise need help, additional background check information is available from Acxiom by contacting:

Kristy Belan  
Phone 1-800-853-3228 ext. 4685  
Email to: [customermail@acxiom.com](mailto:customermail@acxiom.com)

### Background Check Results

Average turnaround time for processing and completing background checks is 2-3 business days. Missouri Hockey will post a list of those individuals who have been screened.

Under federal law, any individual who fails the background check must be provided with a copy of the report, along with a Summary of Rights under the FCRA (Fair Credit Reporting Act) and a toll-free telephone number and address. This is required should the individual wish to dispute or question information contained in the background check report. See Missouri Hockey Screening Policy for your right to appeal an adverse result.

# Team Funds

All team funds need to be retained in a separate checking account, DO NOT use your own personal account for team activities. Although it is not mandatory to establish a team Checking account, it is strongly advised. These team checking accounts are subject to audit by the Board of Directors for Twin Bridges or its agents at any time. All documentation must be retained for a period of 1 year from the end of the regular season.

- All team members are to be provided a detail of team monies both income and expense on a monthly basis.
- All team funds received should be deposited in a timely manner.
- Team guidelines for funds and an estimate of expected expenses should be provided to all team members at the beginning of the season.
- Teams should decide amongst themselves as to how much they want to spend or fundraise.
- Monthly team dues and start up fees are normally collected, especially if no fundraising event is planned.

An example of estimated expenses (this is a Travel team):

<b>"Estimated" Expenses</b>	<b>Number of Events</b>	<b>Average Cost per Event</b>	<b>Estimate</b>	<b>Overall Estimate</b>
<b>Referee's for Practice Games</b>	40	\$ 50	\$ 2,000	\$ 2,000
<b>Tournaments</b>				
Local	2	\$ 800	\$ 1,600	
Out-of-Town	3	\$ 845	\$ 2,535	
Travel Permits	3	\$ 20	\$ 60	\$ 4,195
<b>Bench Items</b>				
Waterbottles	1	\$ 27	\$ 27	
First Aid Kit	1	\$ 30	\$ 30	\$ 57
<b>TBL/Dinner Auction (Cash or basket)</b>			\$ 125	\$ 125
<b>Miscellaneous</b>			\$ 50	\$ 50
<b>Potential Team Expenses</b>				<u>\$ 6,427</u>

<b>"Potential" Cost per Family</b>	16			\$ 402
Less Start-up dues	1	\$ 50	\$ (50)	
Less Monthly Dues (Oct - Feb)	5	\$ 25	\$ (125)	\$ (175)
<b>Remaining Cost Per Family</b>				<u>\$ 227</u>
<i>After deducting Start-Up &amp; Monthly Dues, each family could have a balance of approximately \$227. This would be collected as needed. Working a fundraiser would further reduce your personal out-of-pocket expense.</i>				

# Fundraising

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There are various fundraising activities your team can do. Need to start early so you don't have to ask for a lot of funds up front.

Some examples are:

- Hold a Golf tournament
- Hold Mouse Races
- Sell pizzas, candy bars, candles, baskets, etc.

Fundraising should be discussed with your team. Make it clear how you are going to handle those who chose not to participate.

You want to make this a fun year for the kids!

TBL fundraising committee will offer various fundraising activities that benefit the club as a **whole**. Please encourage your team and their friends to attend/participate in order to help keep our fees down for next year. TBL has offered e-script Schnucks cards for TBL family and friends. For every purchase, a % of the purchase goes directly back to TBL. Please contact Darrel Ditto at [tbregistrar@gmail.com](mailto:tbregistrar@gmail.com) for additional cards.

# Stop Signs / Flags

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Missouri Hockey Youth Division requires all players to have a red stop sign patch attached to their playing jerseys per the rule. Stop signs must be permanently attached to the jersey. Signs may be sewn, silk screened or ironed on the jersey. Tape and safety pins are not allowed. Starting in 2007, the stop signs are already attached when ordering new jerseys.

American Flags are optional. They can be obtained from the East Alton Pro Shop. They are to be attached to the left sleeve 1 1/2" below the shoulder (3/4" above # on sleeve).

## **RULE 207(b): STOP SIGNS**

In an effort to prevent checking from behind which can result in serious injury, all Missouri Amateur Hockey Youth Division players participating in Missouri Hockey YD Travel League games, practice games, GRHL games, and house games shall be required to wear a stop sign affixed to the rear of their jersey just below the collar line and above their number. Any MAIHA-YD player attempting to play in a YD travel league game, practice game, GRHL game or house game as described above without the aforementioned stop sign affixed to his or her jersey shall be assessed a minor penalty and thereafter shall not be allowed to participate in the game until such time as a stop sign is affixed to the rear of his jersey as prescribed above. Only players on AAA and CSDHL teams are exempt from this rule.

# Miscellaneous

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## **TBL Golf Tournament/Annual Meeting**

Each year Twin Bridges hosts a Golf Tournament/Annual meeting. The Organization will ask for \$150 and a bottle of alcohol to be raffled at the Golf Tournament. Make sure these expenses are factored into your team's "estimated expenses". The Golf Tournament/Annual Meeting will be in June. Look for information later on the website.

## **Game Requirements**

At **ALL** games, the team manager is responsible for bringing a binder that includes a copy of each player's:

- Birth Certificate
- Consent to Treat Form (also required for coaches)
- Medical History Form (strongly recommend if child has a medical condition)

***If the above documents are not on file prior to first league game, player must sit bench until they are received.***

For all home games, the team manager needs to solicit workers from the team, for the following duties:

- Score keeping
- Penalty box
- Time clock

## **Bench Requirements**

Each team is required to purchase a First Aid Kit and water bottles. Twin Bridges will supply 20 pucks at the beginning of the season. The First Aid kits **MUST** be on the bench for **ALL** practices and games. Coaches must have their coaching badges in plain view for the referees.

## **Protective Equipment**

All mouth guards need to be "colored" – no clear mouth guards are allowed.

## **Score Sheets**

Score sheets are three-parts and each page requires labels. You will need :

- 3 Player Roster Labels (Avery 8163 or 5163 - 2" x 4", white (Registrar has each team's roster)
- 3 Coach labels (Avery 2181 – 1/3" cut filing labels, white  
Coach's Label should include: Position, Name, CEP number, Level, Year Earned for each coach and include team manager's name. Sample excel spreadsheet for labels on TBL website.

## **Rosters**

Provide a roster to your team members. Some team managers even make up small laminated wallet cards with phone numbers.

**Waiver of Liability forms do not have to be completed because they are done online when the IMR was done prior to registration.**

## **Team Pictures**

Team Pictures should be taken during YOUR scheduled ice time. Do not ask to take another team's ice. Photographer is team's choice. Pictures are not required.

## **Team Webpage**

If you would like to volunteer and maintain a team webpage for your team, below is a list of some free sites to get you started. They all include areas for your schedule, scores, roster and team announcements such as fundraising. All of these sites have additional functionality for an additional cost, but they will be a team cost approved by team vote.

Go to one of the sites below, create your site and email the link to [tbtryouts@live.com](mailto:tbtryouts@live.com) so the link can be added to the [TBL Team Contacts List](#).

[www.eteamz.com](http://www.eteamz.com)

[www.hometeamsonline.com](http://www.hometeamsonline.com)

[www.teampages.com](http://www.teampages.com)

[www.teamopolis.com/](http://www.teamopolis.com/)

**Team websites are required for Pee Wee levels and up.**

# Consent to Treat/Medical Form



## USA Hockey Consent To Treat/Medical History Form



This is to certify that on this date, I \_\_\_\_\_, as parent or guardian of \_\_\_\_\_, (athlete participant), or for myself as an adult participant, give my consent to USA Hockey and its medical representative to obtain medical care from any licensed physician, hospital, or clinic for the above mentioned participant, for any injury that could arise from participation in USA Hockey sanctioned events.

If said participant is covered by any insurance company, please complete the following:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Parent/Guardian/Adult Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Excess accident insurance up to \$25,000, subject to deductibles, exclusions and certain limitations, is provided to all USA Hockey registered team participants. For further details visit [usahockey.com](http://usahockey.com) or contact USA Hockey at (719) 576-USAH.

### COMPLETION OF MEDICAL HISTORY INFORMATION BELOW IS OPTIONAL

#### EMERGENCY CONTACT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Hospital of Choice: \_\_\_\_\_

#### MEDICAL HISTORY

If the answer to any of the following questions is yes, please describe the problem and its implications for proper first aid treatment on the back of this form.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Head Injury<br><i>(concussion, skull fracture)</i> | <input type="checkbox"/> Asthma              | <input type="checkbox"/> Allergies _____ |
| <input type="checkbox"/> Fainting spells                                    | <input type="checkbox"/> High blood pressure | <input type="checkbox"/> Diabetes        |
| <input type="checkbox"/> Convulsions/epilepsy                               | <input type="checkbox"/> Kidney problems     | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/> Neck or back injury                                | <input type="checkbox"/> Hernia              | _____                                    |
|   | <input type="checkbox"/> Heart murmur        | _____                                    |

Have you had (or do you currently have) any of the following?

Have you had a recent tetanus booster?  Yes  No If yes, when? \_\_\_\_\_

Are you currently taking any medications?  Yes  No If yes, please list all medications on back.

Has a doctor placed any restrictions on your activity?  Yes  No If yes, please explain on back.

3C Rev 3/08

# Zip Codes

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## **Twin Bridges Zip Codes**

62001, 62002, 62010, 62018, 62021, 62024, 62025, 62034, 62035,  
62040, 62046, 62048, 62058, 62060, 62061, 62062, 62067, 62074,  
62084, 62087, 62088, 62090, 62095, 62097, 62234, 62249, 62272,  
62281, 62294, 63031, 63033, 63034, 63042, 63045, 63134, 63135,  
63136, 63138, 63145, 63147

## **Shared Zip Codes**

63044 Rockets  
62234 Southern Illinois

## **Open Zip Codes**

63019, 63026, 63028, 63103, 63104, 63106, 63107, 63113, 63115,  
63118, 63120, 63121, 63137, 63140

# Gender Equity Policy

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Date: February 22, 2007  
From: USA Hockey, Inc.

Subject: GENDER EQUITY POLICY – Co-Ed Locker Rooms

The issue of co-ed dressing arrangements in locker rooms continues to come up, and USA Hockey is frequently asked to provide some type of guideline about dealing with such situations. Teams, leagues, associations and USA Hockey need to recognize that there are gender equity issues to deal with when managing a co-ed locker room setting. Both female and male privacy rights must be given consideration and appropriate arrangements made.

USA Hockey's member organizations should consider the following:

1. Recognize that it is an issue that must be dealt with and that favoring one group over another can produce legal ramifications;
2. Recognize that the ideal situation of using two, separate dressing rooms is not possible in many ice rink/arena settings;
3. Recognize that it is an issue that will increase in visibility as girl's/ women's participation in USA Hockey continues to grow; and
4. Recognize that it is an issue for members who are participating as players, coaches and officials.

Our recommendations, made in conjunction with the Girls'/Women's Section, the Coaching Education Program and the Officiating Program, are as follows:

**NOTE:** Make certain that two properly screened adults are present in locker room settings to supervise. Arrange to provide supervisors who are of the same sex as the children they are to protect. Please follow Coaching Ethics guidelines.

- A. Where possible, have the male and female players undress/dress in separate locker rooms; then convene in a single dressing room to hold the coach's pregame meeting;
- B. Once the game is finished, hold the coach's post game meeting; then have the male and female players proceed to their separate dressing rooms to undress and shower (separately), if available.
- C. In those cases where separate facilities are not available, have one gender enter the locker room and change into their uniforms. That gender then leaves the locker room, while the other gender dresses. Both genders would then assemble in the locker room and hold the coach's pre-game meeting.
- D. Following the game and the coach's post game meeting, where separate facilities are not available, the second gender group enters the locker room and undresses, while the first group waits outside until they have undressed and left the room. Once the second group leaves, the first group enters the locker room and undresses.

**NOTE:** Taking turns is a means of 'reasonable accommodation', so neither gender group is favored, nor is "the ones who always have to wait" and it's fair.

Failing to establish some type of similar procedure, or failure to seriously consider the privacy issues will likely lead to complaints and/or lawsuits. By being proactive on this issue, everyone [coaches, players, officials, volunteers and parents] can enjoy the sport without the worry of legal actions or the invasion of privacy concerns arising.

Lastly, reinforce to all players, coaches, officials, volunteers and parents that your organizations are going to take this issue seriously. It is not acceptable under USA Hockey's By-Laws – Policies on Physical and Sexual Abuse – for members to be observing the opposite gender while they dress or undress. Members and volunteers who violate USA Hockey's policies, or who violate the privacy rights of others, could be subject to appropriate discipline.

Your attention to this topic and to preventing problems arising from this issue will be greatly appreciated. We are grateful for your cooperation and assistance in providing an enjoyable, safer experience for USA Hockey's membership.

# Volunteer Policy



## Volunteer Policy (2009-2010)

The Twin Bridges Lightning Organization operates solely on a volunteer basis. It relies on its members to keep it running smoothly and allows us to keep our programs as affordable as possible. The more the membership participates, the stronger the organization will be. For the 2009-2010 season the Twin Bridges Lightning Organization is requiring all families to perform 5 hours of volunteer service to the club. All Member Families will be assessed the Volunteer Fee of \$75.00 at the time of registration for the 2009 – 2010 season. Once the family has completed their 5 volunteer hours, this form needs to be completed and returned for refund of their Volunteer Hours Payment. All forms are due by **July 15th, 2010**. There are a number of items listed below that count towards your volunteer hours, and any other activity may be submitted to the Board of Directors for approval and addition to this list.

### **APPROVED ACTIVITIES and may be amended at any time by the Board of Directors:**

- Refer a Player to the club (satisfies all hours; must register by 12/31/09 for this season – after 12/31/09 counts toward 10-11 season)
- Head Coach (satisfies all hours)
- Assistant Coach (satisfies all hours – maximum of two assistant coaches per team will be credited)
- Team Manager or Team Webmaster (satisfies all hours - only one each per team – webmaster must develop and maintain team site)
- Board Member (exempt in year of service and any member completing 3 years of service will satisfy any future requirement)
- Community/School representative (equal to hours worked)
- End Of Season Tournament (Mo Hockey League Representative - equal to hours worked)
- Registration and Evaluations (equal to hours worked)
- Marketing Activities/Public Relations (equal to hours worked)
- Chairing a committee (R&D, Coaching, Fundraising, etc. - satisfies all hours)
- Working a TBL Sponsored Event – Golf Tournament, Hockey Tournament or Other Fundraiser (equal to hours worked)
- Learn To Play (On-ice coach or assistant, equipment fitting, collection, organizing - equal to hours worked)
- Bingo Worker (2 nights worked satisfies all hours – DOES NOT APPLY TOWARD PERSONAL BINGO CREDITS)

### **ACTIVITIES NOT APPROVED for satisfying the Volunteer requirement:**

- Time clock, Scorekeeper or Penalty Box worker for Mo Hockey Games.
- Any activity that is not pre-approved by the Board of Directors.

### **Volunteer Hours Reporting (2009-2010)**

Date of Service: \_\_\_\_\_ Activity: \_\_\_\_\_  
For player referral - list new member

Number of Hours: \_\_\_\_\_ This satisfies my requirement: Y / N

Player Name/Names: \_\_\_\_\_

Volunteer Name: \_\_\_\_\_ Relationship to Player: \_\_\_\_\_

Address: \_\_\_\_\_

Approving Member: \_\_\_\_\_ Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Once this form must be turned in (via your Team Manager) to the Director of Team Managers or mailed to: Twin Bridges Lightning, Director of Team Managers, P.O. Box 1286, Alton, IL 62002 you will be issued a refund check for your fulfillment of the TBL Volunteer Program**

**This form is also available on the website [www.lightninghockey.org](http://www.lightninghockey.org) or from your team manager.**

# Practice Game Fees

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## Officials

All practice refs are billed to the club and must be paid by the team. Each team needs to forward enough funds to cover 3 practice games by October 15<sup>th</sup>. The fees are as follows:

<b>MOAM MINI MITES</b>	<b>\$ 43.08</b>	<b>60 min</b>
<b>MOAM MITES</b>	<b>46.40</b>	<b>60 min</b>
<b>MOAM SQUIRTS</b>	<b>46.40</b>	<b>60 min</b>
<b>MOAM SQUIRT AA</b>	<b>54.10</b>	<b>60 min</b>
<b>MOAM PEEWEE</b>	<b>59.62</b>	<b>60 min</b>
<b>MOAM BANTAM 2-MAN</b>	<b>70.64</b>	<b>60 min</b>
<b>MOAM BANTAM AA</b>	<b>76.16</b>	<b>60 min</b>
<b>MOAM MIDGET 2-MAN</b>	<b>81.68</b>	<b>60 min</b>
<b>MOAM MIDGETS MIN</b>	<b>114.74</b>	<b>90 min</b>
<b>MOAM MIDGETS MAJ</b>	<b>137.90</b>	<b>90 min</b>

These funds should be mailed to:

TBL  
Attention Treasurer  
P.O. 1286  
Alton, IL 62002

Funds need to be paid to the Treasurer for any additional practice games played . Please mail your check to the above address when you schedule the practice game officials.


# Requesting Officials

[www.mihoa.org](http://www.mihoa.org)

You are responsible for scheduling referees for practice games. These requests **must be submitted at least 5 days prior to event**; otherwise, contact Tom Woolf at [wtwoof@swbell.net](mailto:wtwoof@swbell.net).

Below are screenshots showing how to obtain a password. Select TEAM on second screen.

**Screen 1**



Missouri Ice Hockey Officials Association  
Leagues and Teams 2007-2008


Select Year  
 2007-2008 Username    
 2006-2007 Password

[Having Trouble? Send us an email](#)  
Session cookies must be allowed to gain access

**Don't have a Password?**  
[Request one here](#)

**Forgot your password?**  
If your email address is correctly recorded in our database we'll email your login information to you.  
Enter your email address

**Screen 2**



Missouri Ice Hockey Officials Association  
2007-2008

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**Complete and submit this form**  
We'll send you your password by email.

Last Name  First Name

- You may return to this page to register for more than one Organization or Team >

Home Phone   
Business Phone   
Fax   
email

- You may select an Organization or a Team - not both.
- If your Organization or Team is not listed you cannot obtain a password. Your Organization must be registered with MIHOA to appear on this list.
- Organization Officers may request an organization password  
**Team personnel MUST request a team password**

Title   
Organization   
Team

# Score Sheets

<http://www.mohockeyyd.org>

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The home team will be responsible for mailing in score sheets. Referees will not mail in the score sheets. Please make sure you mail the score sheets and enter game scores per the time frames detailed in the rules.

Score sheets (original copy) are to be mailed to the Missouri Hockey Office within two days of the day the game was played. Failure to mail the score sheet by the set timeframes will result in a financial assessment to the offending club at the discretion of the MAIHA – YD Executive Committee or President. Financial assessment shall be \$10 per incident.

Score sheets arriving at the Missouri Hockey Office which are **incomplete and not legible** will result in a financial assessment to the offending club at the discretion of the MAIHA – YD Executive Committee or President. Financial assessment shall be **\$10 per incident**.

## **NEW THIS YEAR:**

***Since we have had a lot these in the past, each team will need to forward \$50 as a deposit for incomplete/not legible and missing score sheets. Please forward your funds to TBL P.O. Box 1286 Alton, IL 62002, Attn Treasurer.***

Envelopes and score sheets will be distributed to each team at the mandatory coaches meeting 10/03/09.

## **ENTERING SCORES**

The home team (coach or manager) will be responsible for entering game scores into the web site. The final game score should be entered within 48 hours of the game. Failure to enter the score by the set timeframe will result in a financial assessment to the offending club at the discretion of the MAIHA – YD Executive Committee or President. Financial assessment shall be \$10 per incident.

## **LEAGUE GAME SCHEDULING PROCEDURE**

League game will be scheduled via the INTERNET starting with the 2007 season. The traditional scheduling meeting will not be held; however, a mandatory coaches meeting will be held.

Below are the highlights:

- Paper based scheduling process has been eliminated
- Coaches will schedule games over the INTERNET by calling or emailing fellow coaches to schedule games during a pre-determined time period toward between 10/07/2009 through 10/18/09
- All GRHL and travel team games will be scheduled using the web site
- Web site will require user id and password to access.
- Coaches meeting will be held in October to review new rules, pick up rule books, score sheets and other information.
- New web site will include entering scores, standings and listing of schedules by league (GRHL and travel), division (Mite, Squirt, etc.), level (AA, A1, etc.) and team
- New process will provide coaches the flexibility to schedule games at their leisure and in the comfort of their own home by simply logging on to a web site with a user id and password.

# Score Sheets

Continued

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Missouri Hockey supplies each team with a set of score sheets for league and practice games at the annual scheduling meeting. The official Missouri Hockey Score sheet must be used for all league games.

Each team receives a supply of score sheets and self-addressed, stamped envelopes at the annual scheduling meeting. The home team will supply the score sheet. At the end of the game, after the referees have signed the score sheet, it should be given to the home team manager. The home team manager will mail the score sheet to the Missouri Hockey office.

## HOW TO COMPLETE A SCORE SHEET

**Prior to the start of the game complete the following:**

**Division/Level** – Please check the division level, i.e. mite, squirt, etc.

**Tier I/Tier II** – Circle the appropriate level, i.e. AA, A1, GRHL, etc.

**Enter the League Game ID Number.** The league game ID can be found on your schedule on the MO Hockey web site.

- Go to [www.mohockey.org](http://www.mohockey.org)
- Click on Youth division
- Click on schedule
- Click on your division (middle column) For example, Bantam A1. This will give you the master schedule for all Bantam A1 games.
- Locate your game by the date.
- On the left hand side there will be a number beginning with a YD or GR. That is your league game id. (YD= Travel, GR= GRHL)
- Please use the prefix of YD or GR with the number.

**Enter the name of the Home Team**

**Enter the name of the Visitor Team**

## Coaching Staff / Roster Information

This is where your “roster” and “coach” labels come in handy. Place stickers in appropriate areas of the score sheet. Or, if you do not have stickers, complete the score sheet as follows:

- Enter the names of the coaches. First coach listed is the head coach. This information is needed for every game. It would be a good idea to keep this information to be used on the next game.
- Enter CEP# (Coaching Card Number) Level – will be a 1, 2, 3, or 4. (Can be found on the coaching card).
- Year CEP level attained (also found on the coaching card)
- Have the head coach sign the score sheet prior to the beginning of the game. This verifies the roster and allows him the opportunity to list any suspended players or team officials

**During the game complete the following:**

Scoring by Period Box

**List the number of goals per period**

Total the number of goals for each to get the end of the game score

# Score Sheets

Continued

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## Visiting/Home Team Scoring

- P = period goal scored (1st, 2nd, 3rd, OT)  
Time = Check the scoreboard and write down the time shown  
G = Player number who scored  
A = 1st A is the player number who assisted first  
A = 2nd A is the player number who assisted first

It is helpful, but not necessary, to mark a goal as "sh" (short-handed) or "pp" (power play) for your statistician.

NOTE #1: The referee should give you this information. For example the referee will say goal by #10 from #2 and #44. You will put #10 in the G column, #2, in the 1st A column, and #44 in the second A column.

NOTE #2: Check that the players who have scored or assisted are actually listed on the score sheet. If they are not listed let the referee know.

NOTE#3: Note any goal that was scored while the goaltender was off of the ice (open-net goals)

## Visiting/Home Penalties Boxes

- Per = period penalty received, i.e. 1, 2, 3, or OT  
NO = Number of player receiving the penalty  
Offense = reason for the penalty. The referee will give this information to you. (For example - #10 White, tripping)  
MIN = Number of minutes of penalty. This will usually be 2 but it could be 5 or 10. The referee will tell you how many minutes.  
Off = Check the scoreboard and write down the time the penalty was given.  
Start = Will usually be the same as the time off. The only time this will not be the case is when there are already two penalties on the clock. This is not a real important stat so if you don't know this one just leave it blank.  
ON = this is the time the player is allowed to leave the box. If there was no goal scored the time would be 2 minutes later than the time off. If a goal is scored, check the score board for the time of the goal and enter this time as the on time. (This is important for stat purposes to determine if a power play goal has occurred.)

NOTE #1: Multiple penalties go on multiple lines (e.g. A minor and misconduct for checking from behind is two penalties and must be recorded as such). If there are more penalties than will fit on the score sheet, use a second score sheet.

NOTE #2: Penalty shots must be recorded in the penalty record. A penalty shot counts towards the team's 15 penalties in a game, regardless of whether a goal is scored or not. Record the time, player taking the shot, and the result of the shot.

NOTE #3: Immediately inform the referee of any player that has received 5 penalties in the game (remember, penalties like checking from behind counts as two penalties). After the game, inform the referee whether either team received a total of 15 penalties in the game.

## Goalkeepers Saves

This is the number of shots that did not go into the net. The goalkeepers are sort of the forgotten players when it comes to stats. An easy way to keep saves is to make a hash mark on the side of the score sheet or on a scrap piece of paper for every save. Draw a line under the last save each period. At the end of the game add them up and place them in the correct box. Record the period and time that each goaltender entered the game after the game has started.

**Game Start Time** - This is the time the game begins. Check the wall clock or your watch.

**Finish Time** - This is the time the game ends. This is real important for games that are unfinished. Check the wall clock or your watch (the wall clock is preferable if available).

**Time Outs** - If a team takes a time out, record which team took the timeout, the period, and time the time out was taken on the bottom of the score sheet.

**Official Scorer** - Print your name legibly.

## Helpful Hints

- Have a scrap piece of paper at the scorekeeper's table to write down the information given to you by the referee. You can then enter the information on the score sheet after play has resumed and things are not hurried. This paper can also be used to keep saves for the goalkeepers.
- If you know you are going to keep score for a game, ask your coach/manager for the score sheet in advance. You can then have all the header information filled in before the game begins. Be sure to ask your coach if you have any suspended players and be sure that you enter that name in the SUSP box at the end of the roster section of the score sheet.
- If your team has designated captains and alternates, a letter "C" or "A" needs to be next to their names.