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## *Western Collegiate Roller Hockey League Home Game Checklist*

### **Game Scheduling:**

- Contact the League Director at least 1 month prior to the event
- Home Team – confirm date/time/location w/ League Director via email
- Visiting Team – confirm date/time/location w/ League Director via email
- League Director – email both teams with OK to proceed

### **Home Team Responsibilities:**

- Record the game (DVD, tape, Digital/Youtube)
- Arrange Rinktime
- Arrange Scorekeeper
- Contact League Director to schedule Officials
- Give Scorekeeper copies of:
  - WCRHL/NCRHA Official Scoresheet
  - Copy of filled-out scoresheet, as an example
  - WCRHL Rules Summary
- If necessary, pay the rink and officials. Otherwise the WCRHL will send payments the week following the game.
- Email/Fax completed scoresheet to League Director within 48 hours, for posting of statistics on WCRHL website
- Provide written description of all incidents (injuries/penalties/possible suspensions/disciplinary action) written by Officials, within 48 hours
- Provide written game summary to League Director within 48 hours, for posting on WCRHL website
- Provide game tape to League Director
  - Via Youtube/email
  - Via DVD
  - Via tape

### **Responsibilities of both teams**

- Play the game in a manner that is respectful and within the rules. Disciplinary action will be taken for any on- or off-rink incidents.