

Coach/Manager Handbook – Eastman Minor Hockey (updated Nov 2019)

Info: <http://emh.goalline.ca/>

Our Eastman Goalline website includes all the info you should require throughout the season

You can also get the GOALLINE app on your phone!

TABS – at the top

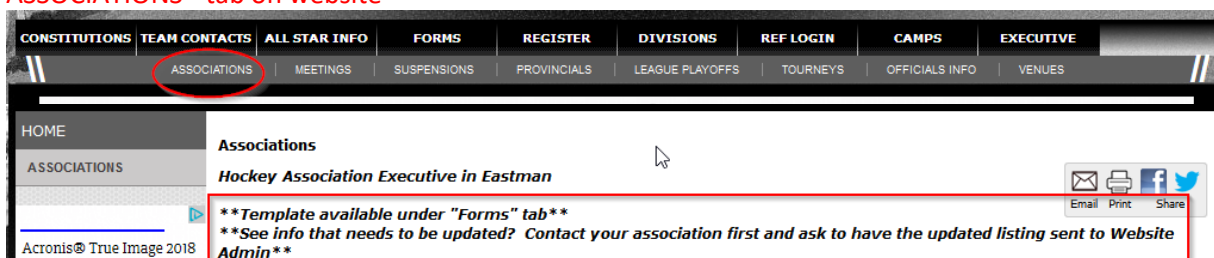


- ❖ Team contacts; Divisions; Tournaments; Suspensions; Playoffs; etc.

Please refer here for all information

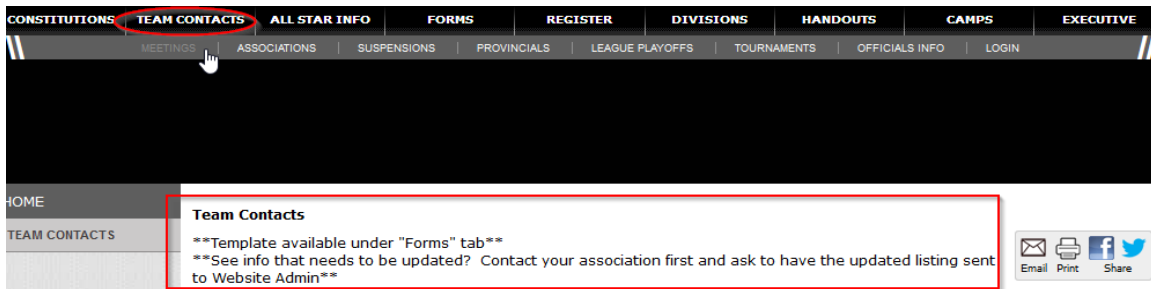
- ❖ You own association website will have info as well, but this website is the website to ensure first hand info at all times pertaining to the Eastman league you are playing in.

ASSOCIATIONS - tab on website



- ❖ There is a deadline for submitting template - but the sooner the better helps everyone
- ❖ Please refer to ASSOCIATIONS tab for further instructions as outlined in the screen-shot above
(Website admin - TBA) info@eastmanminorhockey.ca

TEAM CONTACTS - tab on website



- ❖ Each team requires at least one contact – with phone # and email. If not, then a board executive is to be listed as contact until coach/mgr in place and list updated. Send templates in ASAP. Please refer to TEAM CONTACTS tab for further instructions as outlined in the screen-shot above

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All league dates are posted under **EMHA CALENDAR** (middle right side of website)

- League meetings will begin mid-to end of September and are listed within this calendar as well as other meetings and or dates to be aware of throughout the season
- All meeting agenda's are emailed to each Association President prior to upcoming. Every association has to have at least 1-rep in attendance. Afterwards, the meeting minutes are posted under MEETINGS tab for everyone to review
- Associations will bring registration #'s to initial September meetings and enter teams in leagues
- The League will set levels teams are to play in according to guidelines set within the league constitution
- Certain exceptions may apply depending on team #'s, how many new/returning players, etc.
- Depending on how many teams are entered into each level, is how the league schedule is set

Typically levels will fall in the following categories & levels:

Novice A, B, C Atom A, B, C Pee Wee A, B, C Bantam AA, B, C Midget A

- Teams start out in these categories; if movement is required, the league will decide by Dec 1.
- Realignment may be considered – if so, some teams will move up or down in category within their level depending on situation
- The Statistician/schedulers will make the necessary adjustments and will reflect updated schedules within goalline – Associations will communicate this with each of the teams if necessary for games with direction from the statisticians/schedulers
- A mini season start may be scheduled for younger levels (ie: Novice & Atom) for better placement. A 6-game, 6-week schedule may be created to start off; then placement will be decided & league schedule developed for remainder of season. This will be decided at Sept league meetings
- Bantam AAA, Midget AAA and Eastman Female teams are handled separately
These particular teams need to submit their league schedules to our Eastman schedulers Bob/Shannon shannon_normandeau@hotmail.com to be posted on our Eastman goalline website for refs from our region to be assigned for their home games. Otherwise, these team schedules & stats run through their own team websites

League Dates in General: (each season – dates will change accordingly)

For the Most part:

- ❖ We split the season in 2 equal halves so that we have equal amount of weekends per half.
- ❖ This allows schedules to be balanced.
- ❖ Please be aware the 1st half does not go till Cmas but will follow dates set at 1st league meeting (usually start of Dec)
- ❖ Note sometimes Novice is different than the other older levels; please make sure you get info from Sept meetings

Oct 18, 2019 = LEAGUE START (Atom-PW-Bantam) (no league games allowed prior)

Nov 1, 2019 = LEAGUE START (Novice only) (no league games allowed prior)

Nov 24, 2019 = Grey Cup Sunday (no games scheduled after 3pm)

Dec 23, 2019 to Jan 2, 2020 = Christmas Break (no leagues games allowed without league approval); resumes on Jan 3rd

Jan 10-12, 2020 = Atom & Bantam Provincial weekend

- ❖ Black out wknd for all Atom & Bantam teams – can only use this weekend later for rescheduling make up games, if both teams are not partaking in provincials

Jan 17-19, 2020 = PeeWee & Midget Provincial weekend

- ❖ Black out wknd for all PW & Midget teams – can only use this weekend later for rescheduling make up games, if both teams are not partaking in provincials

Jan 24-26, 2020 = Development, Director's Cup, Rising Stars (no league games; no exceptions) for PW, Bantam & Midget

Feb 2, 2020 = Super Bowl Sunday (no league games scheduled after 3pm)

Feb 9, 2020 = Last day of league play (Mandatory all league games to be completed by, or 500.00 league fine)

Feb 10, 2020 = STATS day – statisticians to finalize all standings prior to playoffs layouts

? = Playoff meetings (all playoff formats will be decided here – do no email asking)

Feb 14, 2020 = Playoffs start (no playoff games scheduled prior to this weekend) Dates and layouts will be set at the league playoff meetings for each playoff round accordingly.

Note – no All Star this year; and Drop Dead/no games after Mar 26th

Note - SUNDAY A.M.'s – goalie development

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Communication: All Communication with EM league executives is to come from your Association board members. There will be some situations where you will need to contact an EM executive, but...

- ❖ Coaches & Mgrs should be talking to their association first hand with regards to all questions
- ❖ Your association President will bring questions to the League if they cannot answer them for you
- ❖ This will limit the amount of emails the EM Executives get throughout a season
- ❖ Your association is in place for that reason. If you have a question, then likely someone else is wondering the same and an association email can be sent to address it; so please go to your association first

League Fees:

Fees are set each season at September League meetings

- ❖ Associations send League fee payments to league finance person as detailed at meetings
- ❖ Information will be provided in meeting minutes – see MEETINGS on Goalline website

Ice: All ice requirements will be provided at Sept league meetings - but here is the basic info

- ❖ A determined amount of slots needed for scheduling will be set for each level/each team - all to be submitted via email on a template provided by the league schedulers. This allows all ice to come in a like format with limited data-entry or mistyped info as scheduling is within a rushed 10 day to 2-week time frame
- ❖ Association ice conveners provide ice slots to the League scheduler. Teams are not to send in ice slots – only Association ice conveners to: **shannon_normandeau@hotmail.com**
- ❖ Ice submissions are to be due to league schedulers (approx) Sept 29 (date will be set at meetings)
- ❖ League schedules will be posted to goalline when completed – please don't email asking
- ❖ League schedulers will communicate with Association Presidents & ice conveners only about schedules to start off with. Once the season is underway, the team managers deal with ice slots and communication with the league schedulers/statisticians
- ❖ Schedules are normally completed around or just after Thanksgiving weekend in October (again, please do no email asking when they will be ready as that delays our scheduling time)
- ❖ All communication should be with your association only

League Start:

Leagues will be scheduled to start towards the end of October depending how the month falls and how fast schedules can be completed. This will be set at Sept league meetings

- ❖ In the past, some seasons have started out with Novice, Atom & Pee Wee getting underway on the 3rd weekend of Oct. Then Bantam & Midget starting the following weekend and extending their season 1 weekend more in Feb. This staggers the starting points and ending points which helps for scheduling & ref assignments as well; all determined at league meetings. Some have mini season starts; others all start the same. Again, all determined at Sept meetings.

League End:

League play normally ends after the 2nd weekend of February.

- ❖ Dates will be set at the Sept League meetings. League dates are usually already on the calendar prior to Sept
- ❖ All games are mandatory and have to be played by league end date or a 500.00 league fine will be assessed
- ❖ So don't let rescheduled games fall too far as all have to be played
- ❖ No league play extension will be allowed as game STATS need to be finalized for League Playoff meetings
- ❖ If weather is an issue the final weekend of league play, the league will address at that time

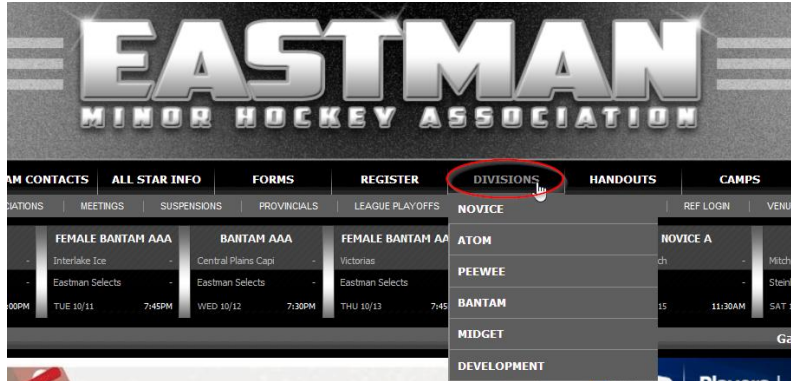
Game slots (2018-19):

| | |
|-----------|--------------|
| Novice | 1.0 hr slot |
| Atom | 1.25 hr slot |
| Pee Wee | 1.5 hr slot |
| Bantam B | 1.5 hr slot |
| Bantam AA | 2.0 hr slot |
| Midget | 2.0 hr slot |

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League Schedule

Your team's schedule will be on goalline – under DIVISIONS – mid October when schedules are done
Select correct division within the drop down



The face page of your division will be the standings

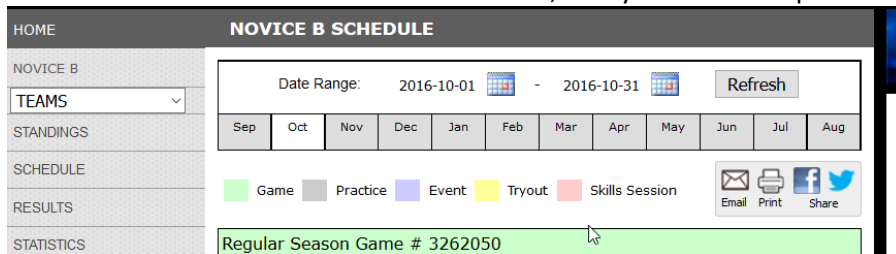
The screenshot shows the NOVICE B STANDINGS page. The left sidebar has links for HOME, NOVICE B, TEAMS, STANDINGS, SCHEDULE, RESULTS, STATISTICS, NOVICE A, NOVICE C, and FEMALE NOVICE. The main content area shows the 2016-2017 Regular Season Standings. A table lists teams and their performance metrics.

| | GP | W | FW | L | T | FL | GF | GA | PTS |
|--------------------------|----|---|----|---|---|----|----|----|-----|
| Lorette | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Mitchell | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Niverville / Ste. Agathe | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pineview | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Southern Steelers | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Steinbach | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lac du Bonnet | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Rat River | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Springfield Blue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Springfield White | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| St. des Chenes | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| La Broquerie | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| St. Anne | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Left side you can select your team, or just select schedule

- ❖ If you select your team, then below it, you will have to select schedule afterwards. It will display ONLY your team's schedule
- ❖ If you select schedule first, it will bring up the whole league schedule for ALL teams in your division

Then there will be tabs with the names of the months, that you can select per month to display games



Each game will be assigned a # that you refer to ALL games you play, in emails, on game sheets, etc

- ❖ When game sheets are sent in via email, the scores will be put on goalline and will show once updated by statisticians
- ❖ Game sheets are due within 24 hrs after each game. The HOME team sends in game sheets
- ❖ Statisticians will update within the next 48 hrs after depending how many they have to enter
- ❖ Please watch your own schedule to ensure game details are correct – like date/time/location
- ❖ Errors need to be caught so that teams/refs show up to the correct game (date/time/location)
- ❖ As well, families can follow when & where games are

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Rosters:

All rosters need to be entered into HCR (Hockey MB Database) by each Association Registrar

- ❖ This happens prior to season start. And needs to be approved by zone registrar before the 1st league game.
- ❖ Eastman asks that each player's jersey # be entered into the database system so that rosters view/print in player # order for comparisons to that of each teams' game sheets. Otherwise the rosters view in alphabetical order and game sheets are to be in listed in player # order. This is done by the Association registrars
- ❖ Each team is to be provided with a copy of their own 'approved' roster. This shows who is rostered and who isn't. Those that are NOT listed on the team's Approved Hockey MB roster cannot be on the bench or game sheet until approved! If a coach/or player is listed on a game sheet but not on approved roster, this is an illegal player and forfeit of the game will be assessed - no exceptions
- ❖ It is the team's responsibility to communicate with Association registrar when a player needs to be added or deleted from the team's approved roster. If this does not happen prior to the next game played and a player is not added or deleted accordingly, forfeit of game will be assessed which is very disappointing for all

Refs:

Each association has their own ref-in-chief. Each RIC assigns the refs for their home games scheduled on the Eastman Goalline website.

- ❖ All HOME league games, all HOME tournament games, all HOME exhibition games, etc - need to be on Eastman Goalline website for assignment of referees
- ❖ Communication with your association is very important within this process
- ❖ Once the original schedules are released, it is up to the HOME team to communicate with their RIC & league schedulers/statisticians with any change(s). See GAME CHANGES for details
- ❖ All game details need to be current at all times so refs can be booked for correct dates, times & locations of games
- ❖ Refs are assigned through our EM goalline website, so when a game is changed, it has to be changed on goalline
- ❖ Keep game details up to date and watch EM Goalline website closely! The schedulers are human and can make mistakes when entering any game changes so if caught it can prevent issues like ice conflicts, unnecessary travel, etc.
- ❖ If there becomes a 15 min time change (+/-) for a scheduled game, we may not change it on the website as all changes made to games within the website program, knock off the current ref assignments and new ones need to be re-assigned. So it is more work for everyone. But an email is still required to notify all involved of this change and for refs to arrive for correct time booked
- ❖ Home team/associations are required to pay for their local refs. Each association will have their own rules about payment. Refs used for Exhibition & tournaments may be handled differently. Refer to own association for info
- ❖ Assignment of refs during playoffs follows a slightly different format than that of regular season. Refs are to be paid during the 2nd & 3rd period, along with mileage in the case of
- ❖ Playoff ref info will be posted each year under the PLAYOFFS tab; otherwise please refer to your association RIC

Tournaments:

Associations book their own tournament weekends; Schedule placed on Goalline is a 25.00 charge

- ❖ Teams attending tournaments, book themselves into tournaments - only 2 weekends are allowed to be blocked out when submitting ice for the original schedules at season start
- ❖ When a team books into a tournament once the season has started, then communication is required to the opposing team to reschedule any games (follow game change chart)
- ❖ Tournaments are only placed on goalline for ref-assignment. Teams will be TBA if not already set up in that level.
- ❖ No scores are entered; No game sheets need to be sent in after, unless a suspension was handed out during game

Stats: Only game stats (wins/loses) are calculated on goalline. Player stats are not done through the league.

- ❖ Each team is responsible for all their own copies of their game sheets
- ❖ Please keep your copies for 1 full year to refer back to. Some kids within the higher levels will go on to tryouts or camps which will need player stats. The game sheets from the season come in handy even if player stats are not kept as a whole. The statisticians will not provide this info at year end

All-Star date:

At the Fall AGM, 1 date will be set (sometimes in Jan; sometimes end of season; maybe not at all)

- ❖ Each level within Pee Wee, Bantam & Midget will have an all-star game; if voted to do all start at all.
- ❖ An Association will volunteer to be the host community of these games
- ❖ League info will be sent to each association in Dec; no league games allowed on this date

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Game Changes: shannon_normandeau@hotmail.com (Bob & Shannon = schedulers/statisticians)

Game changes require communication & proper details in a quick and timely fashion

- ❖ In the event of your team requiring a change, or the opposing team contacts you requiring a change - please follow the chart provided

| |
|---|
| Home team requires a change |
| <ol style="list-style-type: none">1. Email the away team Mgr ASAP - 2 wks notice is required for regular changes If due to weather, please email & then CALL the opposing team as well.<ul style="list-style-type: none">- Association RIC & ice to be notified right away of cancellation- Statisticians only require email after RIC & home ice is aware- so deal with the opposing team, your RIC & your ice 1st in all cases2. Contact your home ice convener for ice options for away team to choose from<ul style="list-style-type: none">- or have ice options before hand to include in email to away team3. Wait for away team response; follow up if necessary4. Communicate with away Mgr to agree on a change5. Confirm new date/time/location to ensure all is correct6. When confirmed, HOME team includes statisticians in final email (follow game change - email format when emailing statisticians)7. Watch Eastman Goalline website to ensure changes are updated correctly |
| Away team requires a change |
| <ol style="list-style-type: none">1. Email the HOME team Mgr ASAP - 2 wks notice is required for regular changes If due to weather, please email & then CALL the Home team as well.<ul style="list-style-type: none">- Association RIC & ice to be notified right away- Statisticians only require email after Home team is contacted- Please deal with contacting the opposing team 1st in all cases2. Communicate with the other team, for ice slot options3. Home team is to provide 3 slots to pick from4. Agree between yourselves which slot works5. Confirm new date/time/location to ensure all is correct6. Home team will take care of home refs/ice changes/emailing statisticians7. Watch Eastman Goalline website to ensure updated details are posted correctly |

Emailed example:

- ❖ This example is required when sending to the statisticians. They receive a lot of emails, so proper details are required or they cannot locate easily within the website to edit games
- ❖ Failure to notify the statisticians of a game change will be a 10.00 fine

Subject line: Game Change Level Game# Date Time Away team @ Home team

ie: Game Change NA 456789 Oct 30 6:30pm Steinbach @ La Broquerie

Body of email: ie: Date changed to.....Time changed to....location changed to..... etc.

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TBA Games:

TBA games - on the EM website, TBA games are games that are “to be assigned” – meaning they need to be re-scheduled between the 2 teams

- ❖ TBA games are set as a FAKE date on the website; they will sit as the last day of the current month, as a reminder to be scheduled so they don't get overlooked. The date that is labelled to a TBA is a fake date. Please disregard the date – it is just for goalline to recognize and place it somewhere within the schedule where we can all see it
- ❖ Sometimes a TBA is set right from the beginning of the season if ice cannot be allocated that works for both teams. Or if there was not enough ice slots given. The 2 teams then have to come to an agreement to book a date/time/location for that game to be played. The HOME team will provide some slots for the opposing team to pick from
- ❖ Scheduling these TBA's are very important to do so right away if possible. Waiting too long can result in lack of ice or time to play. Not playing a game scheduled results in a hefty fine.
- ❖ **All rescheduled games need to be emailed to statisticians ASAP. Please recap in email what the game details are on the website, and then what the NEW details are now, so statisticians/schedulers can change them accordingly**

Exhibition Games

Each association & team is responsible for booking their own exhibition games

- ❖ These are handled just like a game change, except you won't have the game # until we add it into the Goalline system, within the exhibition game schedule
- ❖ Send the statisticians an email, with all the details of the game
- ❖ All email must be cc: to your ref in chief
- ❖ Subject: Exh game – Date – time – location – away team @ home team
- ❖ Bob & Shannon Normandeau will book it on Goalline
- ❖ After its booked, they will reply back with your game # in the subject line.
- ❖ If any further changes are to be made to the game, you can reply back to the last email so that they have the proper info to work with, including game # they sent you after adding the game into the system
- ❖ Game sheets do not need to be submitted afterwards for stats purposes like league games do
- ❖ Unless.....there is a suspension handed out during the exhibition game
- ❖ If there is a suspension during the game, then the game sheet must follow normal regulations and be submitted to the statisticians within 24^{hrs} after the game.
- ❖ As well, the serving game must be sent afterwards; but all suspensions can only be served during league or sanctioned play. Not during another exhibition game
- ❖ Please make sure exhibition games are sent in, so that the refs can be booked for your game
- ❖ Please do not send in an exhibition game slot, unless the league game in place of it has been rescheduled
- ❖ Otherwise, it will give an error as the ice slot will be showing as a duplicate
- ❖ Send in the game rescheduling 1st
- ❖ Then send in the exhibition game scheduling to us afterwards so there isn't a confusion around the slot being used

Affiliated Players - AP's:

AP's are used when your regular rostered players are missing or injured.

- ❖ **Please ensure you abide by rules, or game(s) will be forfeited – no exceptions**
- ❖ **See EM hockey League Constitution for rulings on this**
- ❖ **See limits and regulations so you don't have to explain afterwards to your team that their win resulted in a forfeit. It has happened and is not an easy thing to hand out or receive.**

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Game Sheets:

Info at the top of each game sheet – is to be properly filled out at all times

- ❖ Game #'s are found on Eastman goalline website, under Divisions, then level & then schedule
- ❖ The date played is most important. If it was a rescheduled game, the date prior isn't necessary
- ❖ Please make sure teams are written on the correct home & away sides of the sheet
- ❖ Please ensure your proper level is indicated, especially after any realignment if you changed levels
- ❖ The VERIFIED BY: section below each of the roster listings, is to be signed each team verifying the players/coaches
- ❖ Please verify the game sheet after the game as well, to ensure the score was detailed correctly
- ❖ Divide the triplicate copies accordingly: white copy stays with home association/coloured copies are for each team
- ❖ Even if a suspension happens, the game sheet is still required to be sent in by league deadline (24hrs after each game)

Goals:

P = Period when goal scored
Time = Time when goal scored
SC = is the "scorer"
1st Asst = is the 1st assist
2nd Asst = is the 2nd assist

| SCORING | | | | | |
|---------|---|-------|----|----------|----------|
| NO. | P | TIME | SC | 1st ASST | 2nd ASST |
| 1 | 1 | 10:27 | 8 | 7 | 19 |
| 2 | 1 | 7:20 | 18 | 8 | 7 |
| 3 | 1 | 2:56 | 4 | — | — |
| 4 | 2 | 9:32 | 4 | 10 | — |
| 5 | 2 | 8:47 | 19 | 8 | — |
| 6 | 2 | 6:51 | 11 | — | — |
| 7 | 2 | 1:37 | 5 | 4 | 11 |
| 8 | 3 | 9:27 | 11 | 4 | — |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |

Penalties:

| | |
|---------|--|
| Per. | = is period when penalty happened |
| No. | = player No. Of player who got the penalty |
| Serv | = player No. Serving the penalty |
| Offence | = Penalty description/codes at bottom of sheet |
| Min. | = how many minutes the penalty was assessed at |
| Off | = When penalty was given |
| Start | = When penalty starts/usually same as OFF time |
| On | = When players goes back on ice after penalty |

[illegible]

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When emailing game sheets to the statisticians, please follow the example below:

Subject line: Game sheet Level Game# Date Away team @ Home team

Example: Game sheet AA 123456 Oct 30 Lorette @ Steinbach

- ❖ Please email a PDF or jpeg copy of game sheet. Please make sure copy is legible!!
- ❖ Game sheet team listings need to be SORTED by jersey # - not sorted alphabetically by name; see below
- ❖ List by player # and then 1st/last name (as per example below)
- ❖ **Please put names as listed on your approved Roster** Do not put A. Smith or John D. as we don't know who that is
- ❖ **Every game sheet HAS to have a safety listed, as well as all coaches who are on the bench for that game**
- ❖ **Only those on your team's approved roster are allowed on the bench during a game.**
- ❖ **Stickers or Hand written, need to be like the below example & please write legibly**
- ❖ **(G) is for goalie or goalies; AP is for Affiliated players;**
- ❖ **Please sign the "Verified By" section for each team, on their side of game sheet under the roster listing**

Example:

Atom A - Association/team name

1 - George John (G)

3 - Fried Eggs

6 - Beef Medley

7 - Tom White

10 - Fig Nuton

12 - John Wayne

16 - Frank Hardy

17 - Tim Cook

18 - Jessie James

19 - Connor Tims

30 - Adam Grass (G)

8 - Brad Cake - AP (Novice A)

16 - Kirk Dunn - AP (Novice C)

Coach - Kyle Note

AC - Nathan Sombody

AC - William Smith

Safety - Clint Acer

Mgr - Greg John

- We ask that all registrars enter the jersey #'s per player into the HCR database, so that the rosters will be listed the same as what you are putting on the game sheets
- You should always be following your roster as that's what we refer to. So if something on your roster is different than your game sheet, you will get questioned
- Games may be forfeited if you have a player/coach listed that is not on your approved roster. Game sheets and rosters should match at all times
- The time keepers and Refs...need it sorted by jersey # order; then name (as per example above)
- When you submit an approved roster for a tournament, it should read the same as that of what you write on your game sheets. Easier for people who work with it afterwards
- There will be exceptions - like a jersey # change. That's fine - just cross off & write correct info beside. You don't have to rewrite the listing or start a new game sheet. Those exceptions will happen
- If you make stickers, they too should be listed like above example. Then just cross off players if not in attendance or change a jersey # last minute if the kid forgot theirs!
- Game Sheets must include GAME # at all times. Game #'s are found on goalline within your team's schedule
- Please make sure you have the correct game # at all times and include with all communication (ie: emails)

MOST IMPORTANT if a player is not playing....they NEED to be crossed off (best to keep your normal roster listing the same, and then just cross off the player that is sick or injured or missing). Then it shows clearly and the number count should match the players actually dressed & on the ice. Your game sheet is the proof of what the game was. If a player wasn't there, but wasn't crossed off - then you may have to forfeit if too many players are listed on game sheet especially when AP's are involved. Once game sheet is submitted that's the final record.

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Provincials:

Every year, Provincial emails will be sent out; a Provincial meeting is then held in Dec.

- ❖ Teams enter accordingly, or opt out prior to deadline; if you withdraw after deadline, there is a fine
- ❖ All provincial formats are governed and set by Hockey MB
- ❖ The League RIC will assign headmen for ALL games but local linesmen will be assigned by home RIC so games need to be sent to statisticians ASAP so refs can be assigned through goalline
- ❖ 48 hrs notice is required for all game bookings or refs may not be available
- ❖ If refs are not available then game will have to be rescheduled
- ❖ Provincial games take priority over league play. League games may have to be rescheduled but played by season end
- ❖ Refs are to be paid between periods during provincial playoff games as most will travel in, so fees plus mileage will be paid between 2nd and 3rd periods. Confirm with your home RIC for these costs prior to each game
- ❖ Provincial TAB on Goalline, will hold info & Matrix; each level will be divided between tabs at bottom of Matrix
- ❖ Games are booked between the teams themselves and then sent to statisticians by home team – then will be placed on and assigned within goalline and display within each Division schedule accordingly; CC: **Nick Grenier** on all emails!

Email example:

- ❖ Failure to notify statisticians of a game will be a **25.00 fine** as refs have to be booked through goalline
- ❖ 24hr deadline by HOME team to submit game sheet after each played game, or **25.00 fine**

NOTE: Please send email as per example below.

- You will not have a game # as Goalline only assigns the Game # after games are entered

So after emailing the Statisticians with the below format, they will reply back, adding the assigned game # within the subject line. Then you will have the game # to put on your game sheet; as well please use the same email to reply back to the Statisticians attaching your game sheet within 24hrs after game played.

Subject line: Provincials – Level - Round Date Time Away team @ Home team - location

ie: Provincials – MA - Round 1 Jan15 6:30pm LaBroquerie @ Mitchell, in Mitchell

ie: Provincials – Atom AA – Round Robin Jan20 7:30pm Niv @ Steinbach – TG Smith

ie: Provincials – PWAA – Round 2 Jan30 7:30pm IDC @ Rat River, in St. Malo

Playoffs:

Every year, the playoff meetings will be set (normally for 2nd week of Feb) after league play is complete

- ❖ All league games have to be complete, or fines for unplayed games will be handed out
- ❖ A league format will be detailed under the PLAYOFFS tab on the EM goalline website
- ❖ The League RIC will assign headmen for ALL games but local linesmen will be assigned by home RIC so games need to be sent to statisticians ASAP so refs can be assigned through goalline
- ❖ 48 hrs notice is required for all game bookings or refs may not be available
- ❖ If refs are not available then game will have to be rescheduled as weekends fill up pretty fast come playoff time
- ❖ Refs are to be paid between periods during playoff games as most will travel in, so fees plus mileage will be paid between 2nd and 3rd periods. Confirm with your home RIC for these costs prior to each game

Email example:

- ❖ Failure to notify statisticians of a game will be a **25.00 fine** as refs have to be booked through goalline
- ❖ 24hr deadline by HOME team to submit game sheet after each played game, or **25.00 fine**
- ❖ Playoffs TAB on Goalline, will hold info & Playoff Matrix; each level will be divided between tabs at bottom of Matrix
- ❖ Games are booked between the teams themselves and then sent to statisticians by home team – then will be placed on and assigned within goalline and display within each Division schedule accordingly; CC: **Nick Grenier** on all emails!

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NOTE: Please send email as per example below.

- You will not have a game # as Goalline only assigns the Game # after games are entered
So after emailing the Statisticians with the below format, they will reply back, adding the assigned game # within the subject line. Then you will have the game # to put on your game sheet; as well please use the same email to reply back to the Statisticians attaching your game sheet within 24hrs after game played.

Subject line: Playoffs – Level - Round Date Time Away team @ Home team - location

ie: Playoffs – BAA - Round 1 Feb 18 6:30pm Blizzard @ N.Knights – in Beausejour

ie: Playoffs – NA – Round 2 Feb 28 7:30pm Niv @ Steinbach – TG Smith

ie: Playoffs – AA – Round Robin Feb 20 7:30pm Ste.Anne @ Pineview, in Pinefalls

Added teams - from other Regions (ie: Kenora, PV, CP, Winkler, etc):

- ❖ Ice slots will be submitted at end of Sept/start of Oct as requested by the schedulers
- ❖ Normally 12-15 slots will be required between end of Oct and Mid-Feb (less dates league has blacked out no play, ie Christmas and so forth). Please see calendar on EM website for further dates to watch for
- ❖ Guidelines will be given by schedulers at end of Sept
- ❖ Please give team contacts to Eastman admin (TBA) ASAP so that we can contact you accordingly
- ❖ Contact info is to be sent on a template attached to the Eastman Website, under FORMS
- ❖ Rosters need to be approved prior to 1st league game (approved by zone registrar)
- ❖ Rosters then need to be emailed to schedulers/statisticians as we cannot access within HCR like our Eastman teams
- ❖ An AP roster needs to be filled out and approved as well, prior to first league game and sent along with roster
- ❖ League fees & where to send will be detailed at end of Sept meetings
- ❖ All HOME teams are responsible for their own ice & refs
- ❖ Home teams book their own refs & linesmen so communication with your Ref in Chief is very important
- ❖ During playoffs, the Eastman RIC will assign the Headman to ALL games. Your home RIC will assign the linesmen only
- ❖ See “Game Changes” above for details on rescheduling games within the Eastman league

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Venues:

Under EM website – there is a VENUE tab

Then select the name of venue (arena) you wish to find its location

