

CAPTIAL BELTWAY HOCKEY LEAGUE 2009-2010 PLAYOFF COORDINATOR/TEAM MANAGER GUIDE

CBHL Playoff Coordinator Duties

1. Collect scoresheets, trophies and confirm ice slot assignments at the February CBHL meeting.
2. Scoresheets are to be filled out by the Coordinator with game time, and home/visiting team rosters. The scoresheets will be available at the front desk.
3. Locate the team manager or a representative from each team, and inform them to check with the front desk to get a key for their assigned locker room.
4. Bring the scoresheet to both the home and visiting team coach or manager so they can fill out the game roster. Remind coaches to fill in their CEP registration number and certification level in the appropriate section.
5. Compare the game roster against the USA Hockey roster that was submitted and check for accuracy. Any players not on the USA Hockey roster are not eligible to play unless the team manager or coach can produce a roster that lists the player in question and has been stamped and signed by one of the District Associate Registrars.
6. Have each team designate two (2) off-ice officials. As with all games, 1 scorekeeper, 1 timekeeper, and 2 penalty box officials are required. The home team is responsible for scorekeeper and their penalty box, and the visiting team is responsible for timekeeper and their penalty box. Ensure that off-ice officials are experienced with the required duties.
7. Playoff Coordinators are encouraged to bring a stop-watch that can be used in the event of a clock malfunction. Also, ensure that there is paper or a note pad in the scorekeeper's box in case it is needed.
8. Remind the coaches and team managers that games can be started up to 15 minutes early per section F in the league rules (except for the first game of the day). Playoff Coordinators must start games early whenever possible. A player who has not yet arrived, or is running late, is not a valid reason for holding up the start of a game. No exceptions!!
9. To determine if the game can be started earlier than the scheduled time, note completion time of previous game and confirm the ice cut with rink staff to ensure when it will be completed immediately following the game. Notify the on-ice officials, coaches and team managers that the game will

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start early earlier than scheduled. Advise the teams of the anticipated start time and confirm the start time with each dressing room when the rink starts making ice from the prior event.

10. Introduce yourself to on-ice officiating crew and inform them that you are serving as a CBHL Playoff Coordinator for the game. Introduce yourself to the *off-ice* officials and explain their duties to them. Remind them that this is a playoff game and they are required to be unbiased in carrying out their required duties. If an individual is incapable of meeting this requirement, have he or she replaced.

11. PLEASE NOTE: Playoff period times are different for some age divisions than during the regular season:

- Mites, Squirts are 12 minute periods
- PeeWees are 15 minute periods
- Bantams are 16 minute periods
- Midgets (U16&U18) are 17 minute periods
- Girls games are the same length as used during the season.

12. Ensure 3:00 minute warm-up prior to start of game, and that the clock is started as soon as the teams hit the ice.

13. Ensure that there is a 1 minute intermission (only) between periods.

14. Observe game. Note that the use of artificial noise makers such as air horns and coin-filled plastic bottles are strictly prohibited during CBHL playoff games.

15. In the event of a tie score at the end of regulation, refer to rules F.7.1 and F.7.2 for details on tie-breaker procedures. It is important to try to play the 5 minute overtime period prior to a shootout, IF time in the ice slot permits. Otherwise, cancel the 5 minute overtime – the rules state that it is to be cancelled if there is only 13 minutes left in the ice slot.

- a. If a shootout is required (no overtime or tied at the end of overtime), have two sheets of paper and two pens ready. Call the referee over and instruct him to have each coach fill out the numbers of the 5 shooters in the order that they will shoot, and return the paper to the scorekeeper. Time is of the essence so ensure that this situation is handled quickly. Make sure the shooters are shooting in their proper order – have scorekeeper blow horn if there is an issue. The first overtime winner is decided by the team who scores the most goals with the 5 shooters. PLEASE NOTE: Visiting team

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shoots first. If a player's penalty carries into the overtime, they are ineligible for the shootout.

- b. If there is still a tie at the end of first shootout the game goes into "sudden victory" which means for the both teams get a chance to shoot, if both score you go to the next set, if the first player that shoots scores the other team gets their shot.
- c. For the second round shootout, the coaches do not have to provide a list of players. However, none of the first five players may shoot until all other skaters on the bench have shot.. Your job is to keep track (write it down) of the players who have shot and make sure none repeat until the entire roster has shot. IF there is an issue have the scorekeeper blow the horn and discuss it with the on-ice official. The on-ice official has final ruling.
- d. It doesn't matter how many players a team has regarding the second shootout rotation. Each team must go through the entire roster before they can start repeating.
- e. When teams start to get into their first 5 skaters (don't laugh it has happened quite a few times), they do not have to following the original first round (5) rotation and can shoot in any order. However, once again the team has to go through the entire roster of skaters before they can repeat a player.

16. For U18 games only: We have tried to schedule the ice times to permit an ice cut between the second and third period. However, this ice cut will be canceled if there is less than 60 minutes left in the ice slot. This requires careful coordination with rink management. The decision to cut the ice between periods is the CBHL Playoff Coordinator's and must be passed on to the Referee who will inform each bench of the decision. The requirement to cancel with less than 60 minutes in the ice slot is based on the following: 10 minutes for ice make, 34 minutes to play third period, 1 minute intermission, 10 minutes to play 5 minute overtime and 5 minutes for shootout.

17. When game ends, have scoresheet signed by both coaches, each of the on-ice officials, and the scorekeeper.
- a. yellow copy goes to home team
 - b. pink copy goes to visiting team
 - c. Place white and gold copy in an envelope which is to be mailed to the Statisticians at the end of your playoff (Sunday night). The address is on the scoresheet for the appropriate age division.
 - d. if a supplemental write up is required, make a copy of the write up and attach to the white copy -- the gold copy can be given to the referee if requested.

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18. If a penalty is called to a player or coach that has a mandatory suspension or hearing associated with it – fighting, game misconduct, Match, etc. Report the penalty to the CBHL Commissioner, Mike Bancroft at 410-693-5533 as soon as possible after the game. If you are not sure if there were any of the above, you can always ask the referee if any of these incidents occurred.
19. If an incident occurs with an off-ice official or spectator, please report the incident to the CBHL Commissioner, Mike Bancroft at 410-693-5533 to report the incident.
20. Scores should be collected and emailed to Bob Otte at the following email address: rotte123@comcast.net If internet is not available phone scores in to Bob at 301-854-0856. Bob will probably not answer, just clearly leave the game number and score and he will take care of it. You can do it in batches (ie: morning/afternoon/day), not at the end of each game.

21. TROPHIES:

- Trophy presentations are to be made to the CBHL Regular Season Champion, and the Playoff Champion.
- Individual trophies are Silver medallions for the playoff runner up and Gold medallions for the playoff champions.
- Team trophies go to the Regular Season Champion, Playoff Champion and Playoff Runner Up. These Team Trophies are to be presented to the Coach and Team Captain.
- Please be aware of which team was the regular season first place team. IF that team loses on Saturday, they are to be presented with the CBHL Regular Season Trophy after the game. It is preferable to do this as an on-ice presentation, however if time does not permit, please coordinate with the coach as to the best off-ice presentation.

22. NOISE MAKERS

- Noise makers are prohibited during the CBHL playoff events, and it is the Playoff Coordinator's job to enforce. Sorry, not a pleasant task, but someone has to do it.

CBHL Team Manager Duties

1. Locate the CBHL rink coordinator and check with the front desk to get a key for their assigned locker room.

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2. Bring T1 Roster and fill in the scoresheet. CBHL Rink Coordinator will check rosters against scoresheets – if any players are serving a suspension list them.. Scoresheets are to include their registration number and certification level in the appropriate section.
3. Each team must designate two (2) off-ice officials. As with all games, 1 scorekeeper, 1 timekeeper, and 2 penalty box officials are required. The home team is responsible for scorekeeper and their penalty box, and the visiting team is responsible for timekeeper and their penalty box. Ensure that off-ice officials are experienced with the required duties. Remind these off-ice officials that cheering or officiating from the penalty box area/scoresheet area will not be tolerated. These officials work for the on-ice officials. If they cannot handle that, find someone else.
4. Games can be started up to 15 minutes early per section F in the league rules (except for the first game of the day). Playoff Coordinators must start games early whenever possible. A player who has not yet arrived, or is running late, is not a valid reason for holding up the start of a game. No exceptions!! We do this to give you the best opportunity of getting overtime in, if needed. Consult with the Rink Coordinator regarding your start time.
5. PLEASE NOTE: Playoff period times are different for some age divisions than during the regular season:
 - Mites, Squirts are 12 minute periods
 - PeeWees are 15 minute periods
 - Bantams are 16 minute periods
 - Midgets (U16&U18) are 17 minute periods
 - Girls games are the same length as used during the season.
6. There is only a 3:00 minute warm-up prior to start of game, and that the clock is started as soon as the teams hit the ice.
7. Please remind your coaches of the tiebreaker procedures in the CBHL rules, the following are the procedures – on-ice officials have final say in all rule interpretations:
 - a. If a shootout is required (no overtime or tied at the end of overtime), the officials will ask each coach fill out the numbers of the 5 shooters in the order that they will shoot, and return the paper to the scorekeeper. Time is of the essence so ensure that this situation is handled quickly. The coach must make sure the shooters are listed in the order the coach wants them to shoot – no

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changes allowed after the list is turned in. The first overtime winner is decided by the team who scores the most goals with the 5 shooters. PLEASE NOTE: Visiting team shoots first. If a player's penalty carries into the overtime, they are ineligible for the shootout.

- b. If there is still a tie at the end of first shootout the game goes into "sudden victory" which means both teams get a chance to shoot, if both score you go to the next set, if the first player that shoots scores the other team gets their shot.
 - c. For the second round shootout, the coaches do not have to provide a list of players. However, none of the first five players may shoot until all other skaters on the bench have shot. The Rink Coordinator and scorekeeper will keep track of the players who have shot and make sure none repeat until the entire roster has shot.
 - d. It doesn't matter how many players a team has regarding the second shootout rotation. Each team must go through the entire roster before they can start repeating players.
 - e. When teams start to get into their first 5 skaters (don't laugh it has happened quite a few times), they do not have to following the original first round (5) rotation and can shoot in any order. However, once again the team has to go through the entire roster of skaters before they can repeat a player.
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- Team trophies go to the Regular Season Champion, Playoff Champion and Playoff Runner Up. These Team Trophies are to be presented to the Coach and Team Captain.

11. NOISE MAKERS

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Extracts of CBHL Playoff Rules

SUBSECTION F - PLAYOFF RULES

F.1 Team Eligibility

No team may participate in the CBHL Playoffs if the CBHL Commissioner concluded before the season that the team should have declared itself in a higher division. Clubs must pay all CBHL fees and fines in full prior to the start of CBHL Playoffs in order for their teams to be eligible to participate.

F.2 Non-Participation

Any CBHL team that qualifies for the CBHL Playoffs and decides not to participate in the playoffs, in absence of extraordinary cause, said Club will be ineligible for the playoffs the next season at ALL age levels and the Club will be on probation for one (1) year. Provided, however, that if the Commissioner fails to set the playoff dates prior to December 1 of the current year then no penalty will be imposed.

F.3 Playoff Coordinators

Designated CBHL Playoff Coordinators will have responsibility for general supervision of each game in their assigned rinks to insure smooth operation of the playoffs. Their responsibilities include verifying satisfactory announcements, and presenting trophies upon completion of Finals in each division. They will have final authority concerning tiebreaker procedures.

F.4 Playing Rules

USA Hockey rules, as modified by published CBHL rules, will apply to all playoff games. Periods will be twelve (12) minutes for the Mite and Squirt levels, fifteen (15) minutes for Peewee, sixteen (16) minutes for Bantam, and seventeen (17) minutes for Midget U16 and Midget U18 levels, stop time. The ten-goal rule will apply. Each team MUST be ready to play fifteen (15) minutes prior to the published game start time. A warm-up period of three (3) minutes prior to the start of the game will be followed. In addition, the ice slot allocation for Midgets shall be 120 minutes (2 hours) in length. There shall be an ice resurfacing between periods 2 and 3, unless there is not enough time and events are running late. The playoff coordinator will determine if an ice cut can be done.

F.5 Home Team Designation

In each game, the team with the higher ranking in the CBHL regular season standings will be designated the home team.

F.6 Game Responsibilities

The team designated as the home team shall provide the official scorekeeper and an individual to man a penalty box. The team designated as the visiting team shall provide a timekeeper and an individual to man a penalty box. It is strongly recommended that the visiting team also provide an assistant scorekeeper. Announcers may be provided by either team, however, the individual selected MUST be UNBIASED in his/her presentation, or the Playoff Coordinator will have the person replaced. [Under unique situations where "third party" off-ice officials are previously scheduled, they will be responsible for scorekeeper, timekeeper and penalty box duties.

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F.7 Tie-Breaker Procedures

If after the end of the third period, the score is tied, there will be a one (1) minute intermission. The following procedure will be followed by the Playoff Coordinator:

F.7.1 The CBHL playoff tiebreaker criteria will consist of a five (5) minute "sudden death" overtime period, followed by a shoot-out to determine the game winner provided sufficient ice time can be obtained.

F.7.2 If less than thirteen (13) minutes remains in the scheduled game slot, the Playoff Coordinator will bypass the 5-minute sudden death overtime period and immediately invoke the penalty shot procedures F.6.3 through F.6.7 to determine a winner.

F.7.3 The officials shall take a separate lineup card to each of the team coaches and request that the coach list five shooters in the order that they are to shoot.

F.7.4 The officials shall see that the scorekeeper records the players in the order in which the coach has designated. This should be verified by the Playoff Coordinator.

F.7.5 Starting with the first shooter for the visiting team, and alternating home and visitor thereafter, a penalty shot shall be awarded to each player designated by the coach. At the discretion of the Playoff Coordinator, based on time remaining in the ice slot, the home and visitor penalty shots can be conducted simultaneously. After all five (5) players have shot, the team with the most goals wins the game.

F.7.6 If after all five (5) players have shot, and the score remains tied, the following shall transpire:

F.7.6.1 The officials will return to each team coach and advise him or her that it is now a "sudden victory" situation. The coaches will send out one (1) shooter at a time (visiting team first) to attempt a penalty shot. NO PLAYER may shoot a second time until all other players on that team have shot once (excluding goalkeepers and ejected players).

F.7.7 It is the responsibility of the Playoff Coordinator to maintain the correct order and current eligibility of the shooters. Players whose penalties have not expired prior to the start of the overtime shootout are ineligible to participate in the shootout.

F.7.8 The use of artificial noise makers such as air horns, cow bells and coin-filled bottles is strictly prohibited during CBHL playoff games. This rule will be enforced by the Playoff Coordinator.