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ROCKY MOUNTAIN HOCKEY LEAGUE GAME REPRESENTATIVE PROCEDURES

1. Arrive at the ice rink no less than ten (10) minutes before scheduled game start time.
2. Locate captains for each team and obtain a copy of their official roster (provided by League - photocopies are acceptable) which includes jersey numbers. The game **will not start** until official rosters are received. If no official roster is available, ask each player on team without roster to report to you their name and jersey number. **After** the game, inform the captain that the game is a forfeit due to lack of an official roster. However, still report all game stats.
3. Fill in all information (or verify information if obtained rosters from web site), including player names and numbers, on the official RMHL scoresheet, then return official rosters to the appropriate team captains. Be sure to note "DNP" by any player not playing in the game.
4. Do not allow players without matching jerseys and permanent numbers, to play in the game.
5. Begin game at the official start time, unless rosters are not complete. If the game does not start on time due to teams not providing rosters or not being on the ice, the game will end at the scheduled time whether or not the game has finished. If a game starts late due to the referees, the game will also end at the scheduled time, but it is the Game Representative's duty to advise the League as to the tardiness of the referees.
5. When a player scores a goal or gets an assist or penalty, verify that the player number(s) given by the referee are on the roster. If the player number is not on the roster, at the next stoppage of play, ask the referee and the team captain the name of the player on the roster that is wearing that number.
6. If a player is questioned by a team, after the game ask the team Captain to provide a picture ID for the player in question. As long as the name and picture match a registered player's name on the official roster, they are legal players. If they do not match or they do not provide a picture ID, the game is an automatic forfeit to the other team, no questions asked.
7. Make sure the referees print their names on the official scoresheet and verify the final score and penalties (especially game misconducts). Referees must record circumstances surrounding game/gross/match penalties on back side of scoresheets as well as complete and turn in an official misconduct report.
8. Distribute copies of the scoresheet as designated at the bottom of the scoresheet. Never leave the rink without a copy of the scoresheet.
9. Fax scoresheet, including any notes from the referees, to Daryl Seltenreich at 303/933-0058 that night or first thing the next morning (by 10:00 am). No cover sheet is necessary.

