



TOURNAMENT CONTACT LIST

SPORTSPLEX: 613-727-4533

BELL: 613-828-9629

MERIVALE: 613-224-1365

FAX: 1-866-478-6519

TOURNAMENT CHAIR: Kim Tremblay 613-252-4631 (cell)

ASSOCIATION PRESIDENT: Melanie Genereau 613-850- 2717 (cell)

REGIONAL G&T COORDINATOR: Sean Burrows 613-301-2813 or Mike Lester 613-852-8742

TOURNAMENT STATISTICIAN: **Score2Stats**: Rose: 613-818-1202 and Tim: 613-808-9620

REFEREE-IN-CHIEF: Patrick McKee 613-295-1070 (cell)

Protests, Grievances, Complaints, Discipline Issues, Emergency Shot Clock Replacement, etc.:

Melanie Genereau 613-850- 2717 (cell)

Any of the following people may be contacted in the event of a major unforeseen event:

Kim Tremblay 613-252-4631 (cell)

John Bertrem 613-325-6590 (cell)

Melanie Genereau 613-850- 2717 (cell)

Kathy Noxon 613-489-2653 (home) or 613-715-2653 (cell)

TROUBLE SHOOTING GUIDELINES

#1 Responsibility: Make sure that every game has a timekeeper, scorekeeper. Make sure that there is a shot clock operator for every game in every division with the exception of U8, U9 and U10. If someone doesn't show up, it is your responsibility to find a replacement from the stands and after the game has commenced, record the name of the person who failed to show up for their shift on the form included in the Trouble Shooting book.

#2 Responsibility: Report scores to tournament statisticians as soon as the next game is on the ice at the very latest.

** First Trouble Shooter of the Tournament: Put up all "Trouble shooting" signs – Code of Conduct signs and Tournament Rules, tape "Operating time clock" sheets at each clock site, etc.. Post officiating notices in the officiating change room and leave envelopes for officials in these rooms prior to officials arriving at the arena. Ensure that all shot clocks are set up if you are at arenas that do not have built in ones. Ensure that all remotes are working and remind shot clock operators to return them to you after the game. At Bell and Merivale Linda Anez will tape up the score grids.

For all teams U12 and below make sure that each coach and/or manager is given their giveaway package. The packages will be included in the blue bin/bag.

Game Sheets:

Have game sheets ready for the teams to fill out and have **signed** by both team's coaching staff well prior to each game. **Do not let anyone take the games sheets away from your table to fill in.** If a team adds a player or bench staff member (as substitutions only) to their roster, ask if a TRF (Team Registration Form) Adjustment Form has been submitted. These are available in the arena binder and must be completed before the first game in which the substitution is made. There are two types of TRF Adjustment Forms – one for players and one for bench staff members. G&T approval is required for all player TRF adjustments and must be given prior to the player participating in a game. All bench staff TRF Adjustment forms for bench staff members must be approved by the ORA Technical Coordinator or the Coaching Coordinator – Don Grant (dongrant@sympatico.ca) prior to participating in a game.

Remember that a team can only use substitutions to bring their total number of skaters up to the **smaller** of 12, or the number of players on their TRF (Team Registration Form) if less than 12. A maximum number of 4 substitutes is permitted per team. **Remind home teams when they sign in that they must send a scorekeeper who has previous experience at to the desk to pick up the game sheet just prior to the game.**

Please note that some games have been assigned scorekeepers and that should be verified prior to requesting a scorekeeper from the team.

After each game, obtain the completed game sheet from the scorekeeper and review for any Match or Misconduct penalties (look for a notation from the ref) or excessive penalties of greater than 30 total penalty minutes for the team or 10 minutes or more for a single player. If any of these cases occurs, contact the the Regional G&T at gt_coord@easternregionringette.ca.

Players/Coaches will be suspended for any of the above infractions so it is vital that this notification happen immediately.

Separate copies of the game sheet and distribute the bottom two copies to the two teams. Retain the top (White) copy in the file provided along with any TRF (Team Registration Form) Adjustment Forms or any other form of documentation. These will be picked up periodically during the day for the tournament statistician.

Sport injury forms must be submitted to the ORA office within 7 days of the incident. It is the responsibility of the individual or the team to submit them; they should not be given to the trouble shooters.

Reporting/Posting Scores:

After each game at Bell, Merivale and SPLX1 (Yzerman) and from Walter Baker on Friday fax game sheet to Score2Stats (1-866-478-6519). This must be done immediately after minor officials have been verified for the next game and all is set for the game to begin. **Do not wait to send several at a time.**

After each game at SPLX2, immediately take game sheet to SPLX1 (Yzerman), and fax game sheet to Score2Stats (1-866-478-6519).

After each game at Walter Baker on Saturday and Sunday immediately take the game sheet to Score2stats who will be located in the hallway between the two arenas upstairs.

At all other arenas, photograph and email picture of game sheet to Score2Stats at info@score2stats.com using a smartphone. The picture must be sent in high resolution and can't be shrunk. (Instructions for photographing included on fax instruction page). This must be done immediately after minor officials have been verified for the next game and all is set for the game to begin. Do not wait to send several at a time. Enter the scores on the arena schedule provided in the trouble shooting binder.

POSTING SCORES on Boards: Can be done by anyone with a phone or tablet as posted on the drawboards available on the Score2Stats website.

Dressing Rooms:

Assign a dressing room to each team. Never put opposing teams beside each other if you can avoid it.

Try to fill in room assignments (white board or bristol board) to prevent being bombarded by every player on the team.

Collect car keys from coach/manager as a retainer for the dressing room key. Ensure that keys are kept somewhere behind the trouble shooter so that no one can pick them up and walk off with them. We are responsible for the arena keys as well as the car keys that people give us in exchange for the room keys and need to make sure that they are kept safe – do not leave them just lying by the game sheets. When the dressing room key has been returned, check the dressing room for cleanliness and for articles left behind – when available, student volunteers will perform this task.

Keeping on Time:

Games may be advanced 15 minutes if ahead of schedule and this **MUST** happen whenever the game before permits. As per the rules, teams must be ready to go on the ice 15 minutes ahead of their scheduled ice time. Ensure the arena workers, the coaches and the referees are aware if a game time is moved up. In smaller arenas, you will be able to see the ice – at larger ice pads you may have to ask someone to go and check where the games are at – don't assume that all is well and on time.

Please ensure that the referees are ready to start all games 15 minutes early. Knock on their door and let them know that you are running ahead or behind and ask them to be ready to go as soon as the ice is clear. If you have any difficulties in this regard, contact the Referee-in-Chief, Patrick McKee, immediately (contact information on contact page).

If a game has more than a seven goal split in the second period the clock will go to running time. Running time can only be used in the second period and will commence at any time during that period when there is a seven (7) goal differential. If the goal differential goes below seven (7), then the game will go back to stop time. (in other words – if the trailing team reduces the goal spread to 6 goals, running time will stop and normal stop-time will resume. Should there be a 7 goal spread further along in the game, running time will come into effect again.

During running time the clock will still be stopped for:

- a stoppage in play due to a player being injured on the ice
- a time-out called by either team
- a penalty being called

Please put up a small sign at the trouble shooting desk indicating whether or not the arena is ahead or behind and by how many minutes.

If your arena is running more than 30 minutes late, contact the Tournament Chairperson to determine whether corrective action should be taken.

Phones:

Trouble shooting rooms at each arena (Sportsplex 1, Bell and Merivale) will have a fax machine with a phone to aid in communications. Please do not tie up the phone lines more than necessary.

Referee Sign In:

All referees will have their own timecards for you to initial. Please make sure that all referees get the troubleshooter to initial the game that they have refereed directly on their referee timecard.

Student Volunteers:

Student volunteers may ask you to sign their form for their hours. Please sign their forms giving them a minimum of 15 minutes travel time each way. They will report in to you to let you know who they are when they arrive but TS may change during their shift. (Volunteer schedule should be in each binder but if not, simply trust the volunteer for the hours they say they worked – you will have enough other items to worry about.)

Granola Bars/Dried Fruit/Clementine's:

These are to be prepared for each team with an assortment of prepackaged items and fruit in a small blue basket for each team on Friday, Saturday and Sunday mornings for games beginning in the morning (11:45 AM or earlier). These are given to the team manager to take into the dressing rooms at Nepean Sportplex, & Walter Baker. We are not distributing these items at other arenas since there is a well-stocked canteen at each of these locations and we don't want to infringe on their business.

Last Trouble Shooter of the day:

Place all contents into the plastic storage box. Lock the rooms that will be required according to the dressing room schedule for the first game of the following day. This will be two rooms at Splex 1, two at Bell, two at Merivale and four at Walter Baker. Depending on the rental schedule for Saturday at Merivale and Bell, you may not be able to set aside two rooms, in which case, there is nothing that can be done about it and the morning trouble shooter may have to modify the dressing room assignments. The keys for these rooms as well as the plastic storage bins should be locked up in one of these rooms or when possible in the ref room. Return dressing room keys to the office or zamboni room (depending on arena).

Do not take any bins or keys home.

DETAILS FOR OPENING AND CLOSING SPECIFIC ARENAS

Arena staff can help you locate where to hook up phones and get room keys. Openers for all arenas each day need to double check and highlight to the arena staff which games will be operating on Zamboni time.

MERIVALE & BELL ARENAS

All items will be stored in the referee room at the end of each day – you will need to ask arena staff to open the room for you. All smaller items should be placed in blue bin if possible, including telephone and extension cord for it – with the exception of the phone extension at Bell – please ask Arena staff to leave phone extension outside the door of their office so that the phone can be plugged in when the troubleshooter arrives the next morning. Do not let anyone take the games sheets away from your table to fill in.

At the end of the day, store two of the change room keys in the referee room so that they will be available when the first teams arrive the next day (sometimes this can't happen due to early morning rentals – but it is best if it can be done).

After the last game at Merivale and Bell on Saturday, Nov. 21, please pack up all items (blue bin, phone, etc) and take it back to Walter Baker. **Also bring back any portable shot clocks and any extension cords.**

Please ensure that you only give out room keys in exchange for car keys.

Sportsplex 1, 2 and 3

Main Troubleshooter is for Rink 1 (Yzerman) and Rink 3 (which is also assigned a trouble shooter) will be located in the referee room each day. **At night, all items for all arenas (including 2) will be stored in the large change room #10 in Sportsplex 1.** Room keys are kept in the Zamboni room. Plug in phone in the morning. Do not let anyone take the games sheets away from your table to fill in. After the last game on Sunday, please pack up all items (blue bin, phone, shot clock, etc. and take to back to Walter Baker. **Also bring back any portable shot clocks and any extension cords.**

Please ensure that you only gave out room keys in exchange for car keys.

Rink 2 – have a table set up in the lobby for Troubleshooter, retrieve blue bin from Sportsplex 1, organize room assignments and game sheets. We will attempt to have a student volunteer available to run between arenas if items, information or help are needed. Do not let anyone take the games sheets away from your table to fill in. After the last game on Sunday, Nov. 16, please bring ALL items (bin supplies, phone, etc.) to the Walter Baker Centre. **Also bring back any portable shot clocks and any extension cords.**

Please ensure that you only give out room keys in exchange for car keys.

Walter Baker A & B

Trouble Shooter will set up items at tables in the hall. Keys are with the Arena staff at the end of the change room hall on the left. Use blue bins to keep valuables in (ie: extra cash for program sales, whiteboards, etc.)

Blue bins, white board will be stored in the first change room on the right - #7 beside the small referee room. Do not let anyone take the games sheets away from your table to fill in.

Please ensure that you only give out room keys in exchange for car keys.

MINTO North and South:

We need to use a portable shot clock – to be picked up at troubleshooter meeting. Arena staff will go up the ladder to mount it and dismount it. Friday last trouble shooter will pass shot clock to Sunday trouble shooter.

All the other arenas being used for a short time only:

You should have a table set up for your use. If not, ask arena staff for one.

You will need to use your own cell phone or a pay phone to call in scores from these locations.

All Arenas, Rink staff will assist you with obtaining the keys.

Do not let anyone take the games sheets away from your table to fill in.

Please return your items/supplies to the Walter Baker Trouble shooting desk immediately after the last game.

Also bring back the portable shot clock and any extension cords.

Please ensure that you only give out room keys in exchange for car keys.

NEVER ANSWER ANY QUESTIONS WITH REGARDS TO TIE BREAKING – Regional G & T coordinator will answer those.

TIMEKEEPER/SCOREKEEPER GUIDELINES

TIMEKEEPER:

The clock should be set in advance so that as soon as the Zamboni leaves the ice, the two minute warm-up period begins. At the conclusion of the warm-up, the clock should be set to the appropriate game time (two fifteen minute periods for each level). U8* games will run two 15 minute periods, stopped time with a two minute buzzer. There will be no scores shown for U8* games.

The maximum difference in goals to be shown on the scoreboard is seven (7) more than the lower scoring team's total (i.e. score is 12 – 1, show 8 – 1. If the lower team scores, change the score to 9 – 2).

If a game is running behind and the game has more than a seven goal split in the second period the clock will go to running time. Running time can only be used in the second period and will commence at any time during that period when there is a seven (7) goal differential. If the goal differential goes below seven (7), then the game will go back to stop time. (in other words – if the trailing team reduces the goal spread to 6 goals, running time will stop and normal stop-time will resume. Should there be a 7 goal spread further along in the game, running time will come into effect again.

During running time the clock will still be stopped for:

- a stoppage in play due to a player being injured on the ice
- a time-out called by either team
- a penalty being called

*Please see Novice Rules for information that applies to this division exclusively.

PENALTIES:

Ensure that there are no more than 2 (two) people in the penalty box area to aid the referees in determining how many players are in the box.

Ensure players are let out of the penalty box at the expiration of their penalty and that the door is closed and secured.

When a goal is scored, do not let a player out of the box until the referee has reported the goal.

If there are three players in the penalty box and one penalty ends, the player cannot come out until there is a stoppage in the game.

If a player leaves the box prior to expiration of a penalty, record the time and notify the referee who is responsible for any corrective action required. Inform each penalized player of the time she will be returning to the game.

When in doubt about procedures or rules, ask the referee for clarification at an appropriate break in the game.

SCOREKEEPER:

The scorekeeper must record all goals scored and penalties assessed – including time of goal/penalty, who scored/was assessed a penalty, who assisted, reason for penalty and time of return to ice.

Ensure all coaches and referees have signed the game sheet. If you see a player with a number which does not appear on the game sheet, advise the referee.

When the game is over, both the timekeeper and scorekeeper must sign the game sheet. All copies should be delivered immediately to the arena troubleshooter.

If the sheet is taken by the refs to write up a major penalty, please let trouble shooters know.

NOTE: Minor officials are to display impartiality and should therefore refrain from shouting at either team or the on-ice officials during a game.

REPORTING and RECORDING GAME SCORES

Prompt submission of game sheets to Score2Stats, either via fax or photo, enables results to be posted on the site. Trouble shooters and committee reps will update wall sheets as often as possible.

Please do not call other arenas or arena trouble shooters for game results.

FILLING IN THE WALL RECORD

Refer to Score2Stats draw boards and enter information onto wall grids as it appears in the grids on line.

GAME SHEETS: Please file the white copies of the game sheets after you have phoned or faxed in the game results and they will be picked up periodically by someone from the committee. All game results that have been phoned in must be verified with the actual game sheet.