



# Game Day Guidelines

2025-26  
Edition

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MISSISSIPPI VALLEY HIGH  
SCHOOL CLUB HOCKEY  
ASSOCIATION

# GAME DAY GUIDELINES

## Responsibilities Overview

### HOME TEAM

Team Game Representative (see below for responsibilities)  
Penalty Box Official – All Rinks  
50/50 Raffle Ticket Sales – ALL RINKS  
Monthly Payments of 50/50 funds to MVCHA  
Reporting Stats to Sports Stats as required by Media Committee  
Provide Game Pucks **and 30 pucks for pre-game warm-up (15 for each team)**  
Music / Announcer  
Timekeeper – (Only if necessary)  
Provide TWO copies of Game Day Roster to scorekeeper listing players in numerical order, suspended players and/or coaches, starting players and their positions and coaches' names and CEP numbers, level of certification and date attained

### VISITING TEAM

Team Game Representative (see below for responsibilities)  
Penalty Box Official – All Rinks  
Scorekeeper in case MVCHA scorekeeper is not present to keep score and mail original to the statistician.  
Provide TWO copies of Game Day Roster to scorekeeper listing players in numerical order, suspended players and/or coaches, starting players and their positions and coaches' names and CEP numbers, level of certification and date attained

## Detailed Explanation of Responsibilities

### TEAM GAME REPRESENTATIVE

- Home and visiting team will have ONE person each to provide crowd control, security, and assistance. The team game representative must be in the stands with the fans, not in the announcer's booth or in the penalty box.
- Team game representative (only one per team) will prominently display team game representative badge, which must be easily identifiable by MVCHA league official and security personnel.
- Each team game representative is to identify himself or herself to security personnel and MVCHA league official prior to start of game.
- The team game representative's responsibility is to act as a liaison between security personnel, the MVCHA league official and the home and visiting teams, including, but not limited to: emergency situations, injuries, or unruly fans. MVCHA and USA Hockey have adopted a zero tolerance policy to unruly fans. In case of an unruly fan, contact the league official, and/or security guard, who will have the fan removed from the rink. If necessary, the referee has the authority to stop the game and/or assess the fan's team a two-minute penalty until the fan is removed from the rink.
- Teams will pay for any complimentary admissions to games that the team may want to provide for their own guests, including team photographers or videographers.

### PENALTY BOX OFFICIAL

- Home and visiting teams must provide one person each at all rinks where players must be assisted with entering the penalty box from the ice.
- Official must be 18 or over and cannot be a player from the Varsity or JV roster.
- Official cannot confront or taunt opposing players in the other penalty box and/or officials.

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- Penalty Box Official must keep their own team player under control, failure to do so may result in additional penalties.
- Penalty Box Official is not to interact with refs or scorekeeper unless requested by such personnel.

## GAME DAY ROSTER

- Each team will present TWO copies of their TYPEWRITTEN game day roster to the scorekeeper no later than 15 minutes prior to the scheduled ice time. One copy will be for the scorekeeper and announcer, and the second copy will be for the opposing team.
- Players will be listed in numerical order (by jersey number).
- **Not more than one Captain and two Alternate Captains will be identified by each team and noted on the scoresheet.**
- The starting line-up for Varsity games will be noted separately indicating the starting players' positions as follows: RW, LW, D, D, C and G, then the players' numbers, names and year in school.
- Starting goalies must be noted on JV game day rosters.
- Suspended players' names and/or coaches' names must be listed.
- Coaches' CEP numbers, level of certification and date attained will be listed on all game day rosters.
- The coach must sign the score sheet prior to the start of the game. Each coach on the bench must present his Coaching Education Program certification card to the referee, and the opposing coaches, if requested. The scorekeeper will verify and indicate the CEP number, date attained and level of certification for each coach on the bench on the score sheet.

## 50/50 RAFFLE TICKET SALES

- The home team is to provide up to two adults, or students under adult supervision, to sell raffle tickets.
- Teams are encouraged to sell as many 50/50 tickets as possible at each game.
- Raffle tickets are to be sold at all varsity and junior varsity games, at all rinks.
- Raffle tickets and buckets are located in the rink offices. See a rink manager to gain access to the buckets.
- Tickets are \$1.00 each, or six (6) for \$5.00.
- Tickets to be sold through the conclusion of the second period.
- Winning ticket to be announced during the third period.
- **Only one (1) winning ticket will be drawn by one of the persons in the scorekeeper's booth.**
- Holder of the winning ticket is to receive 50% of collected money. The MVCHA will receive the remaining 50%. **The winner must go to the scorekeeper's booth to claim their prize.**
- Each team will be responsible for the safe-keeping of the cash collected from 50/50 ticket sales, and must make sure the amount of money the MVCHA will receive is noted on the score sheet after being verified by the scorekeeper. **Teams will be responsible for paying to the MVCHA the amount that is shown on the score sheet, so please make sure the amount shown is correct.**
- If 50/50 money is not claimed by anyone by the time the game concludes, the unclaimed money will be paid to MVCHA by the Home Team along with their monthly payment of 50/50 receipts. An additional note showing the winning ticket number, the amount of unclaimed money and the words "Unclaimed" should be indicated on the score sheet and on the monthly record sheet.
- Each team will be responsible for paying the MVCHA its share of the 50/50 money collected at each of their home games by writing and mailing their club's check along with monthly record sheet to the representative designated by the MVCHA, at the end of each month during which they have played in league games. The check will be made payable to MVCHA, and must equal the amount of the 50/50 money due to MVCHA as recorded on each score sheet for the previous month. Money will be due no later than the 10<sup>th</sup> of the month, following the month in which the games were played.

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- Along with each check, the home team will include a list of the dates, the names of the two teams that played and the amount of money due to the MVCHA for each game. Money will **not** be put into an MVCHA lockbox at any of the rinks nor left at any of the rinks.
- Teams not conducting 50/50 raffle ticket sales will be fined fifty (\$50) by the MVCHA for each and every occurrence. Fines will go toward the MVCHA scholarship fund.

## REPORTING STATS TO SPORTS STATS

- Home team is responsible for reporting game results and box scores to appropriate media outlets and recording stats with Stats-on-line, as required by MVCHA Media Committee.
- All teams are responsible for contacting [stats@stltoday.com](mailto:stats@stltoday.com) and entering data for their Varsity team. Home teams are responsible for updating data for both teams after each Varsity game.
- All teams are encouraged to contact their local newspapers to publish game scores and sports articles.
- The league scorer will retain the white copy of the MVCHA score sheet. The home and visiting team coaches will be given either the yellow or pink copy.
- If a league scorer is not present at the game, the visiting team will be responsible for providing a scorekeeper. If this happens, please mail the white copy of the score sheet along with both teams' official rosters to the statistician.

## GAME PUCKS and 30 PRE-GAME WARM-UP PUCKS

- The Home Team is responsible for providing two new official MVCHA pucks at the first varsity and junior varsity games of the season, and one new and one used official MVCHA game puck for all subsequent varsity and junior varsity games.
- The Home Team is responsible for providing 30 pre-game warm-up pucks to be used by **both** teams, **15 for each team**. At the end of the warm-up, each team will deposit the pucks into the nets at their own end of the ice, and a Home Team player will collect them.

## MUSIC / ANNOUNCER

### Varsity and Junior Varsity Game Coverage

- The Home Team will provide a person to do music and announcements for all Varsity and Junior Varsity games, at all rinks.
- It is the home team's responsibility to have a person trained on how to use the equipment at the different rink locations.

### Music and equipment

- The home teams have the responsibility to ensure the rink sound equipment is set up for games.
- National Anthem must be played at the start of all varsity games, after starting lineups are announced. Due to time constraints the National Anthem and starting lineups for junior varsity games will not be done.
- Music may be played during warm-ups, prior to start of periods and during routine stoppages of play. Music must be stopped as soon as play begins.
- Music is not to be played during time-outs, or if an injured player is on the ice.
- Music selection may be varied, but must remain within the realm of good taste. Lewd, vulgar, profane, racially biased or offending lyrics are not allowed. Remember, small children and grandparents will be attending games.

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## Announcer

- Home team must provide an announcer at both Varsity and JV games, teams that fail to do so will be fined twenty-five dollars (\$25) by the MVCHA for each and every occurrence. Fines will go toward the MVCHA scholarship fund (MVCHA Rule 1-G-7).
- MVCHA Game Day Announcer's Script must be followed.
- Starting lineups to be announced using typewritten game day roster sheets provided by teams with starting players identified by RW, LW, C, etc. Visiting team will be announced before the Home team, for varsity games only.
- Goals, assists and penalties are to be announced as soon as possible after an event occurred, preferably, during the next stoppage of play.
- Announcer to broadcast winner of 50/50 drawing during the third period.

## TIMEKEEPER

- Home team must provide one person to run the time clock if necessary.
- It is the home team's responsibility to ensure people are trained on how to run the time clock.
- One hour and fifteen minutes are allowed for varsity games.
- One hour is allowed for junior varsity games.
- Warm-ups are three minutes in length for varsity and junior varsity games.
- Varsity game periods are 14 minutes in length.
- Junior varsity game periods are 12 minutes in length.
- Minor penalties are two minutes in length for varsity and junior varsity.
- Start the three-minute warm-up clock as soon as players from at least one team and the referees come onto the ice, and in accordance with the "Scorekeeper's Authority to Regulate Length of Games".
- If after the completion of the second period, or anytime during the third period of play, a team has or obtains a seven (7) goal lead, the clock runs continuously. The game clock will return to stop-time if the lead is cut to less than seven (7) goals. The game will return to run clock again if the team regains a seven (7) goal lead.
- If a team obtains a twelve (12) goal lead at any time during the game, the game will be terminated at that point and both teams will leave the ice.

## PHOTOGRAPHS

- No electronic flash equipment may be used for photographs taken during any MVCHA game.