



Game Day Guidelines	2026-27 Edition
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MISSISSIPPI VALLEY HIGH
SCHOOL CLUB HOCKEY
ASSOCIATION

GAME DAY GUIDELINES

RESPONSIBILITIES OVERVIEW

HOME TEAM PERSONNEL & ROSTERS

Game Day Team Representative (see below for responsibilities)
Penalty Box Supervisor
Provide Game Pucks **and 30 pucks for pre-game warm-up (15 for each team)**
Music / Announcer
Provide TWO copies of Game Day Roster to the 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
Roster stickers for backup scoresheets (in case of GameSheet outage)

VISITING TEAM PERSONNEL & ROSTERS

Game Day Team Representative (see below for responsibilities)
Penalty Box Supervisor
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
Roster stickers for backup scoresheets (in case of GameSheet outage)

- Each team's Game Day Team Rep, Penalty Box Supervisor, and Music/Announcer will receive complimentary gate pass. ALL OTHER non-players and non-coaches must pay gate fees.
- Teams will pay for complimentary admissions to games that the team may want to provide for their own guests, including team photographers or videographers.

BADGE PROCEDURES

- Each team will be provided 2 sets of badges (for the three required / gate pass eligible positions). Teams will be responsible for keeping track of their own badges and ensuring ONLY three individuals work each game. If a team badge is destroyed or lost beyond finding, the team will contact an MVCHA Board member to request a replacement.
- Individuals WITH a badge will sign in with the rink at a designated area (preferably at the ticket window or gate entrance) to show record of who worked each game.
- Rinks will be responsible for having a sign in sheet, but NOT be responsible for keeping, maintaining or loaning badges.

DETAILS

GAME DAY TEAM REPRESENTATIVE

- Home and visiting teams 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 before the game starts.
- 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.

GAME DAY GUIDELINES

PENALTY BOX SUPERVISOR

- Home and visiting teams must provide one person each at ALL rinks to assist players entering and exiting the penalty box from/to the ice.
- Supervisor must be 18 or over and cannot be a player from the Varsity or JV roster.
- Supervisor cannot confront or taunt opposing players in the other penalty box and/or officials.
- Penalty Box Supervisor should work to keep their own team player under control. Failure to do so may result in additional penalties.
- Penalty Box Supervisor 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.

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

- The Home Team will provide a person to do music and announcements for all Varsity and Junior Varsity games, at all rinks. As stated in rule 1-G-7, any team not providing music/announcer will be fined \$25 per occurrence.
- It is the home team's responsibility to both have a person trained to use the equipment at the different rink locations, and to ensure the rink sets up equipment for games.
- MVCHA Game Day Announcer's Script (in addendum) must be followed including the playing of the National Anthem at **Varsity** games following the starting line-up. Announcers are HIGHLY ENCOURAGED to use an instrumental version of the *Star Spangled Banner* roughly 1:30 in length. (The US Military Bands & Marine Bands versions or the like.)
- ***Do your best to keep the script moving and fast-paced to avoid a dropped clock as game time is limited by ice time. Think fast and fun – not slow and dramatic.**
- NO starting lineups or National Anthem at JV games.
- 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.

GAME DAY GUIDELINES

- Music is not to be played if an injured player is on the ice, or during time-outs (during play-offs only).
- 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.
- 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 first.
- Goals, assists and penalties are to be announced as soon as possible without disrupting referee activity/ interaction with the booth.
- If the team conducts a 50/50 (optional) the announcer should broadcast the winner during third period.
- Announcers must maintain decorum and stay professional at all times.
- * If a player scores a hat trick (three goals in one game) the MVCHA rules allow fans to throw hats onto the ice surface. At the stoppage in play, the players and on-ice officials will collect the hats and return them to the announcing booth. This rule allows for only hats to be thrown, any other items thrown may result in the individual throwing the item onto the ice being ejected from the rink immediately.

PHOTOGRAPHS

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

MVCHA ANNOUNCER'S SCRIPT AND DUTIES

ALL GAMES

- Warm up music (3:00)
- At the conclusion of the three minutes, give teams ten seconds or so to collect their pucks and assemble around their bench. Make this announcement:
 - “The MVCHA and its member teams have adopted a Zero Tolerance Policy in accordance with USA Hockey rules for fan behavior at all games. Anyone behaving in an inappropriate manner, using obscene language or gestures, or throwing objects onto the ice will be ejected from the rink. A Team Game Representative from each team, wearing an MVCHA badge, is present to lend assistance.”

Varsity Only

- **STARTING LINEUPS** in the following format (pause for applause after each player):
 - Welcome to today's MVCHA game between the **HOME SCHOOL & TEAM** and the **AWAY SCHOOL & TEAM**.
 - And now, time for the game's starting lineups
 - First for the visiting _____,
 - starting on right wing, number (XX and player's name) _____
 - on left wing number (XX and player's name) _____
 - on defense number (XX and player's name) _____
 - also on defense number (XX and player's name) _____
 - at center number (XX and player's name) _____
 - and starting in goal number (XX and player's name) _____
 - For the your **HOME SCHOOL & TEAM**,
 - starting on right wing, number (XX, year, player's name) _____
 - on left wing number (XX, year, player's name) _____
 - on defense number (XX, year, player's name) _____
 - also on defense number (XX, year, player's name) _____
 - at center number (XX and player's name) _____
 - and starting in goal number (XX, year, player's name) _____
- After starting lineups, announce, “Everyone please rise if you are able and remove your hats for the playing of our national anthem.” (PAUSE) Play *The Star Spangled Banner*. At the conclusion of the anthem, play music until initial puck drop.

ALL GAMES

- At each whistle stop, play music. **DO NOT PLAY MUSIC IF AN INJURED PLAYER IS ON THE ICE OR IF THE COACH HAS CALLED A TIMEOUT** (playoffs only).
- **GOALS/ASSISTS:** You can announce at any time after the goal is scored – with respect to referee activity/interaction with booth
 - (School and nickname) goal scored by NUMBER, PLAYER NAME
 - Assists to NUMBER, PLAYER NAME and NUMBER, PLAYER NAME
 - Time of the goal XX:XX
 - GOALPLAYERLASTNAME from ASSISTPLAYERLASTNAME and (opt.) ASSIST2PLAYERLASTNAME
- **PENALTIES:**
 - (School and nickname) penalty to NUMBER, PLAYER NAME
 - XX:XX (two, five, ten) minutes for PENALTY (for JV minor of 1:30 – say “minor” / “one-thirty” for PENALTY)
 - Time of the penalty, XX:XX
 - PLAYERLASTNAME for PENALTY
- **ALL TIMES – XX:XX straight off clock recorded time (do NOT reverse the time).**
- When the period gets down to a minute left in play, announce: “Last minute of play this period.”

Minor Penalties = 2 min V & 1:30 JV
Major Penalties = 5 min
Misconduct = 10 min (unless game misconduct)