

## Volunteer Roles & Responsibilities

This document covers the following roles:

1. Team Managers -
2. Registration Team
3. Time & Scorekeepers
4. Referees –

### Team Managers

**General Guidance (please provide to players)**

- Registration
  - All attendees **must register** at registration desk during the times stated on website
  - ALL encouraged to wash or **sanitise hands** when entering the building and follow government recommended hygiene practices while at the event

**Team Manager Duties:**

- Ownership lies with team manager to inform & monitor their team's compliance at event.
- Start of Day
  - If there are issues regarding cleanliness or excess water in your changing room, please take a picture immediately and provide to Ashley, Alistair or Andrew
- After Game
  - Please ensure players do not leave rubbish lying around. Teams are fined £100 by Bordon for any excessive rubbish left behind. Please during day and after final game have a quick check of dressing rooms and other spaces used to ensure all rubbish is put in the trash cans

### 1. Registration Team

- Preparation:
  - Lay out on registration table at front door:
    - Registration list
    - Sanitising products to be set out in the following locations:
      - a) Front door/registration area (**hand sanitiser**)
      - b) Time keeper area (**hand sanitiser**)
- Registration process
  - Check to ensure person has filled in online registration form AND BHUK Reg
  - Once all of the above is done, and requirements met then tick person on registration list

### 2. Time/Score Keepers:

- During Game
  - Time keeping
    - Each game will consist of two ten-minute periods, on a running clock. The final two minutes of the game will feature stop time only in the event of a two (2)-goal differential or less. There will be no overtime periods. All games will result in a win, loss, or draw
  - Record Keeping
    - All Games will have a pre printed game sheet looking like

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Score sheet type: Playgame (Roosters only, without stats) Borddon Risk

018 - Saturday January 8, 2022 - 11:00 AM

GP	LCB	#	Away						Home						GP	LCB	#
			1st	2nd	3rd	4th	5th	6th	1st	2nd	3rd	4th	5th	6th			
			Per	Time	Goals	AS	AS	Per	Time	Goals	AS	AS					
Adam Piper		32											Alastair Tarbain		6		
Adrian Lingill		30											Ashley Ryan		9		
Benjamin Roshke		33											Benji Torrance		20		
Cassian Rosemond		35											Chris Hoggart		11		
David Luskley		8											Dan Torrance		29		
Ian Younger		1											Duncan Strachan		1		
Michael Pedersen		34											Edwin Strath		24		
Shaney Luskley		2											Michael Strachan		18		
Richard Russell		31											Kenneth Strathmore		13		
Kenneth Strathmore		36											Ronan Grant		43		
													Thomas Walker		6		
													Van Torrance		19		

Shots													
Away							Home						
1st	2nd	3rd	4th	5th	6th	Total	1st	2nd	3rd	4th	5th	6th	Total

Team	Per	Time	G	AS	Penalty

Shots	1	2	3	4	5	6
LCB						
LCB						
LCB						
LCB						
LCB						
LCB						
LCB						
LCB						
LCB						
LCB						

Goals	1	2	3	4	5	6

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- Cross Reference names and numbers with the teams registration document, if anyone is a borrowed player, goalie or missing write the name and number in the player column.
- Remember to record goalie's names – this is the most common item to miss – PLUS shots on goal against them – There are 2 lines per team should a team use 2 goalies in one game.
- Record the shots on goal from the goal judges who will provide after the game. Remember if “Jack” is playing in goal for Team “X” and “X” team had 20 shots on goal and “Y” team had 25 you record 25 as shots against Jack, NOT 20
- Insert Penalty details in the penalty column, IMPORTANT remember to write the FULL PLAYER NAME IN the first column.
- Ask Referee to review and Sign Game Sheet at the end of the game
- Team Managers are to review and sign game sheet at the end of the game as well.
- Hand Game sheet to Ashley (Windsor Knights team manager) who will then input data to mystats. If he is playing hand them when he is off of the surface or he will collect from you.
- Remember to record shots on goal and track them during game
  
- Shot on Goal Definition - awarded when a shot that a player takes or a redirection of the puck towards goal resulting in the puck either being stopped by the goaltender or the puck beating the goaltender and a goal is scored.

### 3. Referees (Marco de Caro)

- Use rulebook as per website - <https://www.bhuksec.co.uk/rules-schedule-rosters>