

GAME COORDINATION TASKS

Pittsburgh Amateur Hockey League 2025-26



HOME TEAM TASKS

WEEKLY PREPARATION

Verify correct game info is listed on the PAHL website

- Opponent
- Venue (rink name)
- Game start time

Confirm assignment of required game personnel

- Referees
- Medic
- Off-Ice Officials (scoresheet + game clock)

SCORING DEVICE PREPARATION

Prepare the scoring device that will be used for games

- Charge the device
- Upload the game data after 3 PM on Friday

Set the Curfew for the game (only if applicable)

- Do not modify any other item in Game Details!
- Leave Curfew set to 'None' if no curfew
- If curfew, tap on Curfew & turn on Curfew toggle
- Tap on Curfew Time, set the time, & tap Save

PREGAME SCORESHEET

Complete Home Lineup section on the scoring device

- Set participating player status to Playing
- Set participating coach status to Coaching
- Set starting goaltender status to Starting
- Set SG status to Starting or Playing, if applicable
- Set suspended player/coach status to Suspended
- Set/confirm one coach to position of Head Coach
- Update any temporary jersey numbers
- Set the duty of up to one player as Captain
- Set the duty of up to two players as Assistant Capt
- Only set a player's Position for a temporary goalie
- Do not use Injured status for any player

Obtain sign-off by the Head Coach before the game

- Confirm accuracy of home team's game lineup
- Verify suspended individuals are denoted
- Sign-off on lineup by tapping Sign next to coach
- Sign-off on curfew time (if applicable) by tapping Sign next to Curfew Initials (no option if no curfew)

GAME PERSONNEL

Secure required game personnel for the home team

- Penalty Box Attendant
- Locker Room Monitor

Verify all required game personnel are present 10-15 minutes prior to game start time

- Referees
- Medic
- Official Scorer
- Clock Operator

Provide Off-Ice Officials with the game materials

- Scoring device (with completed rosters)
- PAHL Scratch Page (recommended)
- Access to PAHL Game Manual (pahockey.com/rules)

POSTGAME SCORESHEET

Complete and review all scoring entries

- Goals
- Penalties
- Changes of goaltenders
- Final score (confirm accuracy)

Obtain Referee Sign-Off

- Each referee signs individually in scoring device
- No scoring changes permitted afterwards!

SCORE REPORTING

Upload the completed scoresheet

- Automatic when device is connected to internet
- Must be uploaded within 2 hours of end of game

AWAY TEAM TASKS

WEEKLY PREPARATION

Verify game information listed on the PAHL website

- Opponent
- Venue (rink name)
- Game start time

GAME PERSONNEL

Secure required game personnel for the away team

- Penalty Box Attendant
- Locker Room Monitor

PREGAME SCORESHEET

Complete Visitor Lineup section on the scoring device

- Set participating player status to Playing
- Set participating coach status to Coaching
- Set starting goaltender status to Starting
- Set SG status to Starting or Playing, if applicable
- Set suspended player/coach status to Suspended
- Set/confirm one coach to position of Head Coach
- Update any temporary jersey numbers
- Set the duty of up to one player as Captain
- Set the duty of up to two players as Assistant Capt
- Only set a player's Position for a temporary goalie
- Do not use Injured status for any player

Obtain sign-off by the Head Coach before the game

- Confirm accuracy of home team's game lineup
- Verify suspended individuals are denoted
- Sign-off on lineup by tapping Sign next to coach
- Sign-off on curfew time (if applicable) by tapping Sign next to Curfew Initials (no option if no curfew)

CHECKLISTS

HOME TEAMS

Game Coordination tasks for the Home Team

- __ Verify correct game info on the PAHL website
- __ Confirm assignment of required game personnel
- __ Prepare the scoring device
- __ Complete Home Lineup section on the scoresheet
- __ Obtain pregame sign-off by the Head Coach
- __ Secure required game personnel for home team
- __ Verify all required game personnel are present
- __ Provide Off-Ice Officials with the game materials
- __ Complete and review all scoring entries
- __ Obtain Referee Sign-Off
- __ Upload the completed scoresheet

AWAY TEAMS

Game Coordination tasks for the Away Team

- __ Verify correct game info on the PAHL website
- __ Secure required game personnel for away team
- __ Complete Visitor Lineup section on the scoresheet
- __ Obtain pregame sign-off by the Head Coach