

Team Rep Quick Reference Guide

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Thank You! Your role as a Team Rep is crucial for a successful season. Here's a quick summary of your responsibilities:

Compliance:

- Ensure only **registered players** participate in games. This is mandatory for insurance coverage.

Scoresheets:

- **Home Team:** Provide the scoresheet before the game and collect the WHITE sheet after.
- **Both Reps:** Collect either the PINK or YELLOW sheet post-game.

Incidents, Protests & Injuries:

- Report any **protests or incidents** to the Ref immediately after the game.
- **Injuries:** Must be noted by the Ref on the scoresheet; email AWHL immediately.

Penalty Notification:

- Email AWHL **ASAP** if a player receives a **misconduct penalty** or **3 penalties** in one game.

Score Reporting:

- **Home Team:** Record the game score on the Sports Engine app ASAP. If you do not have 2 referees and a scorekeeper, email the league so we can track for our records.

Player Stats:

- Track player achievements (e.g., hat trick, play-maker, shutout) for **End of Season Banquet** recognition.

Rosters:

- Check your official roster on the Sports Engine app or website. Email the league if a new player is not listed **before** allowing her to skate.

Substitute Players:

- Up to 3 subs allowed, must be noted on the scoresheet.

Game Changes & Cancellations:

- League will notify you of any changes. If your team needs to cancel within **24 hours**, notify both the Team Rep Coordinator and the opposing Team Rep.

Jerseys:

- Ensure players return their jerseys after the last game to avoid a \$100 charge.

Concerns & Complaints:

- Follow the chain of command:
 1. Player(s) to Team Rep
 2. Team Rep to Referee (during breaks)
 3. Team Rep to opposing Team Rep
 4. If unresolved, escalate to the Team Rep Coordinator.

Suggestions & Ideas:

Your feedback is valuable. Share any ideas with the AWHL Board to improve the league. Keep this guide handy throughout the season—thank you for your dedication!