

Coast Hockey League

Managing Your Online Roster

Welcome back to another season. As you may be aware we have a new computer system installed in the Richmond rinks. Each arena has been outfitted with a web-enabled computer. This computer makes paper gamesheets a thing of the past. All your stats are recorded in real-time directly to the database. For this reason it is important to start the season with as much detailed info for each player on your team as possible. This document will help you to manage your online database as well as give you direction as to what to do once you have registered.

Coaches Contact Info

~Make sure we have all of your contact info. You can download the "Team Contact Form" from the CHL home page and forward it to the league office anytime. It is important that we also have contact info for a second person on your team in case we are not able to reach you.

If your Contact Info Changes

~If you move or change phone numbers/e-mails please be sure to inform the league office

Waivers

~Waivers MUST be signed and submitted to the league office by all players that step on the ice for your team even if they are only sparing for 1 game. Waiver forms can be downloaded from the CHL homepage or you can get a hard copy from the CHL lockers (Forum rink). Please leave all waivers in the CHL lockers. Note – make sure that players sign the back, initial both sides, and include your team name.

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To access your team page go to: <http://chladmin.coasthockey.com/>
You can find this link at the top of your schedule on the website.

Username: sprouleg (last name followed by first initial)
Password: canucks25 (team name followed by team number)

On this page you can do a number of things. (detailed instructions can be found online)

- ~You can add new players (that have never played in the CHL in the past).
- ~You can add existing players to your team roster (these are players that have played previously in the CHL).
- ~You can update your teams jersey colors so they are visible on the CHL Schedule page by all teams.
- ~You can add player photos
- ~You can manage your team database and player contact info. This is a valuable online tool that allows you to access all your player info from any computer.
- ~You can use this page to e-mail messages or updates to your entire team at once

Submitting Your Roster for each Game

You will need to bring a roster to each game indicating which players are playing and which jersey number they are wearing. Please use Official Roster Form for consistency. Official roster forms are available in the bottom left locker or you can download one from the CHL Home Page. Officials do not know every players name so when someone scores or gets a penalty they indicate who it is to the scorekeeper by jersey number only. Therefore your roster must indicate this, particularly for teams who switch jersey around. Reminder there are no paper gamesheets – therefore **it is your responsibility** to confirm the roster with the scorekeeper before the game begins. If players arrive after the start of the game you must ensure they are added to the online scoresheet. You will not be able to say to the league at the end of the season that John Brown has 10 games when he is only showing as having played 6. Once the game is over and the scorekeeper clicks submit that is the final roster for that game.

Some Hints:

- Please record players complete names. Do not use initials.
ie. John Brown # 27 The more info we have the better. Try to include player jersey number whenever you can.
- Do not delete any players from your roster that have played at all for your team. Doing so will remove any points or penalties they have received in previous games and these points will then show up as unknown player on that particular gamesheet.
- Player photos are mandatory this year and must be added to their online player info before your 18th game.
- Rosters will be frozen as of Week 18 and you will not be able to add any players or make any changes after this time.