

Guidelines for Off-Ice Officials

This is a guide for managers, coaches, referees and score keepers to help you to correctly fill out an SPHL game sheet.

A properly filled-out game sheet is required for all SPHL games, be they pre-season, regular season, exhibition or playoffs. While most off-ice officials are parents volunteering to help their team, we must understand that accuracy is very important. Game sheets are often referred to after the game by League and Association personnel for the purpose of recording stats, standings and dealing with penalties and other more severe infractions.

Managers / Coaches

Pre-game

- Please make sure the game identification is filled in: game #, date, time, rink, teams, category/division (Midget, Bantam, Peewee, Atom, Novice, Initiation, Ladies), and level (AA, A, B, C).
- Please make player names and numbers READABLE.
- Manager or coach should fill out names, not players.
- The Coach must sign the roster, and by his signature, the coach is guaranteeing that the list of players is accurate.
- A player serving a game suspension **MUST** be listed in the regular place on the roster, but beside the name write "**- suspension -**".

Post-game

- The home team will get the yellow copy of the score sheet; save them for proving playoff eligibility.
- If you are the home team, make sure the white sheet goes where it is supposed to so the league will get it.
- The pink copy is given to the visiting team who should also retain them for future reference.
- Check for suspensions right after referee is through; ask questions if there's something you don't understand.

Score Keeper

- Be sure you have at least one working pen at hand
- Please make sure the game identification is filled in: game #, date, time, rink, teams, division, level
- Note the actual start time and finish time
- It is often easier to write events down on a separate sheet of paper while the referee is telling you something, then transcribe it carefully onto the score sheet; it's easy to write the right thing in the wrong place if you go directly onto the score sheet
- The score keeper has three main responsibilities during the game: recording goals / assists; recording penalties; recording goalie stats; each poses its own challenges.
- Score keepers in youth hockey should record times as they appear on the clock, i.e. down-time.

Goals / Assists

- Record each goal on a line alone; do not leave blank lines.
- When a goal is scored, immediately note the period and time shown on the clock while you wait for the Referee to determine the scorer.
- The number of the player who scored the goal according to the Ref is registered in the first box; one or two players may be credited with assists, or none; **it's the Ref's job to award assists.**
- After the game, please note the final score in the space provided on the score sheet
- If a goal is a power play you may mark "pp" near the goal number on the left; also mark "sh" for short-handed, and "en" for empty net

Penalties

- A penalty is 2, 5 or 10 minutes. There are no 4 minute penalties (those are recorded as 2 2-minute penalties) and there are no 12-minute penalties (those are recorded as a 2-minute minor and a 10-minute misconduct).
- The wide blank area is for the actual penalty; if a penalty is being served by another player, that player's number is noted in the "Serv." column
- The "Off" time and the "start" time are usually the same, but not always. For example, if a player gets a minor penalty, and no one else is in the box, the "off" and "start" times are the same. The "on" time may be 2 minutes later, unless the other team scores a power-play goal, in which case the "on" time is less than 2 minutes later.
- If a player gets multiple penalties on the same play, the "off" and "start" times are different. For example, with 13:00 remaining, player #5 gets 2-and-10 for checking from behind. That is entered on the sheet as 2 separate penalties:

•	Per	No.	Serv.	Penalty	Min	Off Ice	Start	On Ice
•	1	5	14	Check from Behind	2	13:00	13:00	11:00
•	1	5	5	Misconduct	10	13:00	11:00	0:32

The (14) says the minor penalty was served by team mate #14. Assuming the other team does not score, #14 re-enters the game at 11:00. Then the 10-minute part of #5's misconduct starts. That player re-enters the game at the first whistle after the 1:00 mark, in this case 0:32.

- Don't leave blank lines in the penalty section.
- If a game has more penalties than will fit, the right thing to do is get a second blank score sheet and continue on that
- Use the short form references below for penalty infractions.
- **IMPORTANT!** If you are confused during a hectic time in the game, such as when multiple penalties are handed out WHILE PLAY IS STOPPED, get the Referee's attention and ask him to help clarify any confusion for you. It is better to have a slight delay than an incorrect score sheet.
- **At the end of the game, summarize the score sheet, sign it and allow the Referee to check and sign it before leaving the box and distributing the copies**

Goalie stats:

- Goalie stats are sometimes quite a challenge to record during a game and therefore are often not recorded.
- If you wish to record goalie stats, there are 4 lines for each team's goalie. The top two lines on the left hand side are the stats for the visiting starting goalie. The top two on the right side are for the starting goalie for the home team. The third and fourth lines on each side are used when a team changes goalies. The first column is for the jersey number of the goalie.
- The next slots are for the shots faced each period and then a total.
- The next line is for the goals allowed per period plus a total.
- NOTE: A goal is a shot faced. If a goalie has 25 shots and allowed 5 goals, then there were 20 saves. A "shot" is made by an opposing player and required intervention by the goal tender to prevent a goal. If you are entering stats on your association's web page, you will need to enter saves and goals against. This will calculate a "save percentage". Some goal tenders like to know their "goals against average" which is the amount of goals averaged per 60 minutes of play.
- An empty net goal score with the goalie pulled is not charged as a goal allowed by a goal tender.

Time Keeper

- It is a good idea to arrive 10-15 minutes prior to the start of the game to familiarize yourself with the clock functions. If in doubt, ask! It is very important that time keeping is done accurately to ensure a smooth game with few interruptions.
- Well before the game starts, start the clock and ensure it is working properly, then reset it for the start of the game.
- Ensure that the game time is accurately kept. Check and ensure the clock has been started at the commencement of play and that it is stopped each time a Referee or Linesman blows the whistle.
- Help to ensure that penalized players serve their correct penalty time and return to play when entitled to do so.
- Ensure that all goals and penalties are accurately displayed on the score board.
- Keep the penalty bench and immediate area free of spectators.

Suggested abbreviations for penalties are listed below

Abbreviation	Penalty type
BC	Body Checking
BDG	Boarding
BM	Bench Minor
BRS	Broken Stick
BE	Butt Ending
CC	Cross Checking
CFB	Checking from Behind
CHG	Charging
CHKH	Checking to the Head
DE/IE	Dangerous/Illegal Equipment
DG	Delay of Game
ELB	Elbowing
FI	Fighting
GE	Game Ejection
GM	Game Misconduct
GLC	Goalie Leaving Crease
GRM	Gross Misconduct
HOOK	Hooking
HOLD	Holding
HOLDS	Holding the Stick
HP	Handling the Puck
HS	High Sticking
INSTG	Instigator
INT	Interference
INTG	Goaltender Interference
Knee	Kneeing
LPB	Leaving the Players Bench
MATCH	Match Penalty
MISC	Misconduct
PS	Penalty Shot
RAW	Roughing After the Whistle
RO	Roughing
SL	Slashing
SP	Spearing
TMM	Too Many Players
TR	Tripping
TS	Throwing the Stick
USC	Unsportsmanlike Conduct

HC Head Contact