

# **How to complete a Gamesheets aka Scoresheets Correctly**

**It is important that game sheets for all divisions are completed correctly.** By educating our parent scorekeepers at the lower age divisions we will develop good habits for when they are completing gamesheets at the higher age groups &/or in tournaments.

**All blocks requiring information should be completed, if there are any issues or appeals we need an accurate record of the game which includes all the information on the score sheet.**

## **Remember to write legibly**

**To be completed by the Team Manager or Coach prior to the game:**

A- U9, U10, U12, U14, U16, U19, or Open

B- category is “A” (unless it’s a provincial team which would be “AA”

C- game number is found on the schedule on the website (the ID #), manager should check this before the game when possible

D- indicate if it’s a “league”, “tournament”, “playoff”, or “exhibition” game

E- always write the date

F- location is the town or rink where the game takes place

I- Both referees need to sign the score sheet at the end of the game

J- Both the timekeeper and scorekeeper need to sign the score sheet, remember to write legibly

K- Write the name of the home team

L- Write the names of all the individuals who will be on the bench for the game

M- Indicate the team’s jersey colour

N- Indicate the jersey number of each player

O- Write the names of all the players who are present, those who aren’t there don’t need to be indicated or can be crossed

P- Indicate which player is the goalie by putting a “G” beside their name

Q- Indicate which players are the team captain and assistant captains by putting a “C” or an “A” beside their name

R- Indicate any affiliate player by putting “AP” beside their name, this applies to any player who is not part of your registered roster. If U9 or U10 and using a cross-affiliate mark “ XAF”

S- A member of the team staff should verify that their roster is correctly written

NOTE- The home Team Manager should give the scoresheet to the visiting team manager to complete prior to the start of the game.

**At the start of the game, the scorekeeper should:**

Ensure the home & visitor's team has completed sections K through S, if there are any blanks inform the referee prior to the start of the game

G- indicate the time the game starts

H- indicate the time the game ends

U- For each goal scored:

a- Write the number of the player who scored the goal, as indicated by the referee

b- Write the number of the player(s) who assisted the goal, as indicated by the referee

c- Write the time on the game clock when the goal was scored

V- At the end of the game draw a line through any unused fields and write and circle goals scored.

W- For each penalty scored:

a- Write the number of the player receiving the penalty, as indicated by the referee

b- Write the number of the player who is serving the penalty, this is usually the player receiving the penalty but not always

c- Indicate how long the penalty is, in most cases it is 2 minutes unless it is a major or match penalty, as indicated by the referee, ask for clarification if you are unsure

d- Using the penalty codes at the bottom of the sheet, indicate by number the reason for the penalty, example: write "2" for a body contact penalty

e- Write the time on the game clock when the player leaves the ice to serve the penalty

f- Write the time the penalty starts, in most cases this will be the same as the time off but there are cases when the start of a penalty will be delayed, example: if there are 3 penalties called within a short time span, the 3<sup>rd</sup> penalty will not start until the 1<sup>st</sup> penalty is complete, ask the referee for clarification if you are unsure

g- Write the time on the game clock when the penalty finishes, this is usually 2 minutes after the start of the penalty or the time a goal is scored

h- Write the time on the game clock when the player returns to the game, this is usually the time the penalty finishes but not always, see example f., ask the referee for clarification if you are unsure

X- If a penalty is given to the bench or a team staff member write "TS" as the Number receiving the penalty

Y- Summarize the number of goals in each period and the number of total goals, do this for both teams

Z- If a team uses a time out, record the period and the time it was taken, do this for both teams

\*- at the end of the first period draw a heavy line under any goals scored and penalties served, do this for both teams

#- this section should only be filled out by one of the referees in the event of a match penalty, nothing else should be written in this section

**Other notes:**

- remember there are 4 copies, so make sure you press hard enough to go through to the bottom copy
- don't distract the players when they are serving penalties
- the scorekeeper should be neutral or at least appear to be which means silent cheering only
- at the end of the game, the scorekeeper should give the game sheet to the home team manager who will distribute it as follows:

give the canary copy to the visiting team

give the pink copy to the home team

give the white and yellow copies to League Scheduler