Game Reporting Procedures
AUGUST 2019

Hello and Welcome to the Current RHL Hockey Season!
We would like to thank all Coaches, Managers and team volunteers for their commitment and dedication to their communities and Minor Hockey! To help streamline the season for everyone we kindly ask that you adhere to the following procedures when reporting game results and referee incident reports to your respective governors. This document and others can be found under the Managers Tab at www.rockieshockeyleague.com
Thank you & Have a Great Season!

1. **GAME SHEETS**
   - Game Sheets for all League games must be from the RHL Game Books. If your team does not have an RHL Game Book, please contact your director.
   - Game Sheets must legible and filled in correctly.
   - The following fields of data are mandatory for all Divisions:
     - **DATE:** - The date field must be filled in
     - **GAME #** - Game Sheets for all League games must have the RHL game number on them. The game number for each game is listed in the left hand column of the schedule on the RHL website www.rockieshockeyleague.com .
     - **HOME:** - The Home Team Name – the team name must appear as it does on RHL website. Eg. MID A – Airdrie
     - **VISITOR:** - The Visitor Team Name – the team name must appear as it does on RHL website. Eg. NOV B – Canmore
     - **TEAM ROSTERS**
       - Arrange your roster numerically starting with goalies and skaters below the goalies
       - **#** - Player #
       - **NAME** - Player Last Name, First Name
       - **H/C** – Head Coach Last Name, First Name
       - **A/C** – Assistant Coach Last Name, First Name
       - **MGR** – Manager Last Name, First Name ***Important - Only if Manager is a Carded Team Official***
       - Designate team Captain with a 'C' to right of their name.
       - Designate alternate captains with an 'A' to right of player's name.
       - Designate affiliate players with (AP) to the right of player's name on every game sheet. ***Important – failure to mark any affiliate players on any game sheet will result in fines – please refer to Section 5 of the RHL Operating Policy for further details regarding affiliate players***.
       - Designate over age players with (OA) to the right of player's name on every game sheet. ***Important – failure to mark OA players on every game sheet will result in fines and may result in RHL revoking the players OA status – please refer to Section 6 of the RHL Operating Policy for further details regarding over age players***.
       - Designate suspended players with (SUS) to the right of the player's name. Eg. If a player received a 2 game suspension mark SUS 1 of 2 for his 1st game and SUS 2 of 2 for the 2nd game the player sits out. ***Important – suspended players must be marked SUS in order to show that the suspension has been served – failure to correctly mark suspended players will not count as suspension served and will also result in coach suspension for ineligible players***.

- Head Coach or Assistant Coach (carded by Hockey Alberta) must sign off on roster in Team Signoff box below the team Roster.
- You may also choose to use game stickers for your roster, and the above applies as to the layout of your data on the sticker. This is preferred over handwritten rosters.

- **DIVISION:** – Place an X in the box next to your teams division - NOV | ATOM | PW | BAN | MID
- **CATEGORY:** Place an X in the box next to your teams category – ROCKIE | MOUNTAIN | ROCKIE MOUNTAIN – use N/A for all Novice and Midget teams.
- **TYPE:** - Place an X in the box next to the type of game your team is playing – TEIRING | X-OVER | LEAGUE | PLAYOFF | EX
- **ARENA:** – Name of Arena game is played in must be filled in.
- **GAME START:** – time the game starts must be filled in – circle AM or PM (Actual time of day eg. 9:45 AM)
- **GAME END:** – time the game ends must be filled in – circle AM or PM (Actual time of day eg. 11:38 AM)
- **CLOCK DROP:** – time that the clock was dropped – circle Am or PM (Actual time of day eg. 11:30 AM)
- **REFEREE:** – ensure Referee's name and signature is filled in.
- **LINESMAN:** – ensure linesman name and signature is filled in.
- **TIMEKEEPER:** – ensure the name of the person who ran the time clock entered here.
- **SCOREKEEPER:** – ensure the name of the person who filed in the game sheet is listed here.
- **PENALTY KEEPER:** – if applicable ensure the name of the person(s) who run the penalty box doors are listed here.

- The following fields of data are mandatory for all Divisions

  - **HOME | VISITOR SCORING**
    - **PER** – Period number 1 | 2 | 3 must be entered for each goal.
    - **TIME** – the time the goal was scored as it appears on the scoreboard.
    - **G** – Player # that scored the goal must be entered here for each goal.
    - **A** – Player # that assisted the goal must be entered here for each goal. Only 2 columns exist for assists so up to 2 players can be credited for assists.
    - Ensure that you keep Home and Visitor scoring under the correct headings on the correct side of the game sheet.
    - Scratch sheets are provided at the front of the score books for making notes.

  - **HOME | VISITOR GOALIE STATS**
    - **# - Goalie number**
    - **ON (P)** – the time the goalie starts followed by the period number.
    - **OFF (P)** – the time a goalie is changed followed by the period number.
    - **SHOTS** – the number of shots the goalie faced during his/her time on the ice.
      Eg. - Goalie #31 starts the game and is replaced by goalie #1 at 9:58 of the 2nd period who then finishes the game.

#	ON	(P)	OFF	(P)	SHOTS
31	20:00	(1)	9:58	(2)	13
1	9:58	(2)	0:00	(3)	9

  - **TIME OUT**
    - Each team is allowed 1 time out per game
    - **PER** – the period number the time out was taken
    - **TIME** – the time the time out was taken as it appears on the scoreboard.
    - Ensure the data is entered in the correct row – in the **H** row for the HOME TEAM – in the **V** row for VISITOR TEAM.

  - **HOME | VISITOR PENALTIES**
    - **P** - Period number 1 | 2 | 3 must be entered for each penalty.
    - **#** - Player # assessed the penalty must be entered here for each penalty.
    - **SRV** – Player # who serves the penalty must be entered here. Usually this is the same player however in some cases another player will serve the penalty.
    - **PENALTY** – the abbreviated version of the penalty must be entered here for each penalty.
    - **MIN** – the number of minutes assessed by the referee must be entered here for each penalty.
    - **START** – the time the penalty starts as it appears on the scoreboard. This can be different if the player receives more than one penalty.

- **END** – the time the player goes back on the ice as it appears on the scoreboard. This can be shorter than the penalty time if the opposite team scores during the penalty – it can also be longer in the case of stacked penalties.
    - Ensure that you keep Home and Visitor penalties under the correct headings on the correct side of the game sheet.
  - **Important – if you run out of room for goals or penalties on your game sheet– start another sheet. Mark the 1st sheet 1 of 2 and the 2nd 2 of 2.**
  - Ensure that sufficient pressure is used when filling out the game sheet so that all copies can be read clearly. Do not separate copies before verifying legibility.
  - **White Copy** – HOME TEAM keeps this copy
    - The HOME TEAM **MUST** keep this hard copy on file for the duration of the season as the league may request the white hard copy to be submitted at any time
  - **Yellow Copy** – VISITOR TEAM copy
  - **Pink Copy** – HOME TEAM copy

2. GAME REPORTING TO GOVERNOR
- The HOME TEAM is responsible for electronic delivery of the game sheet to their respective governor within 72 hours following the scheduled game. Game sheets must be submitted in PDF format – pictures will not be accepted.
- Please review your PDF document prior to sending to ensure it has scanned correctly and is legible.
- When submitting your game sheet to your governor please use the GOALINE game number in the email Subject Line followed by Home or Away.
    - Eg. - Subject: **Game 1234567**

3. WRITE UPS
- The HOME TEAM is responsible for electronic delivery of the Referee Write-Up Report (only if one was used) along with game sheet to their respective Governor no later than 9:00 A.M. of the day following the scheduled game. Write ups must be submitted in PDF format – pictures will not be accepted. Write ups can be combined with game sheet in one PDF document or can be a separate attachment.
- Please review your PDF document prior to sending to ensure it has scanned correctly and is legible.
- When submitting your game sheet with Write Up to your governor please use the RHL game number in the email Subject Line followed by WRITE UP.
    - Eg. - Subject: **Game 1234567 – WRITE UP**
- Please note that suspension notices will only be sent to the offending team(s).

4. DATA ENTRY ON RHL WEBSITE
- The HOME TEAM is responsible to input game sheets into GOALLINE within 72 hours following the scheduled game.
- The VISITOR TEAM is responsible to review and ensure data entry is correct and report any discrepancies to their respective division governor as soon as possible.
- If the HOME TEAM fails to input the game sheet on GOALLINE within 72 hours following the scheduled game, the governor will enter the results and the team will be fined for each occurrence. Game sheets must be entered in the time frame requested by the league during playoffs.
- Teams will be given admin access to the GOALLINE site by RHL Administrator. Teams may choose to appoint a data entry person other than the coach or manager from their team however only one login ID and password will issued for each team.
- Compete data entry is required, including goals, assists, penalties, and shots on goal for both goalies as they exist on the hard copy of the game sheet.
- When you have completed the data entry for the game – notify your governor that the game can be locked.
- If you require assistance with data entry please contact your division governor.
- Please refer to Section 4 of the RHL Operating Policy for details on the responsibilities of teams.

5. GOVERNOR CONTACT INFO
- Atom Mountain Governor – rhl.atommountaingovernor@gmail.com
- Atom Rockie Governor – rhl.atomrockiegovernor@gmail.com
- Peewee Mountain Governor – rhl.peeweemountaingovernor@gmail.com
- Peewee Rockie Mountain Governor – rhl.peeweermgovernor@gmail.com
- Peewee Rockie Governor – rhl.peeweerockiegovernor@gmail.com
- Bantam Mountain Governor – rhl.bantammountaingovernor@gmail.com
- Bantam Rockie Governor – rhl.bantamrockiegovernor@gmail.com
- Midget Governor – rhl.midget.governor@gmail.com