

INSTRUCTIONS ON HOW TO COMPLETE A SCORE SHEET FOR RINGETTE

To be completed by the team manager prior to the game:

A - U9, U10, U12, U14, U16/U19

B - category is "HOUSE" (as in house league)

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 scoresheet at the end of the game

J - Both the timekeeper and scorekeeper need to sign the scoresheet, 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 (Coaches, Assist. Coaches)

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 (**PLEASE ENSURE ALL JERSEY NUMBERS ARE CORRECT!**)

P - Indicate which player is the goalie by putting a "G" beside their number

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

R - Indicate any affiliate player by putting "AP" beside their number, this applies to any player who is not part of your registered roster

S - A member of the team staff should verify that their roster is correctly written (this is usually the manager of the team)

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:

T - 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

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 3rd penalty will not start until the 1st 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 3 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 yellow copy to the home team
- give the pink copy to the visiting team
- submit the white copy to RNB