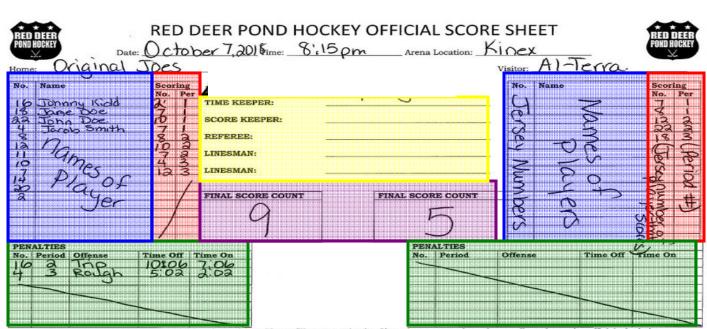# GAME SHEETS

Coaches and Scorekeepers! You asked us how to properly fill out a score sheet, so here's an example for your reference.

1. **PLEASE make sure ALL names are legible**!
   - If you are "signing" your name - make sure you print it also, so RDPH knows who it was.
2. Game sheets are completed and entered into RAMP by the HOME team.
3. Notice, that there a 4 DIFFERENT AREAS that need your attention.

How to Fill out a Game Sheet:

1. More information regarding scorekeeping is located on the inside cover of the Game Sheet book.
2. Fill in all the particulars for the game/location etc in the top area of the sheet.
3. Fill out the **Roster Names & Jersey #s for EACH team**. *(BLUE Box area in diagram above)*
   - You can use pre-printed labels from RAMP or hand write the Roster Info (Jersey #s and Names) on the Game Sheet.
     - Visiting team must provide their player info to the score keeper prior to the game starting (Names and Jersey# of players, coaches names).
     - Scratch out any players NOT playing but listed on the pre-printed rosters.
   - Fill in the **Time Keeper and Score Keeper** info, into the YELLOW area above.
   - **Referees** will review the sheet prior to the game and have coaches from each side sign the sheet, in the YELLOW area above.
     - ALL Refs sign the game sheet AFTER the game is completed, ensuring all of the information is correct. PLEASE make sure their name is legible, or PRINT it also, so RDPH can see who Ref'd.

4. Once the game is underway, fill in the **RED area** WHEN A GOAL IS SCORED.
   - This area is used ONLY when a goal is scored and does not match or use the player roster area - they are 2 separate areas. See the example above.
   - Fill in the Jersey # of the player that scored the goal (in the Jers. No column), then also fill in the # for the period that the goal was scored (1, 2 or 3) (in the Per column) *(RED Box area in diagram above)*
     - DO NOT use ticks, check marks or any other marks to indicate a goal.
     - **EACH goal** MUST be written onto a separate line in the **RED area.**
     - Once a player scores 3 goals, they are NOT ALLOWED to score anymore. Please let the Ref know that a player has scored his/her maximum.
     - Any goals scored over that 3, the player is a assessed a penalty.
     - **Fill in ALL GOALS scored**. This area of the game sheet should reflect the "actual" score. *(RED Box area in diagram above)*
     - Actual goals scored (i.e. the official score) is to be tracked in the **Final Score Count Box** *(PURPLE Box area above)* on the Game Sheet and in RAMP, even if the difference is more than 3.
     - The time clock score should NEVER reflect anymore than a 3 goal spread.
     - **Reminder of 3-Goal Rule:** – Scorekeepers are asked to show a maximum 3-goal difference in on the scoreboard. Any additional goals that are scored by the leading team, who already has a 3-goal lead (i.e. 5-2) are NOT to be displayed on the scoreboard. Goals for the leading team are not to be "banked" and then put up on the scoreboard after the trailing team scores – a goal should only be added to the score of the leading team if they score an additional goal.
5. If a PENALTY is assessed, fill in the **GREEN area**.
   - Fill in the Jersey # of the player, then also fill in the # for the period that the penalty was given (1, 2 or 3).
   - Also fill in what the penalty was called for and the times. EACH Penalty is 3 mins of run time. *(GREEN Box area in diagram above)*
6. After the game, the WHITE Top Copy stays in the Game Book. The Yellow Copy (carbon copied pg) from the HOME Teams game book, is given to the visiting team's manager (or coach if they don't have a manager) for their records.
7. The **HOME team** then inputs the game info into the RAMP. Refer to the instruction sheet for this information.