

## **Gamesheet Guidelines For CLA Hosts Coaches And Scorekeepers**

### **HOSTS**

- 1: Ensure the gamesheets are on a non-flexible, legal size clipboard, or something similar.
- 2: Ensure the gamesheet is in the hands of the visiting team at least **one half hour** before gametime.
- 3: Ensure the gamesheet is in the hands of the referees at least **ten minutes** before gametime.

### **COACHES**

- 1: Please keep the SAME number on your players.
- 2: Use a black/dark blue fine/medium point pen with a stiff body(not flexible).
- 3: Print neatly and firmly(you're making 3 copies).
- 4: Put your starting goalie first, then your substitute goalie, then the rest of the team in numerical order (lowest number at the top, highest number at the bottom).
- 5: Make sure the date, location and team staff information are printed neatly.

### **SCOREKEEPERS**

- 1: Use a black/dark blue fine point pen with a stiff body(not flexible).
- 2: Print neatly and firmly(you're making 3 copies).
- 3: Use a scratch sheet to keep track of goals and assists then, after the game, enter the totals on the gamesheet. Example Player #1 has 3 ticks on your scratch sheet for goals, 2 ticks for assists. Enter 3 on the gamesheet for goals, 2 for assists.
- 4: When you make an error in the goals or penalties areas, put 2 neat horizontal lines through the error and enter the correct information on the next line. Use a straight edge(cigarette package or anything else that's small and straight).
- 5: Make sure all officials names are entered, Team officials, Scorekeeper and Referees names should all be printed neatly.
- 6: Study the gamesheet before the game, be familiar with the player numbers. If a referee tells you a number for a goal, assist or penalty that isn't on the sheet, ask him immediately, even if you have to sound the buzzer to get his attention.
- 7: Use the CLA penalty codes.
- 8: Fax(or make sure the team official responsible will do so) the gamesheet to the statistician.

## SCOREKEEPERS INSTRUCTIONS

### Penalty Recording Procedure:

- Always record the information on a separate piece of paper, as the referee gives you the facts. Then record it neatly on the game sheet.
- Check to confirm that the player and his number is listed on the game sheet (if not, inform the referee).
- If more than one penalty is assessed to the player, list them together, in order of severity (2, 5, 10, etc.), one to a line, on the game sheet.

<b>Penalty Coding (Min.)</b>			
<b>2</b>	2 Minute Minor Penalty	<b>GRM</b>	Gross Misconduct (10 min.)
<b>5</b>	5 Minute Major Penalty	<b>MP</b>	Match Penalty (5 min.)
<b>M</b>	Misconduct (10 Minute)	<b>EXP</b>	Expulsion (from game)
<b>GM</b>	Game Misconduct (10 min.)		

### Penalty information location:

- Indicate in which period the penalty is assessed - **(PER)**
- Record the number of the player (not their names) - **(NO.)**
- Indicate the type of penalty (penalty coding above) - **(Min.)**
- Use the penalty abbreviations (as listed below) - **(Code Infraction)**
- Indicate the time that the penalty started (if delayed) - **(Start) or (Off)**
- Indicate the time that the penalty was over - **(On) (Write the word "goal" across these last two boxes if the penalty was not served, because a goal was scored on the delay.)**

### PENALTY CODES

<b>ABO</b>	<b>Abuse of Officials</b>	<b>EXP 5th</b>	<b>Fifth Penalty in Game</b>	<b>KN</b>	<b>Kneeing</b>
<b>AGG</b>	<b>Aggressor</b>	<b>FI</b>	<b>Fighting</b>	<b>LPBE</b>	<b>Leave Penalty Box Early</b>
<b>AI</b>	<b>Attempt to Injure</b>	<b>FH</b>	<b>Free Hand</b>	<b>LPB</b>	<b>Leaving Penalty Bench</b>
<b>BM</b>	<b>Bench Minor</b>	<b>GI</b>	<b>Goalie Interference</b>	<b>LB</b>	<b>Leaving the Bench</b>
<b>BDG</b>	<b>Boarding</b>	<b>HBH</b>	<b>Handling Ball with Hands</b>	<b>OL</b>	<b>Obscene Language</b>
<b>BST</b>	<b>Broken Stick</b>	<b>HB</b>	<b>Head Butt</b>	<b>PS</b>	<b>Penalty Shot</b>
<b>BE</b>	<b>Butt End</b>	<b>HS</b>	<b>High Sticking</b>	<b>PABO</b>	<b>Phys. Abuse of Official</b>
<b>CHG</b>	<b>Charging</b>	<b>HO</b>	<b>Holding</b>	<b>RO</b>	<b>Roughing</b>
<b>CFB</b>	<b>Checking From Behind</b>	<b>HOS</b>	<b>Holding Stick</b>	<b>2X5</b>	<b>Second Major in Game</b>
<b>CIC</b>	<b>Checking in Crease</b>	<b>HB</b>	<b>Holding the Ball</b>	<b>SL</b>	<b>Slashing</b>
<b>CI</b>	<b>Crease Interference</b>	<b>HO</b>	<b>Hooking</b>	<b>SP</b>	<b>Spearing</b>
<b>CV</b>	<b>Crease Violation</b>	<b>ICC</b>	<b>Illegal Cross Check</b>	<b>3rd MAN</b>	<b>Third Man In</b>
<b>CC</b>	<b>Cross Checking</b>	<b>IE</b>	<b>Illegal Equipment</b>	<b>TS</b>	<b>Throwing Stick</b>
<b>DOG</b>	<b>Delay Of Game</b>	<b>IEG</b>	<b>Illegal Equipment Goalie</b>	<b>TMM</b>	<b>Too Many Men</b>
<b>ELB</b>	<b>Elbowing</b>	<b>IS</b>	<b>Illegal Substitution</b>	<b>TR</b>	<b>Tripping</b>
<b>FM</b>	<b>Face Mask</b>	<b>INS</b>	<b>Instigator</b>	<b>UR</b>	<b>Unecessary Roughness</b>
<b>FOB</b>	<b>Falling on Ball</b>	<b>INT</b>	<b>Interference</b>	<b>USC</b>	<b>Unsportsmanlike Conduct</b>
<b>FINT</b>	<b>Fan Interference</b>	<b>KP</b>	<b>Kicking Player</b>	<b>WA</b>	<b>Wrap Around</b>
<b>EXP</b>	<b>Expulsion</b>	<b>MP</b>	<b>Match Penalty</b>	<b>GM</b>	<b>Game Misconduct</b>
		<b>M</b>	<b>Misconduct</b>	<b>GRM</b>	<b>Gross Misconduct</b>