

## How to Complete the Game Sheet Responsibility of Scorekeeper (Off-Ice Official)

- A. You should receive the scoresheet completed and verified by each team. Print your name as Scorekeeper. Have the Timekeeper print his/her name.
- B. Referee will come to review each team's roster. He/she will print his/her name and No. onto the scoresheet. Then each Linesperson will print their name and No. You may proceed to give them their payment for officiating the game (*please give correct denomination as they are not able to make change*).
- C. Enter the Game **Started** and **Ended** times.
- D. Enter the **minutes** of each period and overtime, if necessary (*see back of Score Clock Instructions*).

### E. Visiting / Home Team Scoring

**PER** = period goal scored (**1, 2, 3, OT**)  
**Time** = check the score clock and write down the time shown  
**SC** = player number who scored  
**ASST** = player number who assisted (first, second)

**NOTE #1:** The Referee should give you this information. For example the Referee will say "goal by 17 from 3 and 10". You will put **17** in the **SC** column, **3,10** in the **ASST** column.

**NOTE #2:** Check that the players who have scored or assisted are actually listed on the scoresheet. If they are not listed, let the Referee know immediately.

**NOTE #3:** Note any goal that was scored while the goaltender was off-ice (*open-net goals*).

*(It is helpful but not necessary to mark a goal as "SH" (short-handed) or PP" (power play) for your statistician.)*

### F. Visiting / Home Penalty Boxes

**PER** = period penalty received (i.e. **1, 2, 3, or OT**)

**NO** = jersey number of player receiving the penalty

**SERV = a)** used if goaltender is assessed a penalty. Insert the jersey number of the player serving the penalty on the goaltender's behalf. **b)** also used when a player is ejected from the game, then another must player must serve the initial penalty assessed and the ejected player is given the misconduct penalty (*usually 10 minutes*) – but referee will clarify

**OFFENCE** = reason for the penalty. The Referee will **signal** this information to you (i.e. - 10 white, tripping) refer to abbreviation list at the back of the pink scoresheet. It is important to record the correct offence, especially in the case of misconducts (*game/gross/match*) as there are automatic suspensions in accordance with the Official Rule Book.

**MIN** = Number of minutes for penalty. This will usually be 2 (*minor*) but it could be 5 (*major*) or 10 (*major*) or GAME. The Referee will indicate this to you. Enter each penalty separately – **See NOTE #4** (*except in the case of 4 minute penalty – See NOTE #5 below*)

**OFF** = Check the score clock and write down the time the penalty was given.

**START** = is used when:

- a) a 4 minute penalty assessed. If a goal is scored in the first 2 minutes of the penalty, then the start of the 2<sup>nd</sup> penalty is recorded here (*which is usually the time of the goal*).

If no goal is scored in the first 2 minutes, then you write the start time of the 2<sup>nd</sup> penalty which is less 2 minutes of the **OFF** time. Then, if a goal is scored during the second 2 penalty, then you would

record the time of the goal in the ON column which will end the penalty or you enter the time 2 minutes less the **OFF** time if no goal is scored.

**NOTE #5:** The Head Coach/Referee may decide the penalized player is to sit for 4 minutes or split up the 4 minute penalty and sit the penalized player plus an additional player instead. The penalized player's number is recorded in **NO.** column for both penalties while the Head Coach will place another player to sit for the second 2 minute penalty. The other player's number will go into the **SERV** column.

- b) a 3<sup>rd</sup> penalty is assessed to the same team. The 3<sup>rd</sup> penalty does not **START** until the 1<sup>st</sup> penalty has terminated. This player may sit in the box longer than the 2 minutes, if a minor penalty. You write down the time the player was assessed the penalty but you enter the START time when the 1<sup>st</sup> penalty is done.
- c) a 10 minute misconduct is assessed to a player along with a minor or major penalty, the 10 minutes does not **START** until the minor or major penalty has terminated. Please ensure you record the time properly. This player does not step onto the ice when the 10 minutes has terminated, only at the next stoppage in play.

**ON** = this is the time the player penalty time has terminated

- If there was no goal scored, the time would be 2 minutes less than the **OFF** time.
- If a goal is scored, check the score clock for the time of the goal and enter this time as the **ON** time (*this is important for stat purposes to determine if a power play goal has occurred*). If there are off-setting penalties, the players are to leave the box only on a stoppage of play (at whistle) and then that time is recorded which is usually longer than the actual 2 minutes.

**NOTE #6:** Multiple penalties go on multiple lines (e.g. a minor and misconduct for checking from behind is two penalties and must be recorded as such). If there are more penalties than will fit on the scoresheet, use a second scoresheet.

**NOTE #7:** Penalty shots should be recorded in the penalty record. If the penalty shot is scored, then record the goal and time as usual. Also, record the time, the player who was assessed the penalty and the offence.

#### **G. Goaltenders Record (Actual Shots Stopped)**

This is the number of shots that did not go into the net (*but could have if the goalkeeper was not there*). If the puck hits the post or crossbar and comes out that is NOT counted as a shot on net.

**Goaltenders** are the forgotten players when it comes to stats. An easy way to record saves is to make a hash mark on the side of the scoresheet or on a scrap piece of paper for every save. Draw a line under the last save of each period. At the end of the game add them up and place them in the correct box.

If there is a substitution made for Goaltenders, please record the period and time that the substitution is made on the scoresheet.

#### **H. Game Summary:**

Insert the total number of goals, assists and penalty minutes for each Home and Visiting teams.

- I. The Referee will check the scoresheet at the end of the game and sign it. Then the Linesmen will sign.
- J. Hand the scoresheet back to the Team Manager for review and distribution.

**Thank you!**