

Reference guide for managers, coaches, referees and score keeper to help you correctly fill out and complete a GLGHL Scoresheet.

A properly filled-out game sheet is required for all GLGHL games

Managers / Coaches

Pre-game

- Please make sure the game identification is filled in: game #, date, time, rink, teams, division Red, White or Blue NTB, 12U, 14U, 16U, 19U etc., level (Tier I or Tier II.)
- All coaches on the bench (maximum of 4) must be certified at the proper level, sign and print their name on the scoresheet, and include his/her coaching certification number and level. Managers and trainers are not allowed on the bench without proper certification with USAH
- Please make sure all player names and numbers are READABLE and in alphabetical order
- If using roster labels make sure all the copies of the scoresheet have labels on them and they correspond to the lines on the scoresheet.
- If not using labels for players the Manager or coach should fill out the names, not players
- Fill out participants on the scoresheet in alphabetical order by last name
- A player serving a game suspension SHOULD be listed in the regular place on the roster, but across from the name write "- suspension -". Note player's number, name and team, and "serving suspension" in the comments section. It does not help to see "#4 serving suspension", but no #4 in either roster, and no indication of which team the player is from
- A player who is part of the team and eligible to play, but is not playing, SHOULD be listed as well, but across from the player's name write "- absent -". If the player arrives late, make sure the "absent" notation is crossed out and the player signs the sheet. Cross out all inactive players.

Post-game

- Make sure you get your copy of the scoresheet; save them for proving playoff eligibility, statistics etc.
- If you are the home team, make sure the white sheet goes where it is supposed to, so the league will get it; lost white sheets can lead to fines and forfeits.
- Check for suspensions right after referee is through; ask questions if there's something you don't understand
- If the coach gets 15 penalties, or a player gets 5 penalties, and the ref does not notice, **the statistician will**; point it out to the ref and get it noted on the sheet so penalties don't have to be levied at a later time.
- Double minors count as two penalties as does a major and a game.

Referees

Pre-game

- Check that head coaches have signed the scoresheet
- Playing rosters are filled out WITH NUMBERS
- Count players during warm-ups, see if the roster matches
- If the count does not match roster, inquire as to why (2 players have not shown up, etc.); be certain you know why if the sheet lists fewer players than are on the ice
- A player serving a game suspension SHOULD be clearly listed on the scoresheet players roster section, with number, but noted next to the name, they should write "- suspension -", with another notation in the comments section.
- If a player is not present at the beginning of the game, mark "- absent -" across that name, and make sure the score keeper crosses out the "absent" when the player arrives.

During game

- If there's a complicated situation brewing, help the score keeper

- Check in with score keeper between periods for questions
- If a scorekeeper is in the weeds, go suggest to the home team coach that the score keeper might benefit from an experienced helper

Post-game

- READABLE officials' names please
- Check penalties:
- 15 penalties means the coach gets a suspension; please write it up
- 5 penalties for 1 player means a game misc; please write it up
- Check that double minors are listed and counted as 2 + 2 not a 4
- Check that checking from behind is listed as 2 + 10, not a 12
- Check "served by" penalties are noted correctly

Score Keeper

- Please make sure the game identification is filled in: game #, date, time, rink, teams, division, and level
- Note the actual start time and curfew time
- Find out the referee's name and print it legibly, so he/she can be identified for questions later
- It is often easier to write events down on a separate sheet of paper while the referee is telling you something, and then transcribe it carefully onto the score sheet; it's easy to write the right thing in the wrong place if you go directly onto the score sheet
- The score keeper has three main responsibilities during the game: recording goals / assists; recording penalties; recording goalie stats; each poses its own challenges
- Score keepers should record times as they appear on the clock.

Goals / Assists

- Record each goal on a line alone; do not leave blank lines
- The number of the player who scored the goal according to the ref is registered in the first box; one or two players may be credited with assists, or none; it's the ref's job to award assists
- Some parents will get very heated over unregistered or incorrect assists; feel sorry for them and try and teach them it's a team game; only with the officials' approval can a score sheet be changed; a wise man once said there's way too much focus on individual stats in youth hockey
- After the game, please note the final score in the upper corners as provided on the score sheet
- If a goal is a power play mark "pp" near the goal number on the left; also mark "sh" for shorthanded, and "en" for empty net

Penalties

- **A penalty is 2, 5 or 10 minutes.** There are no 4 minute penalties (those are recorded as two, 2-minute penalties) and there are no 12-minute penalties (those are recorded as a 2-minute minor and a 10-minute misconduct).
- The wide blank area is for the actual penalty; "rough", "trip", "cross-check"; keep it terse (however, please note there are no "F's in rough); if a penalty is being served by another player, just list the player serving by putting their number in parenthesis after the penalty type; make sure the player who did the deed is listed in the second column
- If a player gets multiple penalties on the same play, the "off" and "start" times of the penalties are different.
- For example, with 13:00 remaining, player #5 gets 2-and-10 for checking from behind. That is entered on the sheet as 2 separate penalties:

PER	MIN	NO.	INFRACTION	OFF	ON
1	2	5	Check From Behind (14)	13:00	11:00
1	10	5	Misconduct	13:00	:32

The (14) says the minor penalty was served by team mate #14. Assuming the other team does not score, #14 re-enters the game at 11:00. Then the 10-minute part of #5s misconduct starts. That player re-enters the game at the first whistle after the 1:00 mark, in this case 0:32.

Another example is a player gets 4 minutes for roughing. Let's say the other team scores after 1:30 of the penalty. That looks like:

PER	MIN	NO.	INFRACTION	OFF	ON
2	2	8	Roughing	13:00	11:30
2	2	8	Roughing	13:00	9:30

If you're running the score clock too, and it shows penalties, you post the first penalty as 4:00 minutes. When the other team scores, the clock would read 2:30 remaining. You need to change the clock to read 2:00 at that point.

"Off" and "Start" are different when you have three or more players serving penalties.

PER	MIN	NO.	INFRACTION	OFF	ON
1	2	2	Roughing	13:00	
1	2	3	Hooking	12:00	
1	2	4	Slashing (11:30)		

When #4 gets his penalty, his team is already 2 players short. So his penalty does not start until #2's penalty is over. #2 cannot go out on the ice until #3's penalty expires, when his team is entitled to 4 players again. So this one may end up looking like:

PER	MIN	NO.	INFRACTION	OFF	ON
1	2	2	Roughing	13:00	10:00
1	2	3	Hooking	12:00	9:00
1	2	4	Slashing (11:30)	11:00	8:32

In this case, there were no whistles between 11:00 and 8:32. At 10:00, #2 re-entered on the fly when #3's penalty expired, but #3 had to stay in the box. Similarly, when #4's penalty expired, #3 enters on the fly, and #4 must wait for a whistle (8:32).

Reminders:

- Keep an eye out for a player receiving 5 penalties in a game and inform the ref when the fifth occurs; that player receives a game misconduct
- Ensure that the player(s) receiving a penalty, goal or assist is actually on the scoresheet
- Count the penalties at the end of a game; if a team has 15, tell the ref; the coach gets a game misconduct.
- Do not leave blank lines in the penalty section. If all the lines are not used cross them out.
- If a game has more penalties than will fit, the right thing to do is get a second blank score sheet and continue on that.
- Always be alert during the game.
- At the end of the game make sure the scoresheet is complete and accurate. Any last minute information must be recorded prior to it being signed by the referees.
- Cross out any players that did not participate