

# Reference guide for managers, coaches, referees and score keepers to help you correctly fill out and complete a WNYAHL Scoresheet.

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

## **Managers / Coaches**

### *Pre-game*

- Please make sure the game identification is filled in: game #, date, time, rink, teams, division Red or Blue, level (Squirt, Midget etc.)
- All coaches on the bench must sign and print their name on the scoresheet, and include his/her coaching certification number and level
- Please make player names and numbers **READABLE**
- 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 names, not players
- Fill out scoresheets 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.

### *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 listed on the roster, 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 goach suspension; please write it up
- 5 penalties for 1 player means 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, 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, 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
- Most score keepers in youth hockey record times as they appear on the clock, i.e. down-time. If you insist on using up-counting time (like in the NHL), please be completely consistent and only use one system

### **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 short-handed, and "en" for empty net

### **Penalties**

- A penalty is 2, 5 or 10 minutes. There are no 4 minute penalties (those are recorded as 2 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; "ruff" is either part of Bridge, or Dennis the Menace's dog); 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.	#	Penalty	Off Ice	On Ice
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 # Penalty Min Off Ice Start On Ice

1	2	Roughing	2	13:00	13:00
1	3	Hooking	2	12:00	12:00
1	4	Slashing	2	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. And #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	#	Penalty	Off Ice	Start	On Ice
1	2	2	Roughing	13:00	13:00	10:00
1	2	3	Hooking	12:00	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).

Try explaining that one to a mite player...

## 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
- 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