

CHICAGO METROPOLITAN HIGH SCHOOL HOCKEY LEAGUE

NORTH DIVISION

SCORE SHEET INSTRUCTIONS **AND** **GENERAL INFORMATION** **2011-2012**

I. COMMUNICATION OF SCHEDULES, STANDINGS, SCORES, etc.

All game schedules will be posted on our league website at www.metronorthhockey.com. A link will be provided on our league website to the AHAI website at www.ahai2.org/public. Click on “..Stats” under NORTH along the left margin for top player/goaltender performers, current standings and scores. League communications will be made through the Metro North Team Representatives; however, everyone is expected to regularly check the League website for the latest information.

II. GAME SCORE SHEETS

As soon as possible after the score sheet has been completed and checked for accuracy and legibility; HOWEVER, NO LATER THAN THURSDAY NOON FOR WEDNESDAY GAMES AND MONDAY NOON FOR SATURDAY GAMES, the HOME TEAM MANAGER must do the following:

Home team manager:

- Fax the WHITE TOP COPY (ORIGINAL) to the Metro North Statistician, Dan Pierre at 847-557-2205. PLEASE DO NOT USE A COVER SHEET.
- If any Major, Game Misconduct, or Match penalties were assessed, also fax the WHITE TOP COPY (ORIGINAL) to the Chairman of the Metro North Rules & Ethics Committee, Ned Forsberg, at 847-564-2277. He can also be reached at work (preferred) 847-564-2266 or cell 847-254-1130.
- Mail the WHITE TOP COPY (ORIGINAL) to the Metro North Statistician, Dan Pierre, IN THE ENVELOPES PROVIDED (1016 Park Avenue, Lake Villa, IL 60046).

III. NEUTRALITY

Scorekeepers, Timekeepers, and Penalty Box Attendants are Minor Officials (technically “off-ice officials”) of the game and are under the direction and control of the on ice officials and, accordingly, must remain neutral. ALL MINOR OFFICIALS SHOULD BE 20 YEARS OF AGE OR OLDER, unless special arrangements have been made in advance. A Minor Official can be removed from the game by the on ice officials if he/she cannot remain unbiased.

IV. SCORE SHEET INSTRUCTIONS

Roster Section:

- Affix roster stickers to each page of the score sheet once the stickers become available. Until the stickers are available, the players’ names need to be manually entered on the score sheet beginning with the goalies in alphabetical order by last name followed by the skaters, also in alphabetic order by last name. Print last name then first name separated by a comma.
- Goalie’s names should be followed by a “G”.
- The names of the starting goalies from BOTH teams must be circled.
- All goalie information must be recorded in the boxes on the right hand side of the score sheet marked “1st GOALKEEPER SAVES” and “2nd GOALKEEPER SAVES”.
- Failure to complete the GOALKEEPER SAVES sections correctly will result in erroneous goalie statistics!
- Captains and Alternate Captains should be designated either “C” or “A”.
- A player serving a game suspension should be designated “SUSP”.
- A player who is absent should be designated “ABS”. If the player shows up later and checks in with the referee, a line may be drawn thru the “ABS”.
- A player who is injured or ill should be designated “INJ”. If challenged, you must be able to document the injury or illness with written evidence from a doctor.
- A player serving an athletic code violation should be designated “AC”.
- Any Junior Varsity player listed on your Official AHAI Varsity Roster must be added to the Varsity score sheet for any league game they appear in. Any Varsity Player (not frozen on your Official AHAI Varsity Roster) who is listed on your Official AHAI Junior Varsity Roster must be added to the Junior Varsity score sheet for any league game they appear in.
- When adding players to a score sheet, make sure their name appears on each page. Always keep in mind the “7-Up/7-Down” rules.
- You may only dress 20 players (maximum 18 skaters) for a game.

Scoring Section:

When the referee signals a goal and comes to the scorer’s table, write down all the information the referee gives including the period, the time on the clock (do not convert times by subtracting a clock time from the length of the period), the team that scored (a left justified “H” for home or a right justified “V” for visitor), the number of the scorer, and the number of any players earning assists. When the referee gives you a player’s number for a goal and/or assist, make sure that number is listed on the score sheet for the appropriate team. If it is not listed, during a stoppage of play, advise the referee of the problem. If you know the proper number of the player involved, suggest it to the referee. A Power Play Goal should be marked with “PP” in the scoring section, a Short Handed Goal should be marked with a “SH” in the scoring section, a Penalty Shot Goal should be marked with “PS” in the scoring section, and an Empty Net Goal should be marked “EN” in the scoring section.

Suspension Section:

A player or coach serving a game suspension should be listed in the "GAME SUSPENSIONS BEING SERVED BY:" section on the right hand side above the "SCORING" box. Indicate which team the player or coach is on with an "H" for home or a "V" for visitor. Record the player's number and print the player's last name. Record if the player or coach is sitting 1 of 1 games, 2 of 3 games, 30 days, etc. Make sure that "SUSP" follows the player's name in the roster section of the score sheet.

Scoring Summary Section:

At the end of each period, fill in the number of goals scored by each team. At the conclusion of the game, fill in the total number of goals scored by each team.

Goaltender Saves Section:

A running tally of the saves made by each team's goaltender should be kept on a separate sheet of paper. A save is recorded each time the puck would have entered the net had it not been for the goalie's intervention (remember, hitting a post or crossbar is not a save).

All goalie information must be recorded in the boxes on the right hand side of the score sheet marked either 1st or 2nd "GOALKEEPER SAVES". Fill in the goalie's jersey number, start time, period they entered the game, SAVES for each period and total SAVES for the game. Failure to complete this information correctly will result in erroneous goalie statistics!

Penalty Section:

Each line in the penalty section is for **ONE PENALTY**, even if multiple penalties are assessed to a player at one time. If multiple penalties are given to a player, list each one individually prior to listing another player's penalties. Always record the period of the infraction, player number (which corresponds to the score sheet number), a left justified "H" for home team, a right justified "V" for visitor, # of minutes for the infraction, the type of offense, the time off the ice, and the time back on the ice.

Most penalties are for 2 minutes. If a double minor is assessed, one line should be used for each 2 minute infraction (**i.e. there is no such thing as a 4 minute penalty**). The time off should be the time of the penalty and the time on is when the player returns to the ice (which is not necessarily 2,4,5, etc. minutes later-e.g. a power play goal, coincidental minors, etc can impact the time in the box). State the type of penalty that is assessed. If 5 minutes is given for fighting, state "Fighting" and on the next line "Game Misconduct". Remember, that would be two penalties, not one.

IF APPROPRIATE, advise either coach if a player has 4 penalties (do not advise the officials at this time). Should a player receive 5 penalties, he/she automatically receives a 6th penalty which is a Game Misconduct and he/she must leave the game! If the officials are not aware of the 5th penalty being assessed to a player, at a stoppage of play, advise them of such.

IF APPROPRIATE, advise either coach if his team has **13** penalties. Upon receiving the 15th team penalty, the head coach shall receive a Game Misconduct penalty, but need not leave the game.

Do not write between lines or below the bottom edge of the table. If you run out of space, start a new sheet. Always carry extra score sheets for this purpose.

Time-Outs:

All time-outs should be recorded in the upper left hand portion of the score sheet just to the right of the Metro logo. Fill in the team (H or V), the period and the time. Each team is allowed only (1) thirty (30) second time-out per game.

Major Penalty Section:

Check to see if the referee has checked “yes” in the bottom left portion of the score sheet indicating a Major, Game Misconduct, or Match penalty. If you have any questions concerning any of the penalties assessed during the game, clarify them with the **REFEREE** before distributing copies of the score sheet.

If a major penalty has been assessed, remind the coach of this fact so that he can ensure that the player appears at the next Metro North Board meeting. If a team receives 15 penalties in a game, the HEAD coach shall receive a Game Misconduct penalty and **MUST** appear at the next Metro North Board meeting with the Club President!

Signature Section:

This section should be filled in after all other sections have been completed. The officials should sign the form after reviewing it. (They should have printed their Name, Level and IHOA Number in the appropriate section at the top **BEFORE** the start of the game). Both coaches should sign and record their telephone numbers and C.E.P. Level. Often the referee will require the coaches to list their names and telephone numbers on the score sheet prior to the start of the game. This is not a substitution for them signing the score sheet. The scorekeeper should print his/her name.

Common Errors:

Jersey Number not valid: Referees report invalid jersey numbers on occasion. Always check to make sure the number is on the roster.

Power Play goals not marked with “PP”: If power play goals are not marked, the team does not get credit in the standings report.

Major Penalty section not completed: Make sure that either “Yes” or “No” is checked at the bottom of the sheet. If “Yes”, the player or coach receiving the major penalty must appear at the next Metro North Board Meeting. Everyone should have a record of this fact when they leave the rink with their copy of the score sheet.

Team section of Scoring and Penalties not completed correctly: Left justify “H” to designate home team and right justify “V” for visiting team. This, combined with putting only one penalty on each line, allows you to efficiently keep track of when a player has 5 penalties or a team has 15 penalties.

