Scorekeeper/Announcer Training

Scorekeeper/Announcer Duties

The scorekeeper/announcer for WYHA will serve in the following capacity.

1. Track the game data on the score sheet at district games (league), district tournaments and WYHA hosted tournaments.
2. Serve as the announcer during the game. The announcing of game activity is done at the WYHA hosted tournaments and District 3 tournaments.
3. In some instances the scorekeeper will be asked to also run the time clock. It is recommended, but not required that the scorekeeper has had training on the operation of the time clock.

Scorekeeper/Announcer Responsibilities

The scorekeeper/announcer will have the following responsibilities.

Scorekeeper

As a minor official of the game, the scorekeeper is responsible for recording the data fairly to both teams and must remain impartial during the game. It is "ok" to cheer for your team, however negative comments should not be directed to the referee or opposing team.

1. Obtain the score sheet from the Tournament Director or the Team Manager.
2. Obtain and record the starting line-ups from the coaches, Team Manager or Tournament Director. This should be gathered by the warm up period. Ask for the appropriate pronunciation of names.
3. Record the goals, assists and penalties during the course of the game as directed from the referee.
4. Record the shots on goal by team.
5. Turn in the completed score sheet with signatures to the Team Manager or Tournament Director.

Announcer

When making announcements, always speak slowly and clearly. When appropriate, make announcements for the visiting team and then the home team.

1. Make any pre-game announcements. This could include the Chuck-A-Puck contest.
2. Announce "Welcome" and starting line-ups.
3. Announce goals and assists. This includes the team making the goal, time of goal, jersey number and player name. Also announce the player making the assist by jersey number and player name.
4. Announce penalties. This includes the team receiving the penalty, jersey number, player name, length of the penalty (2 minutes), and the penalty (roughing, holding).
5. Announce the team at full strength at the conclusion of the penalty time.
6. Announce the one (1) minute time in the period.
7. Announce team line-ups for awards presentation at final games of a tournament.
8. At the end of each period, announce the shots on goal by each team
9. **CHUCK-A-PUCK contest:** when applicable, the contest will be performed between the 2nd and 3rd period. Announce the "Call to Toss" and the winner.

Score Sheet Elements

There are two types score sheets used for events at WYHA. The District 3 score sheet is used for league games and district tournaments. The Minnesota Hockey score sheet is used for WYHA hosted tournaments.

The layout of the two score sheets are different, however the essential scoring elements are the same. The elements are as follows:

1. *Game Identification*
2. *Roster Information*
3. *Scoring Data*
4. *Penalty Data*
5. *Shots on Goal*
6. *Fair Play Points*
7. *Game Summary and Signatures*

Game Identification

The game identification describes the teams playing, team level, arena name, date and starting time. Either hand-write this information on the score sheet or circle the information as displayed on the score sheet.

Roster Information

The player information is entered in this section of the score sheet. In most cases the Team Manager for each team will have labels available to place on the score sheet. If labels are not available, the scorekeeper will need to hand write the jersey number, player first name and last name and the player position.

This information will be used by the announcer to announce the activities (goals, assists and penalties) during the game.

The coach information should also be entered on the score sheet. This information should be available by the Team Manager, if not the scorekeeper will need to hand-write the information in this section. The information should be obtained by asking the head coach for each team.

Scoring Data

During the course of the game track the goals made by each team in the **SCORING** section of the score sheet. When a goal is made, a game stoppage will occur. The game running time on the time clock will be temporally stopped. This will give the referee time to assess the player that made the goal and any players that were involved in the assist. The referee will communicate verbally with the scorekeeper the player information for the goal and assists. The communication will happen in the format of 10 from 2 and 20. This means that player number 10 made the goal and players 2 and 20 were involved in the assist.

The following data should be entered when a goal is made.
    PERIOD <Per.> - Enter the period that the goal was made. The values to enter are 1, 2, 3 or OT.
    TIME <Time> - Enter the time from the time clock that the goal was made. The format is minutes and seconds (example: 10:02).
    TEAM <Team> - Enter the team name that made the goal.
    GOAL <Goal> - Enter the player number that made the goal. The referee will communicate the player number to the scorekeeper.
    ASSIST(S) <Assist(s)> - Enter the player number or player numbers that assisted in the goal. The referee will communicate the player number or numbers to the scorekeeper. If there were no assists for the goal being recorded, draw line in the box.

PP/SH <PP/SH> - The PP indicates that the goal was made during a Power Play situation. Enter a PP if the goal was made during a Power Play (PP). The SH indicates that the goal was made during a Short Handed situation. Enter a SH if the goal was made during a Short Handed (SH) play.
If this situation does not apply to the goal being recorded, draw a line in the box.

Penalty Data

During the course of the game track the penalties as they are called in the **PENALTIES** section of the score sheet. When a penalty is committed, a game stoppage will occur. The game running time on the time clock will be temporally stopped. This will give the referee time to assess the player or players that were involved in the penalty. The referee will communicate with hand signals the offense and verbally announce the player number or numbers involved in the penalty to the scorekeeper. It is recommended that the scorekeeper become familiar with the penalty hand signals. A copy of the hand signals is included in this training guide. If the scorekeeper is unsure of the offense and the recording requirements on the score sheet, it is the responsibility of the scorekeeper to stop the play and ask the referee to provide further explanation.

The following data should be entered when a goal is made.

PERIOD <Per.> - Enter the period that the penalty was committed. The values to enter are 1, 2, 3 or OT.

TEAM <Team> - Enter the team name that committed the penalty.

PLAYER NUMBER <No.> - Enter the player number that committed the penalty.

The majority of the penalties committed are 2 minute minor penalties. The most frequently called minor penalties are Hooking, Elbowing, Interference, Charging, Tripping, Cross Checking, Holding, Slashing or High Sticking.

If a player has a "2 and 10" penalty, record the penalty on two lines. The first line is recorded with the two (2) minute penalty and the second line is recorded with the ten (10) minute penalty. The player number on both entries should be the player that committed the penalty, even though there is another player serving the two (2) minute portion of the penalty. The ten (10) minute portion of the penalty starts after the two (2) minute portion of the penalty has expired.

If there is a Bench penalty, enter a "B" in the player number. There will be a player that will sit in the penalty box for the duration of the penalty time however, that player is not accessed the penalty.

If a penalty is accessed to the goalie, enter the goalie player number in the player number. There will be a player that will sit in the penalty box for the duration of the penalty time however, that player is not accessed the penalty.

If there is a Coincidental Minor penalty, the penalties are not posted to the scoreboard. The scorekeeper will notify the players and/or the penalty box attendants when to let the players out of the penalty box. Both players must wait until a stoppage in play before being released from the penalty box.

If a player is called for a double minor penalty at the same time, for a total of four (4) minutes, the penalties are served sequentially. Both penalties must be served by the player committing the offense. When the first penalty is expired the second penalty begins to be served. If a power play goal is made during the first penalty, the first penalty expires and the second penalty begins to be served. If a power play goal is made during the second penalty, the second penalty expires. If no power play goals are made, the player serves the full four minutes.

OFFENSE <Offense> - Enter the name of the penalty. Some of the more common penalties are Hooking, Elbowing, Interference, Charging, Tripping, Cross Checking, Holding, Misconduct, Slashing and High Sticking.

The table below illustrates the type of penalties that can occur and the amount of time to be served.

Classification	Penalty Length	Offense
Minor or Bench Minor Penalty	2 Minutes	Hooking, Elbowing, Interference, Charging, Tripping, Cross Checking, Holding, Slashing or High Sticking
Major Penalty	5 Minutes	Misconduct with game ejection. Usually a check from behind resulting in injury or player fighting.
Misconduct Penalty	10 Minutes	Usually a check from behind. The player will receive a 2 minute minor and 10 minute misconduct penalty.
Mouth Guard Misconduct Penalty	2 Minutes	Player is not wearing a mouth guard.
Match Penalty	10 Minutes	???
Game or Gross Misconduct Penalty	10 Minutes	????

PENALTY MINUTES <Min.> - Enter the number of minutes to be served by the player for the penalty committed.
START TIME <Time In> - Enter the time the penalty starts to be served.
EXPIRES TIME <Time Out> - Enter the time the penalty expires.
HOME FAIR PLAY MINUTE <Home F. Play Min.> - Enter the penalty minutes accessed for the home team. (For the District 3 score sheet only).
AWAY FAIR PLAY MINUTE <Away F. Play Min.> - Enter the penalty minutes accessed for the away team. (For the District 3 score sheet only).

If a power play goal is made, the opposing team's penalty expires and the penalty is taken off the time clock. The following penalties are the exception to this rule:
➢ Any penalty of five or more minutes
➢ Coincidental Minor penalties.

Shots On Goal
The scorekeeper may be asked to keep track of the shots on goal for each team during the game. The Minnesota Hockey score sheet has a grid to track the shots on goal and the saves. The grid is broken into three periods and allows the tracking for both teams. This score sheet is used at the WYHA hosted tournaments.

If the scorekeeper is asked to track shots on goal for the district game (league) and/or the district tournament game, the District 3 score sheet does not have a grid to track shots on goal. The scorekeeper should use a sheet of paper to track the shots on goal. The shots on goal should be tracked for each of the three (3) periods by team.

A shot on goal is defined as a shot that would have gone into the net if the goalie had not deflected or stopped the puck. A shot on goal is also counted when the puck does go into the net for a goal. When tracking the shots on goal on the score sheet, the scorekeeper should circle the shot on goal that resulted in a goal.

There may be many shots taken during a given sequence of play. It is best to count either mentally or on your fingers and then mark the shots on goal on the score sheet when there is a break in the action.

Question: how does WYHA treat an empty net shot on goal that results in a goal? Is it counted toward the goalie or as an empty net goal? Does it matter?

There are a few shots that are **NOT** tracked as a shot on goal. The following list are shots that do not count toward a shot on goal:
- ✓ A shot that is blocked by a player, not the goalie.
- ✓ A shot that is sent wide to the net, even if the goalie touched the puck.
- ✓ A shot that is sent over the net, even if the goalie touched the puck.
- ✓ An empty net goal. – **NEED to verify with WYHA**

Fair Play Points

The Fair Play Points system is a component of Minnesota Hockey HEP (Hockey Education Program). Fair Play encourages players to be respectful both on and off the ice and to follow game rules. The basic principles of Fair Play are as follows:
1. Respect the rules, opponents, officials, and their decisions.
2. All players should have the opportunity to participate.
3. All players, coaches and parents are expected to maintain self control at all times.
4. Everyone is involved in Fair Play. This includes players, coaches, officials, parents and spectators.

The Fair Play Points will be earned at all district (league) games. The Fair Play Points will be tracked at the district level and will affect the team standings. The Fair Play Points does not count toward WYHA sponsored tournaments.

How to Earn Fair Play Points

Each team will earn one (1) Fair Play point during a district (league) game when the following criteria are met.
1. Total Fair Play penalty minutes threshold is not exceeded.
2. A coach is not assessed a game misconduct or match penalty.
3. Spectator conduct does not become so abusive that in the referee's opinion, it is distracting from the game or inciting players or requiring referees to stop play and request offending individuals to leave the arena.

As part of the criteria to earn the one (1) point, the team must keep the total penalty minutes below or equal to the Fair Play point threshold. The threshold is set based on the player level. The table below illustrates the threshold for the Fair Play Point for each player level.

Player Level	Threshold Minutes
Squirt	10 Minutes or Less
Pee Wee	12 Minutes or Less
Bantam	14 Minutes or Less
Jr. Gold (Youth)	16 Minutes or Less
U16	16 Minutes or Less
Girls U10	8 Minutes or Less
Girls U12	10 Minutes or Less
Girls U14	12 Minutes or Less
Girls U16	14 Minutes or Less
Girls U19	14 Minutes or Less

Each team has the opportunity to earn a maximum of three (3) points per game. The team can earn one (1) point for Fair Play and two (2) points for winning the game. The team that lost the game does not earn any performance points, but may earn the Fair Play point if the above criteria are met. If a game ends in a tie, each team will earn one (1) point plus the Fair Play point.

On the District 3 score sheet, indicate whether the coach and spectator behavior was acceptable by circling Yes or No. This should be completed for both the Home team and the Away team.

On the District 3 score sheet, total the number of penalty minutes for the home team and the away team. Enter the total minutes on the score sheet in the column labeled Total Fair Play Minutes.

On the District 3 score sheet, enter the number of penalty threshold minutes in the column labeled Max. FP Minutes for this level. The threshold minutes can be determined from the above chart.

On the District 3 score sheet, indicate whether the team has earned the Fair Play Point by circling Yes or No. This should be completed for both the Home team and the Away team. To determine if the team has earned the Fair Play point, the team must meet all three criteria as stated in the **How to Earn Fair Play Points** section.

Game Summary and Signatures

At the conclusion of the game, the scorekeeper should complete the Goal Summary section (District 3), Saves section (Minnesota Hockey) and/or the Scoring section (Minnesota Hockey) of the score sheet. To facilitate the summary entries, the scorekeeper can update the Game Summary section at the end of each period.

The scorekeeper should draw a line through any unused space in the Scoring section and the Penalties section.

The final step in completing the score sheet is to have the referees sign the score sheet. The scorekeeper and the time keeper should also sign the score sheet.

The score sheet should be returned to the Team Manager and/or the Tournament Director.

Scorekeeper/Announcer Script

Listed below are some script ideas to use during the game. Remember to speak slowly and clearly.

Announcing Starting Line Up
Good (Morning/Afternoon/Evening) Hockey Fans!

Welcome to the (1st, 2nd, Final) game of the (Name of the tournament) between
(name of the Visiting Team) and (name of the Home Team).

And now let's meet the starting line up for the Visitors from (name of team).

(Announce the starting line up.)
(Announce the coaches.)

And now let's meet the starting line up for the Home Team from (name of team).

(Announce the starting line up.)
(Announce the coaches.)

Good luck to both teams. LET'S PLAY HOCKEY!

Announcing Goals
Scoring for (name of team), was number (jersey number), (player name) unassisted.

Scoring for (name of team), was number (jersey number), (player name) assisted by number (jersey number), (player name).

Announcing Penalties
A minor penalty has been assessed to (name of team), number (jersey number), (player name), 2 minutes for (name of penalty).

Coincidental minor penalties have been assessed to (name of team), number (jersey number), (player name) and (name of team), number (jersey number), (player name), 2 minutes each for (name of penalty).

A 5 minute penalty and a game misconduct has been assessed to (name of team), number (jersey number), (player name) for fighting (or checking from behind).

(Name of team) full strength.

Shots On Goal
Shots on goal in the first period for (name of team) (number of shots), for (name of team) (number of shots).

Shots on goal in the second period for (name of team) (number of shots), for (name of team) (number of shots). Total shots on goal for (name of team) (total shots), for (name of team) (total shots).

Shots on goal in the third period for (name of team) (number of shots), for (name of team) (number of shots). Total shots on goal for (name of team) (total shots), for (name of team) (total shots).

Other
One minute remaining the period.

District 3 Score Sheet

HOME _____ VISITOR _____ ARENA _____

SQ   PW   BTM   10U   12U   14U   A   B   C   Date_____   Starting Time_____
              (circle)   (circle)

LEAGUE   SCRIMMAGE   TOURNAMENT (circle)

No.	HOME	Pos.

No.	VISITOR	Pos.

HEAD COACH (print) _____
(sign) _____
CEP #_____ CEP LEVEL _____ YEAR ATTAINED_____
ASS'T COACH (print) _____
CEP #_____ CEP LEVEL _____ YEAR ATTAINED_____
ASS'T COACH (print) _____
CEP #_____ CEP LEVEL _____ YEAR ATTAINED_____

HEAD COACH (print) _____
(sign) _____
CEP #_____ CEP LEVEL _____ YEAR ATTAINED_____
ASS'T COACH (print) _____
CEP #_____ CEP LEVEL _____ YEAR ATTAINED_____
ASS'T COACH (print) _____
CEP #_____ CEP LEVEL _____ YEAR ATTAINED_____

SCORING						PENALTIES								Home F. Play Min.	Away F. Play Min.
Per.	Time	Team	Goal	Assist(s)	PP/SH	Per.	Team	No.	Offense		Min.	Time In	Time Out		

Acceptable Coach/Fan Behavior? (no ejections)
Home (Yes) (No)   Away (Yes) (No)

Fair Play Point Earned?
Home (Yes) (No)   Away (Yes) (No)

Total Fair Play Minutes
Max. FP Minutes for this level

Referees Signature _____
Referees Signature _____
Referees Signature _____

OFFICIALS

TIMEKEEPER	
SCORER	

GOAL SUMMARY

TEAMS	1	2	3	0	T

WYHA Hosted Tournament Score Sheet

GAME PLAYED AT _____ LEVEL _____ DATE _____

SHOTS ON GOAL SAVED AND SCORED

No.	H.	Pos.	No.	V.	Pos.

SCORE SHEET

Goalie – / Goalie – / Saves
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

SCORING

Per.	Time	Team	Goal	Assist(s)	PP/SH

PENALTIES

Per.	Team	No.	Offense	Min.	Time In	Time Out

Saves	1st Per.	2nd Per.	3rd Per.	O.T.	Total
Home					
Visitor					

Scoring	1st Per.	2nd Per.	3rd Per.	O.T.	Total
Home					
Visitor					

Scorer: _____
Officials: _____
_____
Remarks: _____
_____

_____ HOME TEAM _____

HEAD COACH (print) _____
(sign) _____
CEP # _____ CEP LEVEL _____ YEAR ATTAINED _____
ASS'T COACH (print) _____
CEP # _____ CEP LEVEL _____ YEAR ATTAINED _____
ASS'T COACH (print) _____
CEP # _____ CEP LEVEL _____ YEAR ATTAINED _____
MANAGER (print) _____
PHONE (_____) _____

_____ VISITING TEAM _____

HEAD COACH (print) _____
(sign) _____
CEP # _____ CEP LEVEL _____ YEAR ATTAINED _____
ASS'T COACH (print) _____
CEP # _____ CEP LEVEL _____ YEAR ATTAINED _____
ASS'T COACH (print) _____
CEP # _____ CEP LEVEL _____ YEAR ATTAINED _____
MANAGER (print) _____
PHONE (_____) _____

Penalty Signals

Official Signals

Icing

Hooking

Delayed (Slow) Whistle

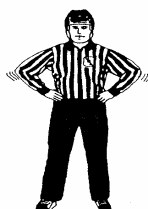Elbowing

Interference

Charging

Tripping

Cross Checking

Wash Out

Hand Pass

Holding

Misconduct

High Sticking

Slashing