

SCORE SHEET DIRECTIONS

Home Manager:

1. Fill in the following:
 - Date
 - Division/Level/Tier - Circle/fill in appropriate information for your team.
 - Home Team Name - Include your team number if necessary, ie - Sabres #1, Sabres #2
 - Visiting Team Name - Include your team number if necessary, ie - Sabres #1, Sabres #2
 2. Fill in the information for the Home Head Coach.
 - Name of head coach
 - CEP # (coaching card number)
 - Level (on coaching card)
 - phone number
 3. Complete roster for home team. List all players on the team in numerical order. If you choose to use stickers to do this, make sure you put one on each page of the scoresheet.
 4. Mark missing players with following:
 - INJ - injured (sick or injured)
 - ASB - missing (missing, but not sick or injured)
 - SUSP - suspended

NOTE - If using score sheet sticks for the roster, you will need to include notations on each page of the score sheet.
 5. List any suspensions in Game Suspensions Being Served By box.
 6. After the game, give the visiting manager the yellow copy of the score sheet.
- Home manager is responsible for submitting the game score. Follow league instructions to submit score.

Visiting Manager:

1. Make sure home manager has filled out all information at top correctly. Double check team name and make sure it includes team number if necessary.
2. Fill in the information for the Visiting Head Coach.
 - Name of head coach
 - CEP # (coaching card number)
 - Level (on coaching card)
 - phone number
3. Complete roster for visiting team. List all players on the team in numerical order. If you choose to use stickers to do this, make sure you put one on each page of the scoresheet.
4. Mark missing players with following:
 - INJ - injured (sick or injured)
 - ASB - missing (missing, but not sick or injured)
 - SUSP - suspended

NOTE - If using score sheet sticks for the roster, you will need to include notations on each page of the score sheet.
5. List any suspensions in Game Suspensions Being Served By box.
6. Make sure you pick up the yellow copy of the score sheet after the game.

Score Keeper:

1. Print your name on line labeled SCORER. Usually in the bottom right corner.
2. Visiting/Home Team Scoring
 - PERIOD - period goal was scored (1, 2, 3, OT)
 - TIME - check the scoreboard and write down the time goal was scored
 - TEAM - name of team that scored the goal
 - SCORER - number of player who scored - referee will give you this information
 - ASSIST - number of player(s) who assisted - referee will give you this information
3. Scoring
 - List total number of goals scored in each separate period by each team.
 - Total the number to get the end of the game score. Write in Total column.
4. Penalties
 - PER- period penalty was received (1, 2, 3, OT)
 - PLAYER - number of player receiving the penalty
 - TEAM - name of team receiving the penalty
 - MINS - number of minutes of penalty. This will usually be 1:30 or 2, but it could be 5 or 10. The referee will tell you how many minutes.
 - OFFENSE - reason for the penalty (slashing, tripping, etc). The referee will give this information to you.
 - OFF - Check the scoreboard and write down the time the penalty was given.
 - ON - This is the time the player is allowed to leave the box. If there was no goal scored, the time would be 2 minutes (or 1:30) later than the time off. If a goal is scored, check the score board for the time of the goal and enter this time as the ON time.

NOTES:

 - Multiple penalties go on multiple lines. (ex - 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 score sheet, use a second sheet.
 - Penalty shots must be recorded in the penalty record. A penalty shot counts towards the team's 15 penalties per game, regardless of whether a goal is scored or not. Record the time, player taking the shot, and the result of the shot.
5. Goalkeeper Saves
 - This is the number of shots that did not go into the net.
 - 1st goalkeeper - home, 2nd goalkeeper - visiting
 - Easy way to keep track of saves is to make hash mark on side of the score sheet or on a scrap piece of paper for every save. Draw a line under the last save each period. At the end of the game, add them up and write in the correct box.
 - Record the period and time that each goaltender entered the game after the game has started. Will only be used if a team changes their goalie.
6. Time Outs - If a team takes a time out, record which team took the timeout, the period, and the time it was taken on the bottom of the scoresheet.
7. At the end of the game, have referees sign the scoresheet. Offer the referees the pink copy if they want it. Often they do not. Return score sheet to your manager.