



## Game Sheet & Timekeeper Roles

---

Parents on our team are assigned to a rotation between recording the games in Game Sheet, Timekeeper (running the clock), and Penalty Box Monitor. You'll find those assignments loaded into our [BYHA page](#) as well as within the description of the game in Sports Engine.

**If you are unable to attend the day of your assignment, it's your responsibility to find a replacement.**

The Timekeeper and Game Sheet must sit together in the box. It's recommended to record goals, assists, penalties, etc. on paper as refs will inform you in a fast-paced manner. For accuracy, it's recommended to capture that way, although your goal is to enter into Game Sheet as soon as possible.

If you're occupying one of these roles during the game, you must remain neutral (no cheering). You're acting as a minor official in this capacity.

**Please arrive to the box at least 10 minutes prior to the start of the game.**

## Game Sheet

---

It's recommended you take the various trainings found here prior to your first shift:  
<https://www.byha.org/gamesheet>

### Before start of game

- Manager loads game on the iPad.
- Manager coordinates with both Head Coaches to verify roster and sign on iPad.

### During & after game

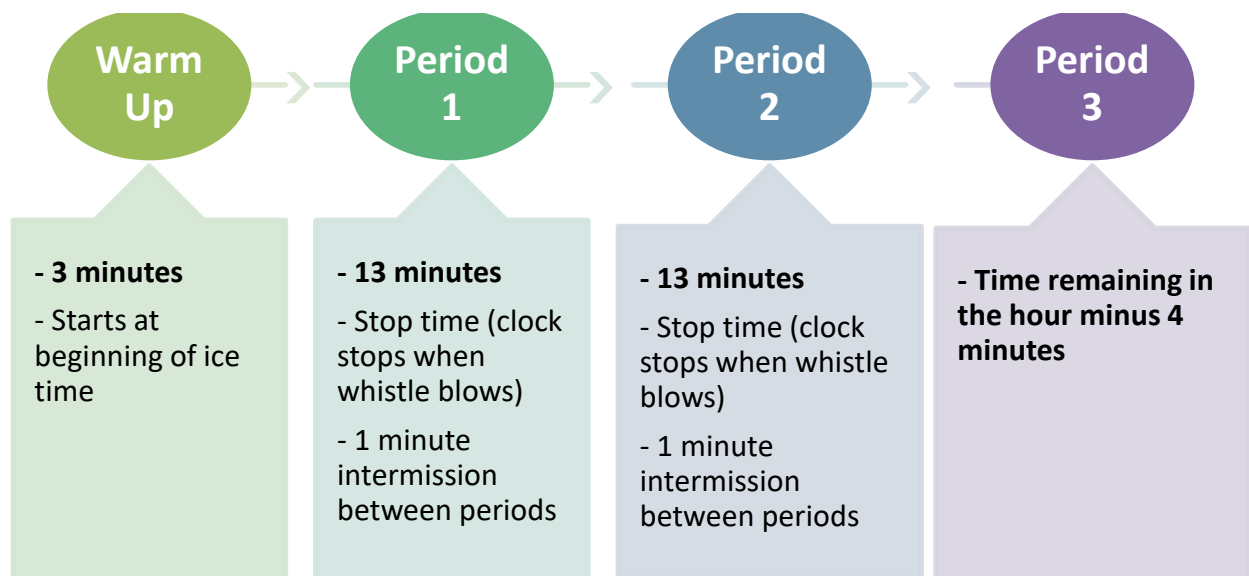
- Add '**Start of Game**' to Game Sheet whenever the **first puck drops**.
- Add both Refs numbers in game sheet.
- At end of game, ensure both Refs sign.
- **Lock and upload after ref signature.**
- Manager verifies it's been uploaded through email confirmation.

### Important Notes:

- The score differential is 10 goals, which means no more will go up on the scoreboard, but you can include in Game Sheet.
- Listen to refs and record on paper for accuracy. If there is a discrepancy, please try to correct it with the ref.
- Ensure penalties follow with who is in the box.
- Shots on goals: to qualify as a shot on goal, it needs to be in the net (not outside of it)

### Timekeeper

---



### Important Notes:

- If there's a 6-goal differential in the third period, running time is used.
- If the goal differential goes back to 5 in the third period, then stop time is used.
- If a penalty occurs during this time, the clock is stopped for officials to enter the penalty. Then, run time continues.
- Timeouts and overtime are not allowed.
- Any score over 10 goals should not be put on the scoreboard.