

1 Pre-Game Procedures

The following steps must occur prior to the start of the game. The Home Team is responsible for initiating the score sheet. Please note: Legibility is important since score sheets, or copies of them, generally end up being reviewed later by league officials and referees. Please use black ink since blue doesn't FAX or copy well.

- 1) Secure a blank score sheet.
- 2) HOME TEAM and VISITING TEAM: Indicate the full name of each team on the score sheet above the team lineup area. (*Example: KVHA PeeWee Tier-II Selects*)
- 3) DATE: Enter the full date. (*Example: October 14, 2007*)
- 4) SCHEDULED GAME: Check the SCHEDULED GAME box. A league game is considered a Scheduled Game.
- 5) LEAGUE GAME #: Denote the League Game number as indicated on the league schedule (*Example: PNAHA #34*).
- 6) AGE CLASS: Enter the age division and classification. (*Example: Squirt, PeeWee A, Bantam B, Midget A, Midget B, etc.*)
- 7) CURFEW TIME: Enter the scheduled end time of the game. As the game nears the scheduled end time the referee may ask for the curfew time.
- 8) ARENA: Enter the full name of the rink. No abbreviations please. (*Example: Kent Valley Ice Centre*)
- 9) Team Rosters: Home Team - Enter the jersey number and full name of each player. The first two lines (G) are reserved for goalies. The balance of the team should be entered in jersey number sequence. Enter the coach's names, their CEP #'s, Coaching Level and Date Achieved. (All of this information is available on the coach's USA Hockey Coaching Card.) Enter the team manager's name and contact phone number. Finally, secure coach's signatures. Visiting Team - Provide the score sheet to the visiting team manager or coach. The visiting team is responsible for entering their team's roster, coach's data and manager's data. Be sure to denote the team captain and all assistant captains as these players are the only players allowed to talk to the referee. A score sheet sticker template can be found on the league website.
ALL COACHES ON THE BENCH MUST SIGN THE SCORE SHEET
- 10) COMMENTS: The Comments area at the bottom of the team roster area is reserved for special comments relative to the game. For example; if a player or coach is serving a suspension and is not eligible for the game, it should be noted in the comments box. If not noted, the player or coach WILL not get credit for serving the suspension. In addition use this area to note the goalie changes and the time they occur.

2 Game Procedures

The PNAHA League requests that all scorers record clock time.

2.1 Team Scoring

The NO. column has preprinted numbers indicating the sequence of goals, 1-15. For goals other than even strength enter the following abbreviations in the NO. column:

- EN – Empty Net goal
- PP – Power Play goal
- PS – Penalty Shot goal
- SH – Shorthanded goal

HOME TEAM SCORING				
NO.	PER.	TIME	GOAL	ASST
1.	1	5:24	4	7
2.	3	1:18	4	9-7

When a goal is scored, enter the period number in the PER. column. In the TIME column, enter the time when the goal was scored. In the GOAL column enter the jersey number of the player who scored the goal. In the ASST column enter player's jersey number(s) for up to two players who assisted in the scoring of the goal. The referee will provide the assists. If there is more than one assist separate the numbers by a "-" or a "/".

2.2 Penalties

When a penalty is assessed enter the period in the PER column. Place an "X" after the period you have entered if the penalty results in a power play. Enter the jersey number of the player being assessed the penalty in the NO column. Enter the type of penalty in the OFFENSE column, i.e. TRIP, HOLD, ROUGH, HI STICK, CHECK, CROSS CHECK, CHECK BEHIND, HEAD CONTACT, BOARD, CHARGE, DELAY, KNEE, MISCONDUCT, etc. to name a few.

In the MIN column enter the number of minutes being assessed, 2, 5 or 10 minutes. If the game is in run-time mode, meaning there are no clock stoppages for goals or penalties, the clock just runs until the period is over, it is standard procedure to enter 3 minutes for a 2 minute penalty and to hold the player for 3 minutes in the penalty box. Enter the time when the penalty was assessed in the OFF column. If the game is in run-time mode, enter the time for OFF based on when the official drops the puck to restart play. When the clock is being run in stop-time mode, enter the time based on the time showing on the clock. The START column is generally left blank. START time is recorded only when it is different from the OFF time. This can occur when a player is assessed two penalties at one time. In the example above, player

PENALTIES - HOME						
PER	NO	OFFENSE	MIN	OFF	START	ON
1	4	Check Behind	2	2:30		4:30
1	4	Misconduct	10	2:30	4:30	14:54

#4 was assessed a 2-minute minor for checking from behind which carries with it an automatic 10-minute misconduct penalty. The penalty occurred at 2:30 into the 1st period. The minor penalty ran for 2 minutes until 4:30 into the period when the 10 minutes began for his misconduct penalty. The misconduct penalty is referred to as a "delayed penalty." A similar situation occurs when a player is assessed a double minor, two 2-minute penalties. This should be recorded on two lines and should never be recorded as a 4-minute penalty.

2.3 Scoring by Period

This section is fairly basic. Simply enter the total number of goals scored for each period by VISITORS and HOME teams. In this example, HOME scored 2 goals in the 1st period, 1 goal in the 2nd period and none in the 3rd, for a TOTAL of 3 goals. In this game there was no OT (Overtime) period. VISITORS scored no goals in the 1st, 1 goal in the 2nd and 1 goal in the 3rd, for a TOTAL of 2 goals. The final score was VISITORS 2 and HOME 3.

		SCORING BY PERIOD				
		1	2	3	OT	TOTAL
VISITORS		0	1	1	/	2
HOME		2	1	0	/	3

2.4 Goalkeeping

This section is another one of those tough ones. Enter the jersey number of the home goalie in the GOALIE column. If goalies are switched, as in the example for PER 3, enter the jersey number of the goalie who started the period, add a slash and then enter the jersey number of the goalie who replaced him/her to finish the period (be sure to note the time of the goalie change in the comment box.) PER is the period number. There is nothing for you to enter in PER. Enter the visitor's shots on goal for the respective period in the SHOTS column for the HOME GOALKEEPING record. Deduct visitor's goal from visitor's shots for the respective period to arrive at SAVES. In this example for the 3rd period, the visitors made 5 SHOTS on home goalie #31 and scored 3 goals resulting in 2 SAVES. You will notice that home goalie #31 was pulled from the game and replaced by home goalie #1. The visitors made 7 SHOTS on home goalie #1 and failed to score any goals resulting in 7 SAVES for goalie #1. This whole procedure is reversed for the VISITOR GOALKEEPING record. Anytime a goalie is replaced during a game, you should record the score and shots (shots and saves) as of the time of the substitution.

HOME GOALKEEPING				
GOALIE	PER	SHOTS	SAVES	
31	1	6	4	
31	2	4	3	
31/1	3	5/7	2/7	
/	OT	/	/	

2.5 Closing Out The Sheet

At the end of the game, review your entries. Make any corrections necessary. Then, total up the number of goals scored by each team, write the total in their respective scoring box and circle the number. Total up the number of

penalties received by each team, write the total in their respective penalties box and circle the number. Present the completed score sheet to the officials for their signatures. The white top copy of the score sheet is to be mailed to the PNAHA League Commissioner. The yellow copy should be given to the home team coach or manager. The pink copy should be given to the visiting team coach or manager. The referees get the bottom or golden rod copy.

It is the home team manager's responsibility to either e-mail, call, or text the score to the league commissioner so that it may be placed on the league web-site. The game will show up as in progress until such a time as the official score sheet is provided to the league.

Attachment A is an example score sheet to be used for training purposes. There is no need to skip spaces between periods in the penalty section. Many times for the higher age groups you will need every line and may need to use an additional sheet.

Attachment A: Example Score Sheet

Whitcomb PeeWee Tier II Warriors
VISITING TEAM

POS. NO.	NAME	DATE	ACHIEVED
G 1	HUSTIN KORNHORN		05
G 2	Xyle Manna		06
3	Ryan Harrington		
5	Grazi Fabis		
7	Alix Watt		
8	John Andrews		
9	Colin Roth		
11	Kai Robinson		
14	Va Fransen		
16	Scott Hansen		
17	Danny Thorde		
19	Mark Hitts		
20	Jacob Franz		
30	Tyler Ostada		
HEAD COACH (PRINT) <u>Mike Manna</u>			
HEAD COACH (SIGN) <u>[Signature]</u>			
CEP #	<u>102503</u>	DATE ACHIEVED	<u>05</u>
COACHING LEVEL	<u>3</u>		
ASST. COACH (PRINT)	<u>KAY SOMMERDA</u>		
ASST. COACH (SIGN)	<u>[Signature]</u>		
CEP #	<u>204511</u>	DATE ACHIEVED	<u>06</u>
COACHING LEVEL	<u>2</u>		
ASST. COACH (PRINT)			
ASST. COACH (SIGN)			
CEP #		DATE ACHIEVED	
COACHING LEVEL			
MANAGER (PRINT)	<u>KEVIN HANSEN</u>		
PHONE	<u>(425) 911-9764</u>		
COMMENTS	<u>Player #10 Ben Olson was serving a one game suspension.</u>		

WVHA PeeWee Tier II Selects
HOME TEAM

POS. NO.	NAME	DATE	ACHIEVED
G 1	Davia Zaks		
G 12	Joshua Stone		
2	Chad Hayward		
3	John Scherer		
4	Byasch Keegan		
5	Jesse Neufand		
7	Michael Jolin		
8	Matthew Seaman		
9	Melanie Doney		
19	Max Doney		
13	Harrison Tragg		
14	Grazi Wilson		
15	Brandon Hansen		
16	Rebecca Graciewicz		
17	David Rivers		
19	Gregory Graciewicz Jr.		
HEAD COACH (PRINT) <u>Greg Graciewicz</u>			
HEAD COACH (SIGN) <u>[Signature]</u>			
CEP #	<u>174490</u>	DATE ACHIEVED	<u>05</u>
COACHING LEVEL	<u>4</u>		
ASST. COACH (PRINT)	<u>FRAN HOWLAND</u>		
ASST. COACH (SIGN)	<u>[Signature]</u>		
CEP #	<u>122383</u>	DATE ACHIEVED	<u>06</u>
COACHING LEVEL	<u>2</u>		
ASST. COACH (PRINT)	<u>Joe Strong</u>		
ASST. COACH (SIGN)	<u>[Signature]</u>		
CEP #	<u>207523</u>	DATE ACHIEVED	<u>06</u>
COACHING LEVEL	<u>2</u>		
ASST. COACH (PRINT)			
ASST. COACH (SIGN)			
CEP #		DATE ACHIEVED	
COACHING LEVEL			
MANAGER (PRINT)	<u>Tammy Hayward</u>		
PHONE	<u>(206) 466-8662</u>		
COMMENTS			

PNAHA OFFICIAL SCORESHEET

DATE October 14 20 07 SCHEDULED GAME EXHIBITION GAME
LEAGUE GAME # PNAHA AGE CLASS PeeWee Tier II CUREFW TIME 2:50 PM
ARENA Kent Valley Ice Center

VISITING TEAM SCORING				HOME TEAM SCORING			
NO.	PER.	TIME	GOAL ASST	NO.	PER.	TIME	GOAL ASST
1	2	1:54	20 11	1	1	10:49	13 5-14
2	2	5:12	20 4-11	2	2	12:07	13 2-5
3	3	7:16	20 --	3	3	12:58	9 4-2
4				PP	3	12:13	9 4-11
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

VISITORS GOALKEEPING				HOME GOALKEEPING			
GOALIE	PER	SHOTS	SAVES	GOALIE	PER	SHOTS	SAVES
1	1	14	13	1	1	7	7
2	2	15	14	2	2	11	9
3	3	12	10	3	3	10	9
OT				OT			

PENALTIES - VISITOR

PER	NO	OFFENSE	MIN	OFF	NO	OFFENSE	MIN	OFF	NO
1X	14	10P	2	12:12	1X	7	Rough	2	10:55
2X	14	Rough	2	7:29	2X	2	Stick Behind	2	4:52
2	7	Unsports	2	9:43	2	2	Misconduct	10	5:12
3X	11	Rough	2	11:16	2	11	Unsports	2	9:43
					3X	9	H. Stick	2	2:42
					3X	4	Hook	2	2:59
					3X	3	Stick	2	4:46

PENALTIES - HOME

PER	NO	OFFENSE	MIN	OFF	NO	OFFENSE	MIN	OFF	NO

DISTRIBUTION: Top copy - league offices Middle copies - home team & visiting team Bottom copy - referee

-- SAMPLE --