

GTHA Scorekeeping/Timekeeping Procedures

1. Team Managers are responsible for providing either 1 scorekeeper or 1 timekeeper for every house game played. They also are responsible for knowing if their team is home or visitor.

Say the schedule lists the game as: S1 vs S2:**

The VISITING team (the team listed first, or S1) provides the TIMEKEEPER and give four (4) stickers to the home team's manager to put on the scoresheet.

The HOME team (the team listed second or S2) provides the SCOREKEEPER and the scoresheet.

2. Scorekeeper responsibility

BEFORE THE GAME:

- a. Write the game, time and date played, all goals, assists and penalties.
- b. Write down in the space provided what the goalie's number is and shots per period. (if at Howe, you may have to use tick marks on the blank piece of paper and transfer to score sheet since the clock at Howe doesn't keep track of shots on goal)
- c. find out from each coach what players aren't there and cross their name off the sticker (with players name and numbers on it) (You will need to track players who missed games if your team makes it to Districts)
- d. make sure the referees have initialed the scoresheet and the coaches have signed the scoresheet prior to game start.

AFTER THE GAME:_ (Home Team manager or scorekeeper)

- a. Make sure that referees have "x'd" out the scoresheet and initialed it.
- b. Distribute the copies as follows: (Home manager may also do this)

White Copy: put in GTHA Mailbox or Howe Mailbox

Yellow Copy: Home Team Manager keeps in book

Pink Copy: Visitor Team Manager keeps in book

Gold Copy: Referee copy (they should take after initializing)

3. Timekeeper responsibility

- a. running the clock – stopping, starting, adding penalties, goals and shots

**updated on 11/2009 to indicate how new scheduling software lists games