

# Scorekeeping – Common Mistakes

All of your minor officials working in the scoring booth need to know how to fill out the score sheets!! The score sheet is the official game sheet and needs to be done correctly!

## Stickers:

1. Any players NOT playing must be crossed off the sticker. Rosters must NOT contain more than 20 active players and of those 20 a maximum of 2 goalies dressed.
2. If the Team name is not on the sticker make sure it is listed on the line on the top of the score sheet that says team name.

## Coaches:

- ALL Coaches who are on the bench MUST sign the score sheet and list their CEP number if it is not printed on the sticker. The coaches are required to verify the roster and sign the sheet PRIOR to the game starting. If there are 4 coaches on the bench you should have 4 signatures on the sheet please! Again, this is the official score sheet if something happens to one of the coaches on the bench during the game we need to make sure they were listed on the score sheet!!!

## Age Level:

- Please make sure the specific level is listed. Example: Pee wee A, Bantam B, BOYS Varsity, GIRLS JV. Please DO NOT list things like Varsity, JV, PW. The full team name is required.

## Official Scorer:

- Needs to sign and provide a phone number. If there are questions on the scoresheets, we need to contact the scorekeeper.

## Goal Keeping Records:

1. Make sure a goalkeeper is listed!! We cannot record goalie stats if we don't know which player was the goaltender.
2. If there is a goalkeeper change please make sure that is noted. There is a slash in the goalkeeper box, if a new goalkeeper enters the game they should be listed after the slash.
3. Example: 30/25 Player 30 started the period...Player 25 came into the game. In the box then with shots on goal you would use a similar slash to note how many shots each goalie had and likewise the same routine in the saves box.
4. When there is a goalkeeper change feel free to make a note on the top of the score sheet the time of the change Ex: Goalie change 2nd Period 5:48. This might be helpful later if you are questioning shots on goal.

## Suspensions:

- If there is a player serving a suspension he/she needs to be listed on the official game sheet for it to count as suspension served. Make sure they are listed on the suspension line and also **CROSSED** off the sticker and **NOT** listed as an active player on NGIN. This is the only way we can verify a player or coach has served a suspension.

Penalties:

1. Start time is when the player goes into the box. End time is when the player gets back on the ice. Keep in mind that if it's a 2 minute penalty assessed at 5:02 you aren't automatically writing end time of 3:02. Was a goal scored? Was it is co-incidental penalties and they were in for 3 minutes because of no whistle?? Please record the end time as the actual time that the player went back on to the ice.
2. Same scenario with the misconduct penalties - the 10 minute penalty starts when the 2 minute penalty has been served either because the time has elapsed 2 minutes or a goal was scored prior to the 2 minutes expiring. Please make sure the time the 10 starts is being recorded properly.

NGIN:

- Please make sure you are NOT selecting all players. Just list the players from the score sheet who are active players.
- If there is a mistake made on NGIN and the game is finalized it WILL get fixed provided that the official score sheet is accurate

If you have ANY questions at all on the score sheets or NGIN please do not hesitate to ask. There are just under 800 score sheets that need to be reviewed and filed this year with SDAHA.