

1. Fill in the following information:

- Date
- Location – Rink name or City/State where game is taking place
- Home Team – the name of the Home team
- Visiting Team – the name of the Visiting team
- Game slot – time ice slot begins and ends
- Game start – time the puck is dropped to begin the game
- Time outs – record the period and time of the timeout for each team (if used)
- Check off whether the game is for the Red, White, or Blue Division

2. Team Rosters:

Print all players names clearly and legibly

POS – Position played (F – Forward, D – Defense, G – Goal)
NO – Jersey number
Team – Print player name
Signature – Player signature

- Only write in players who are playing in the game (don't write in absent players)
- You can pre-fill names on your home scoresheets to save time before a game but players must *sign* their own name
- If the player's name does not appear on the scoresheet, she is not eligible to play and you can be assessed a bench minor by the referees and your team may be subject to game forfeiture according to league Bylaws, Article IV, Section 4.15
- The coaches must print their names and then record their CEP number. The Head Coach will sign the scoresheet in **Section 8** after the game is completed.
- There are 20 spaces for players names on the roster. According to USA Hockey rules, women's teams may roster 25 players (including goalies), but may play only 20 for any given game.
- If you know or think a player is going to be late for a game, remember to write her name on the scoresheet before the game begins (but do not sign). The player should then sign in as soon as she gets to the bench. It is also a good idea to tell the referees that you are expecting players to arrive late.
- If a player or coach is suspended, he/she must sign their name in **Box #9**

3. Scoring Record

Fill in the following information:

Type of goal (even strength, power play, shorthanded, or empty net)
Period in which the goal was scored
Time the goal was scored
Team **NAME** (**NOT** Home/Away, dark/light)
Goal scorers' jersey number
Goal scorers' last name (and first initial if necessary) – from the roster listed above the scoring section
Assist jersey number
Assist name

It is YOUR responsibility to ensure that the correct information is recorded. Compare the jersey number given to you by the referee and make sure it corresponds to a player listed on the roster (the refs aren't perfect – if there are no players on the roster with the jersey number they give you, tell them and make sure it gets corrected!). If you are not sure about something, ask the referee before the game continues.

4. Penalties

There are separate sections for each team – write in correct section!

Fill in the following information:

Player's jersey number

Length of penalty (minor = 2min; major = 5min; misconduct = 10min)

Penalty (infraction)

Period in which the penalty was called

Time off ice = time penalty was called

Time on ice = time the penalty is over (either the time the other team scores or the time when the penalty expires)

5. Shots on goal -

Definition of a shot - any attempt to score, which if it wasn't for something the goalie did, would have gone in the net. This is NOT like soccer or field hockey, where any attempt towards the goal is considered a shot. It is only a shot if the goalie had to keep it from going into the net. A shot that hits a defender or forward in front of the net is NOT recorded as a shot, NOR are shots that hit the post and stay out of the net. The goalie has to be the one to have kept the puck from entering the goal. If the puck goes into the net, it is counted as a shot.

6. Goaltending Summary

Fill in the following information for each team:

Starting – jersey number and name of the starting goaltender for each team.

Min – total minutes played. If the goalie played the entire game, this is 45 minutes.

Shots – total shots against the goalie (so, the Shots against the Home goalie are the total number of shots recorded for the Away team)

GA – total goals against (so, GA the Home goalie are the number of goals scored by the Away team)

Sub – if there is a goalie substitution, record the same information for the sub as for the starting goalie. Record the period and time of substitution, and begin a new shot and GA count for the new goalie.

7. Shot/Scoring Summary

Fill in the shots for each period for each team from section 5. Add them together to get the total shots on goal for each team. Fill in the total goals scored for each team per period. Add them together for the total score. Make sure the total goals scored is the same as the number of goals you have recorded in the scoring record section (section 3).

8. Signatures

- Print your name and sign in the "Scorer" area.

-Make sure coaches from both teams sign the scoresheet – it is their responsibility to check the scoresheet and make sure they agree with everything. Once the sheet is turned in, it's too late!

-All referees need to sign the scoresheet

9. Suspensions – all suspended players and coached must sign this area of the scoresheet

10. Scoresheet Distribution – make sure each team gets the appropriate copy of the scoresheet AFTER all signatures are obtained. The **HOME** team also gets the white copy to send to the statistician.