

# **Kent Valley Hockey Association**

## **Score Sheet Instructions**

Revised – September 10, 2009

Drafted – October 16, 2007

**PNAHA Official Score Sheets** and **KVHA Game Worksheets** are available for team managers in the team mail box in the slot labeled score sheets in the employee lounge just to the right of the elevator on the upper concourse. These score sheets are used for all games whether Pacific Northwest Amateur Hockey Association (PNAHA), North Puget Sound Hockey League (NPSHL) or exhibition games.

Pre-game score sheet steps must be completed, team rosters entered, team staff identified, signed and verified by the respective coaches prior to the teams going on the ice for warm-up before beginning the game. The referee will want to review the score sheet prior to starting the game.

### 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 KVHA staff, 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** or **EXHIBITION GAME:** Check the appropriate box. A league game is considered a Scheduled Game, i.e. PNAHA or NPSHL. Non-league games are considered Exhibition Games.
5. **LEAGUE GAME #:** If the game is an exhibition game you can leave this area blank. If it is a League Game and the game number is known (as indicated on the league schedule) enter the league name and the number of the game. If the game number is not known, just enter the league.  
Example: PNAHA #34 or just PNAHA, or NPSHL.
6. **AGE CLASS:** Enter the age division and classification.  
Example: Mighty Mites Rec, Mite Rec, Squirt Tier-II, PeeWee Tier-I, Midget U-16, 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. If the time remaining on the clock is greater than the time remaining to curfew time, the referee will request the clock be set to

equal the remaining time and will ask for the clock to run without stopping until the end of the game.

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 starting goalie on the first line and the reserve goalie (if any) on the second line. 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.
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 may not get credit for serving the suspension.

## Game Procedures

The following instructions deal with actions that occur during the course of the game. It is highly recommended that score keepers utilize a KVHA Game Worksheet to record actions before transferring them to the Official Score Sheet. KVHA Game Worksheets are available under the forms tab on [www.KentValleyHockey.com](http://www.KentValleyHockey.com) and are also available in the team mail box labeled score sheets in the employee lounge just to the right of the elevator on the upper concourse.

**Clock Time vs Elapsed Time** – Perhaps the toughest and most controversial issue with score keeping is the recording of time for goals and penalties. The clock counts down from 20:00 or 15:00, depending on the level of play. The score sheet should indicate elapsed time or time into the period. However, elapsed time is optional and the scorekeeper can use whichever they are most comfortable with. Tables for converting clock time to elapsed time are in the back of the time keeper's book at the scorer's bench. The USA Hockey Off-Ice Officiating Manual (Fifth Edition) describes elapsed time on pages 12 and 13 as follows:

- When recording information, the general rule is to record the time based on the amount of time that has expired in the period. For example, if a goal was scored with 10 minutes remaining in a 15 minute period, the goal would be recorded as occurring at the 5:00 minute mark of the period.

- The time when the penalty is assessed is recorded in the section with the "TIME" heading. This is the actual stoppage of play when the penalty is assessed and recorded. As with goals, the standard practice is to record the time expired (elapsed time) from the start of the period on the score sheet.

Although the "elapsed time" method considered as standard is the most commonly used method, the recording of clock time is also acceptable and is used by some leagues or governing bodies. The league that governs the teams involved will usually follow one of these procedures consistently throughout the league. KVHA views the "elapsed time" method as optional at all levels.

1. **TEAM SCORING:** The **NO.** column has preprinted numbers indicating the sequence of goals, 1-15, and should be left blank. When a goal is scored, enter the period number in the **PER.** column. In the **TIME** column, enter the "elapsed 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. Usually, the referee will provide the assists. However, if the official scorer is following the play close enough he/she may be able to grant assists.

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

2. **PENALTIES:** When a penalty is assessed enter the period in the **PER** column. Enter the jersey number of the

| 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 |

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 "elapsed time" when the penalty was assessed in the **OFF** column. If the game is in run-time mode, calculate the elapsed time for **OFF** based on when the official drops the puck to restart play. When the clock is being run in stop-time mode, calculate the "elapsed 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 #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 1<sup>st</sup> period. The minor penalty ran for 2 minutes until 4:30 into the period when the 10 minutes began for his major 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.

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 1<sup>st</sup> period, 1 goal in the 2<sup>nd</sup> period and none in the 3<sup>rd</sup>, for a **TOTAL** of

|                 |  | <b>SCORING BY PERIOD</b> |          |          |           |              |
|-----------------|--|--------------------------|----------|----------|-----------|--------------|
|                 |  | <b>1</b>                 | <b>2</b> | <b>3</b> | <b>OT</b> | <b>TOTAL</b> |
| <b>VISITORS</b> |  | 0                        | 1        | 1        | /         | 2            |
| <b>HOME</b>     |  | 2                        | 1        | 0        | /         | 3            |

3 goals. In this game there was no **OT** (Overtime) period. **VISITORS** scored no goals in the 1<sup>st</sup>, 1 goal in the 2<sup>nd</sup> and 1 goal in the 3<sup>rd</sup>, for a **TOTAL** of 2 goals. The final score was **VISITORS 2** and **HOME 3**.

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. **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 3<sup>rd</sup> 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.

| <b>HOME GOALKEEPING</b> |            |              |              |
|-------------------------|------------|--------------|--------------|
| <b>GOALIE</b>           | <b>PER</b> | <b>SHOTS</b> | <b>SAVES</b> |
| 31                      | 1          | 6            | 4            |
| 31                      | 2          | 4            | 3            |
| 31 / 1                  | 3          | 5 / 7        | 2 / 7        |
| /                       | OT         | /            | /            |

5. **Closing out the score sheet:** At the end of the game, cross check your entries with your KVHA Game Worksheet. 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 must be placed in the team mail box slot labeled **Score Sheets** in the employee lounge just to the right of the elevator on the upper concourse. 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 orange copy.

---

## ***Special North Puget Sound Hockey League Instructions***

15 October, 2007

To: NPSHL Managers and Scorekeepers:

A few reminders about the score sheets:

1. All rostered players **MUST** be listed on the score sheet with their jersey number. If a player is absent from the game, a single line should be drawn through his/her name (so it can still be read).
2. All coaches/managers/trainers on the bench **MUST** sign the score sheet and fill in their USA Hockey CEP#. If they do not have a CEP#, they cannot be on the bench.
3. All managers should write their name/phone number clearly on the score sheet.
4. Things can get confusing for scorekeepers, especially when simultaneous penalties are running. Some scorekeepers find it beneficial to bring some scratch paper with them to write things down on and then transfer the information to the score sheet to give them time to double-check for errors. There were a couple of errors made this past weekend with penalties being assigned to the wrong team. Scratch paper is also useful when counting shots on goal (especially if your clock doesn't record them.)
5. All scores should be e-mailed (by BOTH home & away teams) to [npslhockey@yahoo.com](mailto:npslhockey@yahoo.com) no later than 8pm on Sunday night. PLEASE PUT THE AGE GROUP IN THE SUBJECT LINE!!!
6. *Leave your Originals or copies in Rena's inbox and she will fax them in to her contact on Monday's.*

*Matt Ohlinger/Pam Verfaillie*

*North Puget Sound Hockey League Commisioners*