

Game Sheet Instructions

Game sheets will be provided to each team manager by the Division Manager.

The team manager must complete the game sheet prior to each game. The home team is responsible for bringing the game sheet to the game and ensuring that the visiting team completes their section. A team official from each team must sign the game sheet. If a player is not at the game at the time the game starts, but is expected to arrive leave the players name on the sheet. Players cannot be added to the score sheet after the game is started. Once rosters are completed provide the game sheet to the scorekeeper.

The home team manager is responsible for the following:

- Supplying game sheet and listing the team roster for that game. Sticky labels are a great way to provide legible information, ensure you have enough labels for all pages of the game sheet (5).
- Providing Scorekeeper and Timekeeper. These volunteers are “off-ice Game Officials. They must remain neutral throughout the contest. Just like the “on-ice officials” It is inappropriate to display excessive enthusiasm during the game. Standing on the keepers bench and “coaching” is not acceptable.
- The original completed game sheet must be sent to the appropriate VIAHA League Commissioner within 24 hours of the completion of the game. Team managers should have a pre-address and stamped envelope at the game and deposit in a Canada Post box on the way home.
- It is recommended that the team manager enters the game results on their team’s webpage. Game sheets must still be mailed within 24 hours of the completion of the game.
- See the VIAHA Rule Book - for additional information

Key Points:

- If you don’t understand the referee’s call, get his/her attention (buzz the buzzer if you have to) and sort it out before play resumes.
- Write legibly and fill in all the blanks at the top of the score sheet
- Always remember to fill in the “Time Remaining on Clock” box – it’s tiny and almost everyone forgets – located right below the Timekeeper name box. Even if it is “0”, then write it in. This is critical for calculating Game Misconducts that are awarded in the last 10 minutes of the game.
- If you cross something off the game sheet (relating to penalties and scoring) make sure the score keeper initials the cross-off to ensure that it was supposed to be crossed off and that they were the ones who did it.
- You cannot make changes to the score sheet after the referees have signed it.
- In the case of a game misconduct, the referee must take the top (white) copy with him/her so “Home” gets the next best copy and so on.
- When there is a “2 and 10” (minor with a misconduct) type penalty, the minor should be written first with the Misconduct following on the next line. For example, if player #5 receives a 2 minute penalty for Tripping and lips the referee off and receives a 10 minute misconduct as a result, the Tripping minor is written first (Player #5, served by #8; 2 minute minor at 13:05 etc). On the following line, you write the misconduct penalty (Player #5, served by #5; 10 minute misconduct at 13:05 etc).

Ensure all copies are distributed appropriately. The home team manager is responsible to mail the white copy to the League Commissioner. If an incident occurs and the referee takes the white sheet, then ensure to keep a copy (for your records) before mailing a copy to the League Commissioner.

All exhibition, league and tournament games require a game number and sheets must be mailed to the League Commissioner within 24 hours (tournament game sheets can be mailed at the end of the tournament).

PENALTY Abbreviations

- Record player numbers only
- Standardized abbreviations:

AGG	Aggressor	HP	Holding Puck
BM	Bench Minor	HTS	Holding the Stick
BC	Body Checking	HKG	Hooking
BDG	Boarding	HS	High Stick
BE	Butt Ending	INT	Interference
CHG	Charging	INST	Instigator
CFB	Checking from Behind	KNEE	Kneeing
CTH	Check to Head	MATCH	Match Penalty
CC	Cross Checking	MISC	Misconduct
DG	Delay of Game	PS	Penalty Shot
ELB	Elbowing	RO	Roughing
FGB	Failure to go to bench	RAW	Roughing After Whistle
FOP	Falling on Puck	SL	Slashing
FIGHT	Fighting	SPEAR	Spearing
GE	Game Ejection	TS	Throwing Stick
GM	Game Misconduct	TMM	Too Many Men
GRM	Gross Misconduct	TR	Tripping
HS	High Stick	USC	Unsportsmanlike Conduct