



# HVHSIHA

## HVHSIHA SCORE SHEET GUIDELINES 2018-19

The HVHSIHA will be using a four part score sheet again this season. The top page (white) is for the scorekeeper, the 2nd page is for the home team, the 3rd page is for the visiting team and the 4th page is for the officials to take when needed.

### Purpose

The HVHSIHA wants to ensure that the roster per the score sheet is truly being represented properly. There have been instances in the past where players did not play in a game but were not crossed off the roster and therefore were still given credit for a game played. This causes problems late in the season due to the minimum amount of games played that are needed to qualify for the playoffs. In addition the HVHSIHA compiles player statistics for our website and we want to make sure the score sheet is as accurate as possible.

### Score Sheet Preparation

The home team is to fill out the score sheet first. **Roster labels are to be affixed on all four pages of the score sheet. Please ensure that roster labels are sorted by last name and that uniform numbers are accurate.**

Note on Uniform Numbers:

Coaches are responsible for the accuracy of uniform numbers on the score sheet prior to each game. Uniform numbers are to be permanently noted next to each player on all labels. When a player is wearing a uniform number other than his normal number, it must be entered prior to the start of the game. In season's past we have had countless occurrences where a player scores or gets a penalty and his number does not exist on the scoresheet, or it is someone else's number. Please make sure all jersey numbers are correct when initially filling out the scoresheet.

**The rink and date/time are to be listed on the score sheet. The head coach is to print and sign his name on the score sheet and add their CEP info if not already listed on the roster labels.** The home team then hands the score sheet to the visiting team for their head coach to do the same. The visiting team then hands the completed score sheet to the official scorer.



## Score Sheet Completion

### Coaches Responsibilities:

**Note: The following steps are to be completed by the coaches PRIOR to giving the score sheet to the official scorer**

Player uniform numbers are to be reviewed for accuracy. Any changes are to be noted. Players that are expected to be out shall be crossed off on all four pages. Players who are out on medical (Inability to Play Form filed with league) shall have "injured" noted next to their name. Players who are serving suspensions shall have "suspended" noted next to their name on all four pages. Players who may arrive late to the game shall have an "M" marked next to their name.

### Scorekeeper Responsibilities:

If the player arrives prior to game time the team is to inform the official scorer. **The official scorer shall cross off the "M" marked next to their name.** If the player arrives during the game they are to immediately proceed to the official scorer before they go to their bench. **The official scorer shall note the game time and period next to their name.** Players must be checked in prior to the start of the second period to receive credit for the game. If the player does not show up to the game, **the official scorer shall circle the "M" marked next to their name at the end of the game.**

### Referees Responsibilities:

Immediately prior to the start of the game, **the referees shall compare the total number of players on the ice for each team to the total number of players on each roster label that are not crossed off, not noted as injured, not noted as "suspended" and not marked with an "M" next to their name.** The referees are to work with the official scorer to resolve any issues with the score sheet.

**The referees shall also note on the score sheet if a player was removed from the game due to a game misconduct penalty.**

## Score Sheet Submission

### Scorekeeper Responsibilities:

After the game has ended and the score sheet has been signed by all responsible parties, **the official scorer is to text a clear photo of the top (white) score sheet to the Director of Score Keepers and Statistics.** Please text to (914) 474-4318.