

HOW TO complete an EIHA game sheet - 2008-2009

1. INTRODUCTION

1.1 SCOPE

- The aim of this document is to provide a detailed guide explaining how an EIHA game sheet should be completed, in order to reduce the number of errors, and to help the statisticians to compile complete and correct statistics.
- The document should be read by every scorer who completes an EIHA game sheet. Additionally, every team manager / coach who may check a game sheet, as well as every referee should have read it at least once, and be aware of the contents.
- This document has been designed so that the important reference sections are on pages which can be laminated to allow easy reference by the scorer during the game.

1.2 REFERENCE

- Additional information can be found on the back of the yellow copy of the game sheet.
- For other “game day” information, please see http://www.eiha.co.uk/forms_gameday.html
- If anything is unclear, or missing, please contact malcolm_preen@eiha.co.uk

1.3 GENERAL NOTES

- Print rather than write everything – BLOCK CAPITALS is ideal and much easier to read
- Everywhere a TIME is requested, this is the number of minutes and seconds elapsed on the game clock since the game started. DO NOT USE “time of day” (except for the face off time in the “GAME DETAILS” section)
- If a correction is needed, and it is possible to do this clearly without re-writing the information, then that is OK, in case of any doubt, erase the incorrect entry and re-write it correctly. REMEMBER, all four copies need to be readable, as do faxed copies of the sheets.

1.4 MULTIPLE GAME SHEETS

- If a second sheet is required, because a particular section is filled, the scorer should reference the second sheet on the first. The game details should be completed, but all totals and summaries should be completed on the first sheet only. Once the second sheet has been started, the scorer should continue to use the first sheet for non-filled sections. The player list DOES NOT have to be re-written on the second sheet.

The remainder of this document is broken down onto sections pertinent to the various sections of the game. The scorer should have read the whole of this document in advance of the game starting, and should also have it available for quick reference as the game proceeds.

2. PRE-GAME

- Complete the team lists for both teams
 - Use full unique player names
 - When the game sheet is checked, make sure that names are as on registration cards
 - when player uses a non-obvious nickname
 - where a player name is changed mid-season (due to marriage for example)
 - Name MUST be UNIQUE on a team (for example use a middle name to identify between two players with the same name)
 - If the player name does not fit in the space available, write smaller or use two lines – do not abbreviate – it may be obvious to the scorer, but it is not always obvious to the statistician.
 - FAILURE to record full names will result in STATISTICS FOR BOTH TEAMS BEING SUSPENDED
 - Game Details section must be completed
 - Use full team names (i.e. club name and nickname)
 - Ensure that you use the correct date
 - Record the actual face off time
 - If the first puck is dropped at 17:33 then record that as the face off time
 - Competition MUST specify which competition this game is for;
 - Which age group / section?
 - Which region
 - Which league within region
 - If Cup, which round, for example;
 - English Premier Cup Group B
 - ENIHL Playoff Final
 - U14 North Division 1 etc. etc.
 - When games can have different formats (U10, U12, U14 and Women's League) – the format must be entered here (i.e. 2*32, 3*21, 2*20, 3*15, 3*20 as applicable)
 - Team names should be completed in the Period Scores and Penalty Minutes sections
 - On and off ice officials names should be recorded
 - NOTE: the names should be PRINTED not SIGNATURES, so that they can be easily read.
 - After all of the above is completed, the game sheet must be signed by the coach / team manager from each team
 - At THIS TIME, remember to pre-arrange where the coach/manager should meet the scorer after the game for the post game check/signature.
 - This signature is confirmation that the signatory has checked the completed information (specifically the team list) and agrees that it is correct
 - No unregistered players are listed
 - No suspended players are listed
 - No players are missing
 - A player who has not yet arrived may be listed, but if they fail to arrive then their name should be removed at the end of the game (when the coach/manager re-checks the sheet)
 - A player listed incorrectly MUST be amended BEFORE the game
 - REMEMBER – if a player is on the game sheet they will be deemed to have played (and if they are not entitled to play the offending team WILL lose the game 5-0).
 - REMEMBER – if a player who is not on the game sheet ices in a game, as soon as this is brought to the attention of the referee, the player will be ejected from the game (no penalty) and if they scored or assisted on a goal, then that goal will be disallowed.

3. DURING THE GAME

The scorer should complete the scoring and penalty details as the game progresses. The scorer may prefer to use an enlarged copy of the game sheet or a staging sheet to record events as they happen during the game, and then transfer that information to the official game sheet at the end of a period (or at a slow period of the game). See http://www.eiha.co.uk/forms_gameday.html for an example. REMEMBER to check that each player involved in a goal or penalty is listed on the official record at the time the event happens. If they are not listed then the scorer MUST inform the referee immediately.

3.1 GOAL SCORED

- Record the goal in the correct SCORING section (home or away)
- Record goal scorer, assist scorer(s) and time of goal
- Type of goal (power play/shorthanded etc.)
 - If PP goal, then remember to terminate penalty record, and ensure that the penalty is removed from the clock, and player returned to the ice if applicable
- Verify that each player involved in the goal is on the team list
 - If the player is not listed, INFORM THE REFEREE IMMEDIATELY

3.2 PENALTY AWARDED

- Record the penalty in the correct PENALTY section (home or away)
- Record player number, time of penalty, type of penalty, length of penalty
 - No – the penalised players number (for bench penalty use BCH)
 - Please ensure that, if a player serves a penalty for either the bench, or one of his team mates that the penalty is recorded against the penalised player (or bench) and not against the substitute player.
 - PIM – the length of the penalty (either 2, 5, 10, 20 or 25)
 - Do NOT record as 2:00 or 10:00 the :00 is unneeded
 - For a multi-part penalty use one line for each penalty (see examples below), this is very important when one of the penalties finishes early due to a PP goal)
 - OFFENCE - Use the penalty codes on the game sheet (refer to reverse of yellow copy for details). NOTE: since sheets were printed, one new penalty (Checking to the Head/Neck Area) has been introduced; please use CHE-H as the code for this penalty.
 - GIVEN – the time the penalty is awarded – this should ALWAYS been completed
 - START – the time the penalty starts – leave this blank if the penalty starts immediately
 - END – the time the penalty ends – this MUST be recorded if the penalty does not terminate “normally” – i.e. a PP goal, or a multiple penalty (see examples). For normal termination this can be left blank
- Verify that the penalised player is on the team list
 - If the player is not listed, INFORM THE REFEREE IMMEDIATELY
- Coincidental minor penalties
See rule 512. When an equal number of identical penalties are assessed to both teams at the same stoppage of play, such penalties shall be known as Coincidental Penalties.
 - These players can be substituted immediately, the penalties do not appear on the penalty clock and they run their full length.
 - The penalties should be recorded as normal (except the end time should be shown). The players can only be released at the next stoppage after this time.
 - The only exception (512d) to this is if both teams are at full strength and a single minor is assessed to each team at the same stoppage of play. In this case, no substitution is permitted (i.e. the teams will play 4 on 4)

Examples of penalty recording

3.2.1 Minor penalty

No	PIM	OFFENCE	GIVEN	START	END
8	2	TRIP	03:02		

3.2.2 Minor penalty terminated by PP goal

The shorthanded team returns to full strength after a power play goal.

No	PIM	OFFENCE	GIVEN	START	END
4	2	HOOK	08:14		09:01

3.2.3 Delayed Minor penalty

Three minor penalties are awarded to the same team in a short time span, and after the third penalty there is no further stoppage of play. The third penalty cannot start until the first penalty terminates (and the first player penalised must NOT be released from the penalty bench even though his penalty has finished).

No	PIM	OFFENCE	GIVEN	START	END
11	2	ROUGH	09:20		11:20
12	2	INTRF	09:50		
13	2	CHARG	09:55	11:20	13:20

3.2.4 Double minor penalty

The second minor penalty cannot start until the first finishes. If the first penalty is terminated by a PP goal, then the second starts at that time.

No	PIM	OFFENCE	GIVEN	START	END
5	2+	ROUGH	08:20		10:12
5	2	ROUGH	08:20	10:12	

3.2.5 Bench minor penalty

The “No” is BCH even though a substitute player will serve the bench minor penalty.

No	PIM	OFFENCE	GIVEN	START	END
BCH	2	BENCH	11:45		

3.2.6 Bench major penalty

If a bench official is ejected from the game (game misconduct or match penalty), the name of the bench official MUST be recorded in the scoring summary.

No	PIM	OFFENCE	GIVEN	START	END
BCH	20	GA-MI	12:00	ABUSE	
BCH	25	MATCH	12:00	ABUSE	

3.2.7 Minor plus misconduct penalty

The penalised team will put two players in the penalty box, the substitute returns when the minor penalty is complete, whilst the player who

committed the offence serves the misconduct penalty.

No	PIM	OFFENCE	GIVEN	START	END
12	2+	CHE-B	14:03		16:03
12	10	MISC	14:03	16:03	26:03

3.2.8 Delayed penalty

If a player commits an offence, but their team does not have the puck, the referees arm is raised to indicate the penalty. If the non-offending team scores a goal the penalty (if it is a minor penalty) will not be assessed. 0 PIM MUST be recorded against the offender. The goal must be recorded as normal, with a type of DP.

No	PIM	OFFENCE	GIVEN	START	END
11	0	TRIP	17:12		17:12

3.2.9 Delayed penalty (whilst shorthanded)

If a delayed penalty results in a power play goal whilst a team is already short-handed, the delayed penalty is not assessed, but the current power play does not finish. The goal should be recorded as DP/PP

No	PIM	OFFENCE	GIVEN	START	END
30	2	ROUGH	18:15		
31	0	TRIP	19:20		19:20

3.2.10 Penalty shot

If a team concedes a penalty shot, 0 PIM are assessed to the player. If the penalty shot results in a goal, this should be recorded in the scoring section with a type of PS. If there is no goal, nothing should be recorded.

No	PIM	OFFENCE	GIVEN	START	END
18	0	TRIP	20:58	PENALTY SHOT	

3.2.11 Double minor plus misconduct penalty

No	PIM	OFFENCE	GIVEN	START	END
17	2+	ATT-B	19:59		21:59
17	2+	ATT-B	19:59	21:59	23:59
17	10	MISC	19:59	23:59	33:59

3.2.12 Misconduct penalty

No	PIM	OFFENCE	GIVEN	START	END
15	10	MISC	27:43		37:43

3.2.13 Game misconduct penalty

No	PIM	OFFENCE	GIVEN	START	END
15	20	GA-MI	38:12	SECOND 10 MIN	

3.2.14 Major plus game misconduct penalty

No	PIM	OFFENCE	GIVEN	START	END
11	5+	SLASH	40:55		
11	20	GA-MI	40:55		--END--

3.2.15 Minor+ Major + game misconduct penalty

When a major and minor penalty are imposed at the same time to two or more players of the same team, the minor penalty shall be recorded as the first of the penalties (513 1)

No	PIM	OFFENCE	GIVEN	START	END
19	2	ROUGH	46:12		46:22
16	5+	HI-ST	46:12	46:22	51:22
16	20	GA-MI	46:12	51:22	--END--

3.2.16 Minor+Major+game misconduct (1 player)

When major and minor penalties are imposed to one player at the same time, the major penalty shall be served first (501). A substitute player will serve all seven minutes in this example, and if there is a power play goal in the first five minutes the major penalty does not terminate.

No	PIM	OFFENCE	GIVEN	START	END
22	5+	CHE-B	52:02		
22	20+	GA-MI	52:02		--END--
22	2	ROUGH	52:02	57:02	57:46

3.2.17 Match penalty

A substitute player will serve five minutes.

No	PIM	OFFENCE	GIVEN	START	END
13	25	MATCH	58:00	FIGHTING	

3.3 GOALIE CHANGED

- Whilst the goal judge should be recording all goalie changes, and will only report shots on goal at the end of each period, the scorer should make a note of any times when the netminder leaves the ice
 - The time of a goalie change (on the fly) can only ever be approximate. The time recorded should be the time the replacement player (or goalie) enters the ice.
 - It is the responsibility of the SCORER to record the time changes – the times recorded by the goal judge should match those recorded by the scorer.

3.4 TIMEOUT CALLED

- When a team calls a timeout, this should be recorded on the game sheet. The time at which the timeout was called should be recorded in the appropriate box.

4. PERIOD END

- If the scorer has used a staging sheet (or copy), they should complete the transcription of this data onto the game sheet.
- The scorer should check that all of the data copied is complete and correct
- Record the period totals for;
 - Period scores
 - Penalty minutes
 - Shots on goal

NOTE: record only the goals / penalties / shots which happened in the period in question (not the cumulative totals).

 - Shots on goal summary
 - Make sure that goal judge has reported TOTAL shots (and not just the non-scoring shots)
 - Record total shots faced by each netminder for this period (see http://www.eiha.co.uk/HOW_TO_Goalie_Stats.pdf for details)
- Optionally draw a line under the goals and penalties scored / assessed in that period
 - Do NOT leave blank lines in either penalty or scoring columns

5. POST GAME

- Perform the “PERIOD END” tasks in the “DURING THE GAME” section above.
- Total the goal and penalties for each team, and record this result in the TOT column
- Complete netminder summary (see http://www.eiha.co.uk/HOW_TO_Goalie_Stats.pdf)
 - Total the shots on goal for each goalie record
 - Record the total time played for each goalie record
 - Record the number of goals conceded for each goalie record
- Complete the FAO Discipline box – indicating if there were ANY major penalties awarded in this game
- Fill in the recorded ATTENDANCE (only required for EPIHL level games)
- For each scoring details section, total the number of goals and assists recorded and write this on the first blank line. Remember, each goal can have up to two assists, and it is the TOTAL assists by the team that is important.
- Complete the player scoring summaries.
 - If the scoring summaries are incorrect or incomplete in any way, STATISTICS FOR BOTH TEAMS WILL BE SUSPENDED.
 - Remember to include assists from both columns, as well as penalties and goals.
 - Where a player has no goals, assists or penalties the boxes should be left blank – excessive scoring out makes the game sheet more difficult to read
 - Bench penalties must be recorded against an extra player called BENCH
 - Game misconducts or match penalties to a specific member of the coaching staff MUST be recorded against that individual (who will have to be added to the team list – use a number of BCH)
- For each team, total the goals, assists and penalties.
 - The total goals must match the scoring detail goals and the summary goals. See (A) in Appendix A
 - The total assists must match the combined assist total from the details. See (B) in Appendix A
 - The total penalties must match the penalty details and summary penalties. See (C) in Appendix A
- Compare the total goals scored, with the total goals recorded for the team in the summary section. These values MUST be identical. See (A) in the Good Example, Appendix A
- For each penalty details section, total the number of penalty minutes awarded, and write this on the first blank line.
- Compare the penalty totals (details and summary). These values MUST be identical. See (C) in the Good Example, Appendix A.
- Once the game sheet has been completed, and checked by the scorer, the game sheet, along with the shots on goal sheets must first be checked by a representative from each team who should sign the sheet and print their name indicating that they have checked the sheet
 - Each team representative should check;
 - That all players listed for their team were present (score out any who didn't arrive)
 - That all the goals, assists and penalties are correctly attributed
 - That all of the guidelines in the previous sections have been followed
 - That all of the totals are correct (and match) as per guidelines above
 - Any queries raised by the team representatives should be noted by the scorer, and taken to the referee for verification
 - The referee has the final say on making changes to scoring/penalties
 - Correction of scorers are unlikely to be refused, but

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- Do not expect to get extra assists added to the game sheet
- Each team's representative should sign the game sheet for a second time in an available space on the game sheet in the following order of preference, under the team list or under the scoring details or under the penalty details (depending on availability)
- The signature should take the format; "Game Sheet Checked by" SIGNATURE, printed name and date. See Good Example, Appendix A
- This enables them to have sight of the goals, assists etc, BEFORE the referee signs the sheet (after which no changes are permitted)
- It also provides two other sets of eyes to verify that the sheet is correct
- The team representatives must search out the scorer following the game (and not the other way round) as time is often tight if games are being played back to back.
 - If a team representative does not go to the scorer's bench to check the sheet, the scorer should record this fact in place of the signature. See Good Example, Appendix A
- If the goalie statistics are incomplete or inaccurate in any way, STATISTICS FOR BOTH TEAMS WILL BE SUSPENDED will be recorded.
- Finally, the scorer should take the game sheet and shots on goal sheet to the referee(s), along with any queries from the team representatives, so that they can check and sign the sheet.

6. AFTER THE GAME

- Once the game sheet has been checked, and signed, it needs to be split and distributed. (see http://www.eiha.co.uk/Game_sheet_distribution_-_Fax_to_e-mail.pdf)
 - Yellow copy => home team
 - Pink copy => away team
 - Green copy => disciplinary secretary
 - White copy + shots on goal + team lists => statistician
 - If shots on goal are not supplied to the statistician, STATISTICS FOR THE HOME TEAM WILL BE SUSPENDED (Stats will be recorded for the AWAY team provided the team representative has checked and signed the game sheet).
- The addresses for discipline and statistician are available from <http://www.eiha.co.uk/distribution.pdf>

APPENDIX A – An EXAMPLE of a GOOD GAMESHEET

- Download this from http://www.eiha.co.uk/good_game_sheet.pdf
- Please refer to Appendix B for a commentary on the events which occurred in this game.

APPENDIX B – Commentary for GOOD GAMESHEET

- 02:03 Red goal, goal 10, assist 11
- 02:56 Red penalty, minor tripping 5
- 03:40 Coincidental minors, 3 (Red), 30 (Blue)
- 05:20 Blue penalty, 10 min misconduct, 21
- 06:26 Red penalty, minor + misconduct, check from behind 6
- 07:43 Blue goal, goal 27, assists 30, 31, power play goal, Red #6 minor terminates
- 07:56 Blue penalty, double minor high sticking, 25
- 08:37 Red goal, goal 5, power play goal, first minor Blue #25 terminates
- 08:45 Red goal, goal 11, assists 10, 12, power play goal, second minor Blue #25 ends
- 10:20 Red penalty, major plus game misconduct, spearing, 5
- 13:12 Blue goal, goal 25, assists 26, 22, power play goal, major penalty does not end
- 14:18 Blue goal, goal 23, assist 29, power play goal, major penalty does not end
- 14:53 Blue goal, goal 30, assist 22, power play goal, major penalty does not end

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- 18:49 Blue penalty, minor roughing, 28 (coincidental with one of red penalties)
- 18:49 Red penalty, minor hooking + minor roughing, 8 (only 2 minutes on clock)
- 21:12 Blue penalty, second 10 min = game misconduct, 21
- 24:10 Red goal, goal 7, assist 3
- 24:21 Blue penalty, minor hooking, 25
- 24:52 Blue penalty, bench minor too many men
- 25:05 Blue penalty, minor slashing, 29 (cannot start until first minor ends)
- 27:15 Blue goal, goal 28, assist 30 – shorthanded goal
- 27:15 Red goalie change, John Jones replaces Mike Smith
- 28:48 Blue goalie pulled (delayed penalty)
- 28:55 Red penalty, minor tripping, 11 (recorded as 0 PIM as goal scored on delay)
- 28:55 Blue goal, goal 26 – delayed penalty goal
- 28:55 Blue goalie returns
- 31:22 Red penalty, match penalty fighting, 12
- 31:22 Blue penalty, match penalty excessive rough play, 28
- 31:22 Blue penalty, game misconduct abuse, bench coach Michael Potter
- 33:44 Blue penalty, penalty shot tripping, 22 (recorded as 0 PIM)
- 33:44 Red goal, goal 8, penalty shot
- 36:37 Red goal, goal 11, assist 10
- 41:12 Red goal, goal 4, assist 6
- 43:38 Blue goalie pulled (extra attacker)
- 44:02 Blue penalty, penalty goal awarded against bench for interference against attacking player on breakaway on an empty net
- 44:02 Red goal, goal 11, penalty goal
- 44:26 Red goal, goal 7, assists 11, 6 (empty net goal)
- 44:26 Blue goalie returns to the game
- 45:00 game ends

APPENDIX C – How to record a Penalty Shootout (EPIHL only 2008-2009)

- ONLY the game winning goal is recorded (i.e. the goal which gives the winning team the victory)
- This goal will be credited to a "SPECIAL PLAYER" - "GAME WINNING SHOT" in the stats, so no player gets to pad their stats with shootout goals
- no goalie stats are recorded for the shootout period
- only the game winning goal in the shootout should be recorded on the game sheet - as a PS goal scored at 65:00
- the remaining shots should recorded on a separate sheet which is not required to be submitted with the game sheet
- Failure to record a shootout as described above will result in STATISTICS FOR BOTH TEAMS BEING SUSPENDED