



## How to fill out an Official Game Sheet

### Pre-game

#### Coaches/Teams:

The home team will start filling out the game sheet, they will hand this off to the visiting team for them to complete their side.

Teams will need to make sure certain information is filled in properly, these are:

- **Division, Level, Location, Times, Game Number, League/Tournament, Date** (the entire top row of the Ringette Alberta Official Game Sheet)
- **Team, Team Staff, and any Junior Coaches**
- **Colour** of jersey
- **Numbers and Player names** (must have the last names in full at the least)
- Goalies (G), Captains (C), Assistant Captains (AC), Affiliate Players (AP), Injured Players (INJ)
- **Only cross out players when using an affiliate (AP)**

#### Officials during warm-up:

Officials will check the Officials Game Sheet against the players are on the ice. They count the players on the ice, and as long as there are more on the Officials Game Sheet than on the ice, that is good. They are also checking for the Coaches, Junior Coaches, Goalies, Captains, Assistant Captains, Affiliate Players, Injured Players are filled in and marked. *If the officials notice the AP, then other (non-AP) players MUST be crossed off.*

### During the game

#### Score-Keepers:

Score-keepers are inputting the data that the officials are communicating to them; **Goals and Penalties**. They are also doing the **Goaltenders Record**.

Everything on the sheet needs to be recorded top down, with all boxes used.

#### Inputting Goals:

- Always start at the top and fill in top down
- Listen to the official for 1, 2, or 3 numbers, then list them across the line, finishing with the time of the goal
- There should never be ticks or checkmarks denoting goals
- Put a line after the first period (this will help you count at the bottom)
- Once the game is done, put another line to show that is the end of regulation time (if there is OT, you continue this process)
- Tally the goals at the bottom in the black, do not forget the total



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### Inputting Penalties:

- Always start at the top and fill in top down
- Reasons for penalties are listed in the Penalty Codes section at the bottom of the sheet
- Input all boxes, as some can be different
  - o If the player that is serving is different than that who got the penalty. This is why are two spaces called **No.** and **Served By**
  - o **Min** might be 2 or 4, please listen to the official for that prompt
  - o **Time off of the ice** is the time that player came to the box
  - o **Pen start time** is when the penalty actually started
    - This usually is different when there is a third penalty and the player comes off the ice, but their penalty does not actually start until the first penalty ends. Otherwise, they are typically the same most of the time.
  - o **Pen finish time** is when the penalty ends
  - o **Time onto the ice** is when that player is allowed to step onto the ice
    - Again, this is typically the same, but when there are 3 penalties, a penalty might expire, but that player is not allowed on the ice because there are still 2 players serving active penalties. In that situation, these last two boxes will be different
- Between periods and at the end of the game, place a line.
  - o This line does NOT have to be in the same spot at the line between periods in the goals section
- At the end of the game, it is helpful to tally the penalty minutes

### Time-outs:

- There is a small square for each team at the bottom of their section
  - o Fill in the period, time and check if used
  - o If there is one in OT, just add to this with a comma

### Goaltenders Record:

- Please try to fill this out for U19 and below
- If you have a separate sheet, just keep a tally going there, or use a space on the Official Game Sheet that isn't being used

## Post-game

After the last whistle, the second top row must be filled out by the Minor Officials and Officials.

- **Score Keeper, Time Keeper, Shot Clock Operator, and Referees** must sign the Official Game Sheet
- Officials will check over the Official Game Sheet after the handshake, after that you can take the Official Game Sheet and distribute. In League player, use the bottom legend to see who gets what copy. In tournaments, you might do different.

**\*\*Please consult the example version of an Official Game Sheet**



# OFFICIAL GAME SHEET

11759 Groat Road, Edmonton, AB T5M 3K6  
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 www.ringettealberta.com

DIVISION	L112	AA, A, B, C	LOCATION	Stu Barnes	TIME STARTED	4:30 PM	TIME ENDED	5:45 PM	GAME NUMBER	233	LEAGUE/TOURNAMENT	BGL	DATE	11 04 15
SCORE KEEPER	Raul Smith	TIME KEEPER	Jenna Anderson	SHOT CLOCK OPERATOR	Greg Olsen	REFEREE	B. Knowles	REFEREE	A. Keys					

TEAM	Edmonton Oilkings														
TEAM STAFF	Head Coach	G. Bright	JUNIOR COACH	T. Wilson	JUNIOR COACH	C. Craig	JUNIOR COACH		JUNIOR COACH		JUNIOR COACH		JUNIOR COACH		JUNIOR COACH
VISITOR	COLOUR	White	PLAYERS NAME												

NO.	GOALS			PENALTIES			TIME OFF OF ICE	REASON	MIN.	SERVED BY	NO.	TIME	GOALS			TIME OFF OF ICE	REASON	MIN.	SERVED BY	NO.	TIME						
	GOAL	ASSIST	ASSIST	GOAL	ASSIST	ASSIST																					
1	A. Kelly (G)	3	7	11	17:10	12	2	6	16:12	16:12	14:12	14:12	2	4	7:01	7:01	5:01	5:01	9	9	2	4	7:01	7:01	5:01	5:01	
3	S. Bob	9	8	3	12:07	7	7	13	17:41	17:41	16:21	16:21	2	2	3:21	3:21	1:21	1:21	5	5	2	2	3:21	3:21	1:21	1:21	
4	T. Berry	15	5	7	8:19								2	2	8:03	8:03	7:51	7:51	10	10	2	9	8:03	8:03	7:51	7:51	
5	C. Smith "C"	8	12	17	15:02								2	5	4:42	4:42	2:42	2:42	11	11	2	5	4:42	4:42	2:42	2:42	
7	R. Peters	4	5	3	7:51																						
8	D. Penner	11	9	18	1:04																						
9	L. Times "C"																										
11	C. Dawson																										
12	M. Kaling																										
15	C. Dime																										
17	T. Klade																										
18	L. Caper (AP)																										

GAME SUMMARY										TIME OUT USED	
1ST	2ND	0T1	0T2	0T3	TOTAL	PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
3	3	1	1	1	6	2	1:04	2	1:04		

GOALTENDER'S RECORD											
HOME					VISITOR						
STARTING GOALIE (GK1) #	1	STARTING GOALIE (GK1) #	30	SHOTS	18	GOALS	4	SHOTS	10	GOALS	2
TIME REPLACED	:	GK2 #		TIME REPLACED	18:00	GK2 #	35	SHOTS		GOALS	2
SHOTS		GOALS		SHOTS		GOALS		SHOTS	6	GOALS	

**PENALTY CODES**  
 6 - ELBOWING  
 7 - HIGH STICKING  
 8 - HOLDING  
 9 - HOOKING  
 10 - ILLEGAL SUBSTITUTION  
 11 - SLASHING  
 13 - TRIPPING

**FULLY SERVED PENALTIES**  
 14 - UNSPORTSMANLIKE CONDUCT  
 15 - MISCONDUCT (EXPULSION)  
 16 - MAJOR FOUL  
 17 - MATCH PENALTY (EXPULSION)  
 18 - PENALTY SHOT (NO TIME)

**DISTRIBUTION** - WHITE - IFAGIF/RINGETTE AT RERTA CANARY - VISITOR PINK - HOME