



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
 - 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**
 - **Min** might be 2 or 4, please listen to the official for that prompt
 - **Time off of the ice** is the time that player came to the box
 - **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.
 - **Pen finish time** is when the penalty ends
 - **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.
 - 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
 - Fill in the period, time and check if used
 - 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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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, C. Craig
TEAM	Spruce Grove Saints
TEAM STAFF	Head Coach: R. Kade, Junior Coach: S. Kelly

NO.	GOALS		PENALTIES		TIME OFF OF ICE	PEN START TIME	PEN FINISH TIME	TIME ON/ICE
	GOAL	ASSIST	MIN.	REASON				
1. A. Kelly (G)	3	7	11	17:10	12	2	6	16:12, 16:12, 14:12, 14:12
3 S. Bob	9	8	3	12:07	7	2	13	17:41, 17:41, 16:21, 16:21
4 T. Berry	15	5	7	8:19				
5 C. Smith "C"	8	12	17	15:02				
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. Kade								
18 L. Caper (AP)								

VISITOR	GOALS		PENALTIES		TIME OFF OF ICE	PEN START TIME	PEN FINISH TIME	TIME ON/ICE
	GOAL	ASSIST	MIN.	REASON				
2 A. Arnold	2	6	3	14:01	9	2	4	7:01, 7:01, 5:01, 5:01
3 H. Clinton	7	9	5	10:57	5	2	2	3:21, 3:21, 1:21, 1:21
5 S. Teller	11	3	6	16:21	10	2	9	8:03, 8:03, 7:51, 7:51
6 O. Bright	6	16	11	11:01	11	2	5	4:42, 4:42, 2:42, 2:42
7 P. Body "C"								
9 T. Craig								
10 C. Shaw								
11 R. Teller								
13 S. Wilson								
14 R. Kerr								
16 E. Boomer								
30 T. Twinkle (G)								
36 K. Wright (G)								

GAME SUMMARY		TIME OUT USED	
1ST	2ND	0T1	0T2
2	2	—	—
TOTAL		4	—

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

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)

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