

In this case, or whenever any player is not wearing the permanent jersey # that was assigned at the beginning of the season, you must indicate on the Game Summary Sheet what has happened. As stated above, the teams are asked to indicate such changes, clearly, on their rosters.

The correct format for you to enter TEMPORARY JERSEY CHANGES on the gamesheet is as follows, in the "NOTES" section:

- 1) CAPITAL LETTER INDICATING WHICH TEAM THE NOTATION APPLIES TO
- 2) THE JERSEY NUMBER THAT THE PLAYER IS USING IN TONIGHT'S GAME
- 3) THE EQUALS (=) SIGN
- 4) THE PLAYER'S PERMANENT JERSEY NUMBER.

EXAMPLE: **C14=44**

Which means: Cumberland player #14 tonight is actually the player who was assigned the permanent jersey #44. If jersey #14 belongs to another player, then he must be entered as being absent (in order for this player to use his jersey.)

(**NOTE:** FOR TEAMS WITH THE SAME FIRST INITIAL, USE ENOUGH LETTERS SO THAT THE DATA ENTRY PERSON CAN TELL WHICH TEAM THE JERSEY CHANGE APPLIES TO. CUMBERLAND VS COVENTRY = CU AND CO)

NEW PLAYERS

Teams must inform you of new players being added. On their roster, the new player's name should be Hi-Lited and have the word "NEW" aside of it. All columns should have information in them.

The correct format for you to initiate the computer update is as follows: In the "NOTES" section of the gamesheet, enter:

- 1) CAPITAL LETTER: INDICATING WHICH TEAM THE NOTATION APPLIES TO
- 2) THE WORD "ADD"
- 3) THE JERSEY NUMBER
- 4) THE PLAYER'S NAME (NO NICKNAMES)
- 5) POSITION (USE ONLY LW, CN, RW, LD, GL, RD)
- 6) YEAR OF GRADUATION

EXAMPLE: **C --- ADD 16, JOHN DOE, LD, 2004**

The data entry person reads this notation as: Add John Doe to the Cumberland roster as #16. He plays left defense and will graduate in 2004.

WE NEED EACH PIECE OF INFORMATION.

PERMANENT JERSEY NUMBER CHANGES

The correct format to change jersey numbers permanently, is as follows: In the "NOTES" section of the gamesheet, enter:

- 1) CAPITAL LETTER: INDICATING WHICH TEAM THE NOTATION APPLIES TO
- 2) THE WORD "CHANGE"
- 3) THE OLD JERSEY NUMBER
- 4) THE WORD "TO"
- 5) THE NEW JERSEY NUMBER

EXAMPLE: **C --- CHANGE 16 TO 7**

The data entry person reads this as: Change Cumberland's player number 16 to jersey number 7, permanently.



SCOREKEEPER'S MANUAL

STANDINGS AND STATISTICS COMPUTER PROGRAM

AND

GAME SUMMARY SHEET (*score sheet*)

WE HAVE TO KNOW WHO IS WEARING WHAT JERSEY NUMBER FOR EVERY

GOAL SCORED

ASSIST MADE

PENALTY EARNED

The teams are told that they must assign one, single, unique, jersey number to EVERY PLAYER which stays with the player all season long, unless it is formally changed in the computer and according to the procedure described on Page 4 in this booklet.

- 1) The Game Summary Sheet uses numbers, **NEVER NAMES**.
- 2) Use only "V" or "H" to represent the teams. The team listed first on the schedule is always the "H" team. Be sure that the "H" team's name is entered in the "HOME" space in the "game identity (vertical) area." The computer program will not allow us to change this after the schedule is in.
- 3) Fill out the "game I. D. section" on the right side of the scoresheet fully. (the vertical section) "VISITOR", "HOME", "DATE", "TIMES" and "AT" (rink) are essential in order for us to properly assign data and not confuse games.

Do NOT WRITE INSIDE THE "GAME #" BOX. We enter a computer generated number in there.

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TIP: IF YOU RUN OUT OF SPACE IN ANY SECTION OF THE GAME SUMMARY SHEET, USE ANOTHER SHEET, FILL OUT THE GAME IDENTITY SECTION AND WRITE "PAGE 2 OF 2" ABOVE IT.

FAX SCORESHEETS TO 401-633-6514.

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- 3) Use a ball point pen. (Press down, you are making 4 copies.) All scoresheets are faxed to the computer center.
Pencil does not transmit clearly in a fax machine.
WHITE COPY: PERSON WHO WILL FAX THE SHEET SECOND AND THIRD COPIES GO TO THE TEAMS. BOTTOM COPY SCOREKEEPER/RINK'S RECORDS.
Never try to fax the colored sheets. There is insufficient contrast between pen ink and the background color and this produces a terrible image with numbers that are often impossible to decipher.
- 4) **Do not try to alter a number** if you make a mistake. Cross it out completely and enter the correct number to the side. When faxing, the number overwritten comes through as clearly as the number above and both are then illegible. Just rewrite it on the side.
- 5) Stay within the boxes when writing and PRINT CLEARLY.
DO NOT USE SLASHES (/) BETWEEN ANY NUMBERS!
After faxing, slashes look like the number one (1).
- 6) Use the 3-letter abbreviations only, when entering the penalties. (As shown down the center of the Game Sheet.)
- 7) ENTER ALL EVENTS BY TIME "**INTO**" THE PERIOD.
not the time that you see on the clock. If it says 5:00 on the clock, and you're playing 15 minute periods. A goal scored or penalty earned at this point, occurred at 10:00 (min. mark) of the period.
- 8) Be sure to enter the officials' names and jersey numbers in the bottom-left box.
- 9) Teams are asked to indicate on their roster if a player is absent. Enter those jersey numbers for the visitors and home teams in the appropriate boxes at the bottom of the "**LINES**" section. (Near the top of the gamesheet.)
- 10) Please use the European number: **7** instead of **7** we have a constant problem of confusing 7s and 2s that are written like Zs.

PLEASE
- NOTE -

PENALTIES

- 10) Enter length of penalty in the "Mins." column, especially if more than 2 minutes. Use whole numbers. Don't add zeros. Put 1.5 or 2, not 1:50 or 2:00
- 11) If a player has a "carry-over" penalty, **enter it in the upper section of the "Penalties" area** of the Game sheet. An entry here does not count against the 4 penalty-per-game limit that players have.
- 12) **All penalties** must be shown in the "Penalties" section, including Game Misconducts and Disqualifications
- 13) Automatic Double Minors are entered as one event. For instance, "hitting after the whistle" is entered as one event carrying a 4 minute penalty.

NOTE:
Teams must clear any corrections on the game sheet with the officials before leaving the rink.

- 14) If a player gets a minor penalty and a game misconduct for the same event, enter this as 2 events. Fill in all boxes for each event.
- 15) If a player is given a double minor for one event (e.g. "double minor for slashing), enter this as one event with the total amount of time to be served showing in the "Mins." column
- 14) If an Official specifies 2 different minor penalties (e.g. "2 minutes for roughing and 2 minutes for slashing") for the same player, enter that as 2 separate events.
Do not enter it as "dou" (double minor.)
- 15) A PENALTY SHOT is entered as a penalty against the charged player, with zero time served.

GOALTENDER INFORMATION

- 1) We must have the goalie's jersey number, minutes played and the **total** number of shots taken **AGAINST HIM / HER**. (The computer calculates "saves", GAA and "Save Percentage" based on this info.
- 2) **SWITCHING GOALIES:** It is always a problem getting accurate goalie info when teams use more than one goalie in a game. Our solution is simple. Make an entry on the next available blank line **IN THE SCORING SECTION** when a team changes goalies "in addition to the normal entry in the goaltender's section. The entry should read: **2 (PER.) 7:30 (TIME) V (OR H) CHANGE #1 TO #30**
Be sure to make an entry in the "MINS." column for the first goalie.

SCORING RECAP BY PERIOD

- 1) This section should be filled out for all periods played, **and totaled**.

CHANGING JERSEY NUMBERS

Since we have to know EXACTLY who scores, who assists and who earns a penalty, this could be a very confusing situation if we didn't have procedures in place to insure that every single change of a jersey number gets into the computer, **before** we enter a game sheet.

At the beginning of the season, each player is assigned a permanent jersey number which he shares with no other player. This becomes the player's computer I.D. number. If a player is not wearing his permanent jersey number in a game, the roster **MUST** show both his permanent jersey number and the number that he is wearing in the game. This allows you, the SCOREKEEPER to properly notate the change on the Game Summary Sheet

HOW TO NOTATE TEMPORARY JERSEY NUMBER CHANGES and CONVENIENCE JERSEYS ON THE GAME SUMMARY SHEET

Teams may use "convenience jerseys"---numbers set aside which will be worn by different players during the season.