



**Adult Hockey Association, Ltd.
2007 – 2008 Scorekeeper's Handbook**

Adult Hockey Association (AHA) is committed to providing a real game experience. A necessary and important aspect of this is playing a stop time game and keeping score. AHA will recruit and compensate Scorekeepers to fulfill this requirement. This manual is a guideline to those scorekeepers for performing their job.

AHA strongly recommends, but does not require, that all scorekeepers acquire Level 1 USA Hockey Referee Certification. For more information on USA Hockey Referee clinics visit the USA Hockey website at http://www.usahockey.com/officials/main_site/main/home/

Scorekeeping Responsibilities

Know the rules of the game as laid out in the USA Hockey rule book and the AHA Rules Addendum.

Show up to the rink at least 15 minutes before the game is scheduled to start.

Take team rosters from the captains before the start of the game. Ask the team who is in goal and who is the acting captain for the game. The Home team should provide at least three game pucks.

Run the clock, stopping time when the referee blows the whistle and starting when the referee drops the puck. Put penalties on the scoreboard as required. Put goals on the scoreboard.

Keep track of the game statistics on the scoresheet provided by AHA. If you need more scoresheets contact the head scorekeeper, TCScorekeeper@ahahockey.com

Be a resource for the referees if they have any questions regarding the scorekeeping or anything that transpires on the ice.

At the end of the game get the referees' signatures on the scoresheet. Go to each team and give them an opportunity to correct Goals and Assists, but not penalties. (Penalties may only be changed by the referees, the Head Referee, and the League.) After both teams have had a chance to make corrections give them their copy of the scoresheet. You are not required to enter the locker room.

Enter the stats for the game on the AHA website. Please enter the stats within 72 hours. You have a maximum of 3 days to enter the stats for each game. After 3 days you will **not** be able to access the game and will not get paid for it. This policy is to ensure that the games get entered in a timely manner and so the league can process the scorekeeper's payments and credits in a timely manner.

Send the league copy (white) of the scoresheet to the Statistician.

AHA Statistician
3108 36th Ave S
Minneapolis, MN 55406

Note: When you are scorekeeping you are a representative of AHA and we expect you to act with the appropriate respect towards the Teams, Captains, Referees, and Rinks. They are usually quick to inform us if they feel they are not getting the service they expect. Likewise we encourage you to notify us if you feel you have been treated with disrespect in the performance of your duties as a scorekeeper for AHA.

Filling Out the Scoresheet

Enter the Date, Location and Time of the game in the upper right corner of the scoresheet. Print your First and Last Names on the line next to Scorer.

Put the names of the teams playing in the Home and Away Team Name boxes.

Note the participants in that game by writing their jersey numbers and names under the corresponding Home Team and Away Team section making sure to put the goaltenders and acting captains in the appropriate locations on the first line. If you have the entire roster on the sheet circle the participants who are actually there.

During the game keep track of Shots on Goal, Goals, Assists and Penalties in the appropriate locations on the scoresheet. Enter the time on the scoreboard for goals and penalties, you do not need to count up. Some scorekeepers prefer writing the stats on another piece of paper and then transferring them to the scoresheet. This is fine as long as you have everything transferred by the end of the game. The scoresheet should be filled out completely when the referees sign it. It helps to fill out the top of the scoresheet including the rosters before going to the rink.

Shots on Goal

Shots on Goal are shots taken BY a team. A Shot is any shot that would have gone (or did go) into the net if the goalie had not touched it. Mark each shot taken. At the end of the period put a vertical line between the last shot taken and the next empty circle. At the end of the game write the shot totals in the period and total spaces.

Scoring

When a goal is scored enter the period in which it was scored.

Note PP if it was a power play goal, EN if it was scored into an empty net (i.e. the goalie was pulled), EA if it was scored by a team that had an extra player on the ice after pulling their goaltender, ES if the teams were at even strength or SH if it was a shorthanded goal.

Times of Goals and Penalties should be the time on the scoreboard.

Enter the jersey number of the Goal scorer and up to two Assists as determined by the referee.

At the end of the period enter the number of goals each team scored in the appropriate box at the top of the scoresheet. At the end of the game enter the final score at the top of the scoresheet.

Penalties

When a penalty is committed enter the period in which the infraction occurred.

Enter the Player's jersey number in the appropriate column (HOME or AWAY).

Enter the number of minutes of the penalty in the MIN column. Each penalty should be entered on a separate line. If two players from different teams are assessed the same penalty at the same time you can enter both on the same line, i.e. two players being assessed roughing penalties.

Write the name of the penalty in the OFFENSE column.

Enter the time the penalty starts and expires. **Note:** the expiration time is when the penalty ends, not when the player is released from the box. A team can not be down more than 2 players though there may be more than 2 in the penalty box. If a third penalty is issued it does not start until the first one expires. If a goal is scored during a shorthanded situation enter a G in the G/NG column. If no goal is scored during a shorthanded situation enter a NG. If there is no shorthanded situation associated with a penalty draw a line across the G/NG column, i.e. coincidental penalties.

Officials

After the conclusion of the game draw a line through unused goal and penalty spaces and have the referees **Print legibly** and Sign their names at the bottom of the scoresheet.

Entering Stats on the AHA Website

You, the scorekeeper, will enter the stats directly into our on-line database and they will instantly be available for all to see. You can enter the stats from any web accessible computer using the browser. Go to the following URL, www.ahahockey.com/feist/, enter your **Username** and **Password** and select **Login!** When you login you will see a list of the games you are assigned.

1. Select the game you want to enter stats for.
2. Check the player's and goalie's names who played in the game.
3. Enter the shots/goals each goalie faced/allowed.
4. Enter the total number of penalties each team had.
5. Click Submit, the page will now redisplay with locations for goals and penalties for each team.
6. Use the drop down lists to enter the period, goal scorer, assists, who the penalty is on, penalty minutes and the penalty. If you do not see the penalty among the choices select other.
7. You will need to type in the times.
8. Use the drop down list to select the referees for the game. If a referee's name does not appear on the dropdown list email the statistician the name of that referee so it can be added. There are some referees who have similar names, i.e. 2 Kills and 2 Gilbergs, please be careful to choose the correct one.
9. Once you have entered all goals and penalties, press Submit again.
10. Verify that all information is correct, if there are corrections, make them and re-submit.
11. Click on the back button to return to the Game Supervisor Main Screen.

If you have a stat for a player # on your sheet that you can not identify email the team in question at TCteamname@ahahockey.com and ask the captain for help determining who should be credited with the stat. If you still can not resolve the issue enter the stat under Bench and circle the stat in question on the white copy that you send to the statistician. If the player is not in the database enter the stat as Bench and circle the stat in question. If the penalty is not in the drop down list please select other, circle the penalty and notify the statistician. Please notify the statistician of any players who do not appear in the database or for whom you have a jersey number correction.

Please enter the stats within 72 hours. You have a maximum of 3 days to enter the stats for each game. After 3 days you will **not** be able to access the game and will not get paid. This policy is to ensure that the games get entered in a timely manner and so the league can process the scorekeeper's payments and credits in a timely manner.

If you have any problems or suggestions please e-mail us at AHAstats@ahahockey.com.

Please send the top (white) copy of the scoresheet to the Statistician by the end of the month or as close to it as possible.

AHA Statistician
3108 36th Ave S
Minneapolis, MN 55406