

Official Scorekeeper Duties

Game sheets need to be completed by coach/manager for home roster and bench information and then taken to visitor team well before game starts for completion of visitor roster and bench.

Official scorekeeper completes the remainder of the score sheet:

- Records all penalties, goals and assists at appropriate period and times.
- Records all goalie stops – “shots on goal” (Novice, PeeWee, Midget, Bantam)
- Time/Period substitute goalkeeper enters game for first time.
- Records team time-outs.
- Advises the referees if any player gets fourth penalty (for warning) and then 5th penalty, second major, second 10 min. misconduct.
- Ensures the referees sign the game sheet at the end of the game. If the referees need to complete an Official Game Report at the end of the game (for any incidents), then they will take the top two copies of the game sheet to accompany their report.
- The game clock shall not be stopped during regular scheduled play unless ordered by the referee by calling “time out”.
- There is no official “mercy rule”. However, when the score spread is high, the bench scorekeeper usually does not post the score on the scoreboard but continues to score the game sheet. Discretion is advised at each level of play.
- The last five minutes of the 3rd period, in Novice, PeeWee, Bantam and Midget divisions, shall be “stop time” unless there is more than a five (5) goal spread.

At the conclusion of the game, the home team’s scorekeeper is responsible for distributing the copies of the game sheet.

- The winning team is given the top 3 copies of the game sheet (white, yellow and pink). The losing team receives the bottom copy of the game sheet (golden rod). In the event of a tie, the home team is given the top 3 copies of the game sheet.
- The winning team’s manager is responsible for submitting the top 2 copies of the game sheet (white and yellow copies) to the League Commissioner.
 - A copy of the game sheet must be sent to the League Commissioner within 24 hours following the game.
 - The commissioner will advise you on his/her preference, but most will accept them by email or fax.
 - The original copies of the game sheet must be mailed to the League Commissioner usually within 48 hours after a game (again your commissioner will advise you on their preference but most prefer it mailed within 48 hours).
- In the event of a tie the home team’s manager is responsible for emailing/faxing and mailing the copies and originals to the League Commissioner.

Failure to submit the game sheet to the League Commissioner on time will result in the forfeit of any points awarded to teams for the respective game.

For instructions on operating the score box and 30 second clocks, refer to the documents posted in the ‘manager’s corner’ of the NSMLA website.