



SCOREKEEPER PROCEDURES

Home Team's Scorekeeper GameSheet Procedure prior to the Game:

1. The scorekeeper is to set the standard period times to 20 min and OT to 5 min.
2. Scorekeeper(s) also must decide if they want to score the game (1) "LIVE," if there is Wi-Fi, or (2) OFFLINE. We highly recommend OFFLINE until they are comfortable with the GameSheet system.
3. Prior to warm-ups, bring the game up on the iPad. Check to verify that the date, time, and teams are correct. Check to verify the home team and visiting team come up on the screen.
4. Bring the visiting team up on the screen and take iPad to the visiting team coach. Ask him to select his starting lineup and to scratch the players that will not be playing today, change any jersey numbers that need changing and sign the iPad for himself and all coaches. Stay with the coach until this is completed (it should only take a few minutes). Coach may need some direction to complete the task...you may be asked to assist.
5. Next, take iPad to the home team head coach and repeat #4 above.
6. During warm-ups, ask the Officials to put their names and AAU # into the iPad. Once they do this, it is in there for all future AAU games.
7. **Do not start the game without having the coaches and officials in the iPad.**

Home Team's Scorekeeper GameSheet Procedures During the Game:

1. The iPad uses the actual time on the clock for goals and penalties.
2. Be sure to watch the game and record shots on net as they occur (on the iPad or on a separate sheet of paper).
3. You need to have a note pad/pencil or hard copy paper scoresheet on the scorekeeper's table to record goals/assists, specific times, jersey #s, and penalties that are then recorded on the iPad. (Between periods, when time allows, etc.)
4. Getting the information on the clock is more important so the game can continue.
5. Input the information as you get the chance. Again, this can be done between periods. The better you get at working with GameSheet, the faster it becomes. You will get to the point where you can record & input information for GameSheet as the referee is talking to you.
6. Make sure to keep up with shots on goal on paper, type into GameSheet between periods / after the game.
7. **Shootouts must be manually enabled (added) on the iPad.**



Home Team's Scorekeeper GameSheet Procedures After the Game:

1. Get the attention of the officials so they can check the scoresheet and sign it. If there were any incidents during the game (DQ, Game Misconduct, etc.) the officials can type the information, or do a verbal report into the iPad. Assure them that their verbal referee's report only comes to the commissioners (not available to individual teams).
2. Referees may want to take the iPad into the officials' locker room to discuss incidents that took place during the game before making their final report. This is fine, remind them to sign it after and return it to you. Best to standby at the referee's locker room door.
3. **Check things over, and when you feel everything is good, LOCK the game and hit the SUBMIT button. Remember, you can only "submit" at the rink if Wi-Fi is available. If Wi-Fi is not available, all game stats must be entered no later than 5 PM Monday each week.**

HELPFUL TIPS/LESSONS LEARNED:

- *Referee's must be manually typed in and signed, once in the system, you can then select them for future games.*
- *Goalie changes during the game should be recorded immediately (otherwise the shots & goals against are assigned to whoever was listed as the goalie at the time the shots and goals occurred).*
- *When scoring penalties, use the SEARCH feature to find the correct penalty, they are not in alphabetical order. Once you get used to it, you should be able to just type the abbreviation for most of them and they will come up.*