



ICSHL Scoresheet Instructions 2025-26

ICSHL scorekeepers have multiple responsibilities to record the conduct of each ICSHL game, in order of priority:

Maintain the Official Game Record in Gamesheet. You will be given a lineup card by each coach. You must mark the players playing in the game in Gamesheet. **You may not add a player to a team if they are not listed.** Teams may only use rostered, approved players in the game. If there are notations on the back of the card listing suspended players or alternate jersey numbers, you should take a photo of the back of the card and email it to icshl.hockey@gmail.com. Period length (Varsity 17 min, Girls Varsity 16 minutes, JV 15 minutes), Varsity minor penalties 2 min., **JV & Girls Varsity 1:30**

1. Use the following checklist to ensure that all duties are completed.

___ Make sure all players listed as playing on the lineup card are listed as playing in Gamesheet.

___ Referees will confirm the number of players dressed for each team before the game starts.

___ Players wearing Alternative jersey numbers noted on back of lineup card. (Email a photo)

___ Suspended players noted and signed in on back of lineup card. (Email a photo)

___ Note CEP #'s for all coaches (maximum of 4) on the bench for the game.

- Trainers are not counted, nor are injured players wearing their helmets.

___ Head Coaches sign Gamesheet **AFTER** the game. This is their verification that the information is accurate.

___ Per USAH Rule, each team shall designate the Head Coach properly on the Lineup Card before the game starts.

___ Enter starting and substitute goaltender #'s and names. They will be listed first on the lineup card.

- Note the time of any goaltender changes.
- Ask the coaches to notify you if a goaltender change is made between periods.

- **There will be a 2-minute Delay of Game penalty assessed any team who does not properly submit the lineup card with players who are not playing crossed off and any alternate jersey numbers noted.**

1. **Make the pre-game sportsmanship announcement of the PA system:**

The ICSHL and {this rink} promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, derogatory comments, or intimidating actions directed at officials, student athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the facility. Thank you!

2. **Run the Game Clock** accurately, starting and stopping the clock, posting and taking down penalty times and scores.

3. **You'll need the Gamesheet App on the iPad and the iPad Key - ipad-icshl**

4. **Enter the game details into Gamesheet** and **update the game's progress during play**. There are instructions on how to score games on the ICSHL website. You can also use this link - <https://help.gamesheet.app/article/29-training-videos#getting-started> if you have questions.

5. **No texting or other phone activity during the game—scorekeepers are being paid to do this job.**

6. **No music while referees are communicating penalty and scoring numbers to the scorekeeper.**

7. **Music may be played during pre-game warmups.**

8. **Music may be played at other times (between periods, during breaks) provided it does not interfere with coaches communicating with their teams AND with the scorekeeper performing their scorekeeping duties.**

9. **Maintain an accurate count of Shots on Goal, in Gamesheet. This must be done using the shots by period method.**

- Shot on Goal (SOG): a shot that would otherwise have been a goal, except for the goaltender making a Save. Dump-ins and attempted icings that the goalie blocks are generally not considered a SOG, but the scorekeeper has discretion on this if the goaltender was required to make a serious effort to stop it.

10. **Make PA announcements of all penalties and scoring, by player name.**

11. **Verify that all scoring and penalties entries are assigned to players on the game roster.**

- **Secure the required signatures** in Gamesheet from the Coaches and Referees when the game ends and turn the lineup in to the rink office after the game. Coaches and Referees are responsible for checking for accuracy and completeness of the scoresheet.

12. **Make sure that you mark the game as complete so that it is uploaded to the website.**

FOR PLAYOFFS – ADDING OVERTIME PERIODS

To add a second, third, or fourth overtime - this is something that you would need to do from the iPad at game time if needed. I've attached a screen recording of the process so that you can see it, but all you need to do is Click into the game details tab, scroll to the bottom, and then add your 2nd/3rd/4th OT. Then when you go back to the scoring tab it will be listed at the top of the page in the period selector.