

## Attachment 1 How to complete the game report

Please ensure that you as manager, or coach if manager is unavailable:

### 15 minutes before the game:

1. Cross off your team sheet any suspended players for that game only.
2. Add on your team sheet any players playing up on an ad hoc basis and ensure playing up forms are held. (these forms are currently listed on the IHNSW website)
3. Hand in your team sheet to the scorers box.

### During warm up:

1. Sign the game report sheet and count your players on the game report sheet before the game to ensure all players are recorded as per the team sheet.
2. Ensure your GK is listed as GK on the game report sheet.

### Between periods ask to see the game report sheet to ensure:

1. All of your players and the opposing team have Y or N on them. (Note N does not have to be entered until game end) My suggestion is that this is done between the second and third period. If either team has the "On" section completely blank, the game sheet can be disqualified.
2. Goalie stats are completed – remind the timekeepers in between periods if you are not satisfied with shots on. Shots on can be asked for at the end of each period and is a nice way to emphasise to the scorekeepers you are watching the stats.

The reason for game sheets being disqualified is that the stats are being paid to be done. If the sheet is incomplete, the statistician will end up costing us twice what we have budgeted for and that is not something we can afford as an association. So if the sheet is missing a couple of 'N' that is ok as long as everyone else has a "Y". If the GK is not listed as a GK the stats cannot be awarded to him/her. If the GK stats are not added up – that will be ok as long as the shots are there. If the GK stats are recorded on the wrong side – that will normally be picked up too.

It is the team official's responsibility to ensure that timekeepers and scorers are doing their job so that our kids get the points they earned during a game. (that is the reason we sign the game sheet) Unfortunately after the sheet is signed off and the ref has left the rink – the game sheet stands.