

SCORESHEET CREATION INSTRUCTIONS

Pittsburgh Amateur Hockey League 2023-24



OVERVIEW

The PAHL is implementing a new scoresheet for the 2023-24 season, which shall be used in all PAHL league games. PAHL teams are still to use USA Hockey scoresheets for non-PAHL games.

The new scoresheet is available only online via the PAHL website and is updated regularly with rosters and enhancements. Therefore, it is important that only the online file is used – rather than ever saving the file locally – in order to use the most-current version and have all current rosters.

Roster changes in the PAHL are processed weekly, as needed, and completed by Thursday evenings. The roster changes are then applied to the file by Friday morning. Therefore, weekend scoresheets should not be generated until Friday at noon. However, teams should also not wait until immediately before a game to create the scoresheet. If errors or omissions are encountered with the file, the team should contact the League Office immediately. Only if there is insufficient time to find a resolution to an error/omission, a "Blank PAHL Scoresheet" is available on the PAHL website.

SCORESHEET FILE TABS

- **INPUT:** this tab is the only place to enter information. Only the PAHL Game Number is needed, which will populate the full game information on the subsequent tabs.
- **SCORESHEET:** this tab provides the official PAHL scoresheet for the game. Based on the input, it should contain full rosters for both teams in the roster sections on the left (including coaches). The header information in the top-left also provides pertinent information about game formats and protocols.
- **SAMPLE:** this is a sample of a fully and properly completed PAHL scoresheet. It is a valuable resource for anyone not familiar with our scoresheets because it demonstrates many possible scoring entries.
- **INFO:** this tab provides a full listing of game formats and protocols specific to the game and its applicable age division in PAHL. It is a longer version of the header information in the top-left of the scoresheet.
- **SCRIPTS:** this tab generates a pregame and postgame script for an announcer to read during games. It is customized to the specific game based on the input: the teams, the venue, the mascots, etc.

SCORESHEET CREATION

- Access the PAHL Scoresheet only via the link on the PAHL website.
 - Located at www.pahockey.com/scoresheets
 - Or by navigating to Game > Game Operations > Scoresheets
- The INPUT tab of the Game File is the only area in which data is entered.
 - Only the PAHL Game Number is needed, which can be found on the PAHL website schedules.
 - Do not print prior to Friday at noon for the upcoming weekend!
- Confirm that the information on the SCORESHEET tab appears to be correct.
 - The correct teams are listed in the top-left of the scoresheet
 - Each team has a complete roster on the scoresheet
- Print the following, per tab:
 - 1-2 copies of the SCORESHEET (2nd copy is a backup)
 - 1 copy of the SAMPLE tab (optional)
 - 1 copy of the INFO tab (optional)
 - 1 copy of the SCRIPTS tab (optional)



GAME INFORMATION

16U A Major Gold		AWAY	Shermer 16U-2					
			Beacontown 16U-1					
GAME #	5309	GAME INFO	warmup	periods	OT	Minors	Majors	Misc
DATE	12/31/23		3	15	0	2	5	10
TIME	11:00 AM		ice slot	ice cuts	timeouts	run clock	max pen	max FPP
RINK	Bayside		90	0	0	7	4	16

SHERMER BULLDOGS

D			#	PLAYER NAME	SB STAFF
			3	Andie Walsh	John Hughes
			5	Gary Wallace	HC 5 1972058 2023
7		9	Louis Beck	Dennis Mitchell	
			10	Josie McClellan	AC 4 4172680 2022
			12	Amanda Jones	Kevin McAllister
			17	Russ Bainbridge	AC 3 3792683 2023
			20	Brian Johnson	Roman Russell
			24	Cameron Frye	AC 4 6102781 2023
			25	Caroline Mulford	Art Smith
			27	Ed Rooney	AC 5 2775724 2022
			33	Ben Pease	Carl Reed
G		37	Buck Russell	AC 3 9110349 2024	
			38	Simone Adamley	Cindy Shears
			40	Jim Dodge	AC 2 3453184 2024
			42	Andrew Clark	Margo Chester
			44	Kent Winkdale	MGR 412-555-2935
			45	Bully Hayes	
			48	Neal Page	
G		52	Russ Lasky		
		55	Sloane Peterson		
COACH SIGN-OFF					12:30 PM curfew time

BEACONTOWN BEAVERS

G	#	PLAYER NAME	NOTE	BB STAFF
	2	Kristy Briggs		Dutch Dooley
	5	Walter Baylor		HC 3 6044028 2024
	6	John Bender		Bink Cotwell
	9	Allison Reynolds		AC 2 5238028 2024
	11	Clark Wilhelm		Jake Briggs
	12	Bunny Packard		HC 3 6044028 2022
	15	Blane McDonnagh		Chet Donnelly
	16	Sam Baker	SUSP 1	AC 5 4781718 2023
	18	Roy Walley		Frank Shirley
	23	Jack Walsh		AC 4 9883401 2023
	25	Wyatt Donnelly		Eddie Johnson
	27	Davis McDonald		AC 3 7564038 2023
	29	Claire Standish		Jena Hoeman
	31	Jake Ryan		MGR 412-555-9238
	34	Jane Washburn		
	43	Ron Richardson		
	47	Phil Dale		
G	56	Del Griffith		
	58	Richard Vernon		
	60	Tom Bueller		
COACH SIGN-OFF				Dutch Dooley
				12:30 PM curfew time

GAME SUMMARY

	FINAL SCORE	TOTAL SHOTS		REFEREE SIGN-OFF	REFEREE SIGN-OFF
SB	6	29	NAME	Finstock	S. Howard
BB	6	33	SIGN	<i>B.Finstock</i>	<i>SH</i>

GOALS

[illegible]

PENALTIES

[illegible]

GOALTENDER RECORDS

[illegible]

SCORESHEET SCORING GUIDE

Pittsburgh Amateur Hockey League 2023-24



GENERAL SCORING INFORMATION

- The scoring information (scorer/assists/penalized player) must only come from a referee.
 - Any request to add to or change scoring information during a game must first be approved by a referee.
 - Information on the scoresheet may not be changed or modified in any way after a game unless first approved by the PAHL League Office, even if it contains a mistake or omission.
- The applicable player is recorded only by the jersey number for which the player is wearing in the game.
- All scoring information (goals/penalties) is recorded as the time remaining in the period – as shown directly on the game clock – and not as the time elapsed in the period.
 - In-game announcements of scoring plays should also use this time format.
- It is vital that the type of infraction and corresponding penalty time(s) be recorded for all penalties.
 - The type of infraction (“Tripping,” “Roughing,” “Hitting from Behind,” etc.) should be neatly written out.
 - It is possible for a single infraction to have two penalty times applied, such as a 5-minute major + a Game Misconduct, which can be recorded on a single line of the scoresheet or on a line for each penalty.
- A player “serving a penalty” for another player’s infraction is not denoted in any way on the scoresheet since that player was not assessed a penalty (no scoring/statistics applied).
- Goaltender statistics must be tracked during the game and recorded in the Goaltender Records section.
- It is strongly recommended that scoring information first be recorded on a PAHL Scratch Scoresheet before being applied neatly and correctly to the official scoresheet.
- The PAHL Sample Scoresheet – from which all of the screenshots below are taken – provides a thorough example of scoring plays on a full and accurate scoresheet.

GOALS AND ASSISTS

- The period is marked only with an ‘X’ (or similar) in the corresponding column.
- Every goal should have the jersey number of the goal scorer in the “GOAL” column
 - If there are less than 2 assists on a goal, leave the appropriate “ASSIST” column entirely blank
- Every goal should include an ‘X’ in at least one of the right-side columns:
 - ES = even-strength goal (most common)
 - PP = power play goal
 - SH = shorthanded goal
 - EN = empty net goal (will also always be a PP/ES/SH goal, so each EN has two ‘X’)
 - PS = penalty shot (will also always be an ES goal, so each PS has an ‘X’ for ES and an ‘X’ for PS)
- Sample scoresheet information – Goals and Assists:

GOALS															
#	1	2	3	O	TIME	SB	BB	GOAL	ASSIST	ASSIST	ES	PP	SH	EN	PS
1	x				14:15		x	11	60		x				
2	x				13:16		x	2	9	12			x		
3	x				7:48		x	47			x				x
4	x				2:42	x		12	17	25	x				
5		x			12:11		x	16	23			x			

MINOR PENALTIES

- A minor penalty is marked as a 1- or 2-minute penalty by placing an 'X' in the "1" or "2" column.
 - The PAHL scoresheet will automatically show a 1 or a 2 based on the level of the game.
- A "bench minor" penalty should list number '0' under the PLAYER column to assign it to the team bench.
- Sample scoresheet information – Minor Penalties:

PENALTIES															
#	1	2	3	O	TIME	SB	BB	PLAYER	INFRACTION	2	5	10	GM	M	PS
3	x				5:46		x	15	roughing	x					
4	x				5:46	x		23	hooking	x					
5	x				14:30	x		23	roughing	x					
6		x			13:03		x	5	interference	x					
7		x			12:51		x	8	cross-checking	x					

MINOR + MISCONDUCT PENALTIES

- Several minor penalties in USA Hockey also result in a 10-minute misconduct penalty to the same player, such as Checking from Behind and Charging.
- The minor penalty is marked the same as a standalone minor penalty (see above).
- The 10-minute misconduct is marked by placing an 'X' in the "10" column, which can be done on the same line as the cojoined minor penalty, or optionally, on its own line immediately below the minor penalty.
- The infraction for each cojoined penalty is always the same, such as "Head Contact" or "Boarding."
- Sample scoresheet information – Major plus Game Misconduct, each on its own line:

PENALTIES															
#	1	2	3	O	TIME	SB	BB	PLAYER	INFRACTION	2	5	10	GM	M	PS
15			x		8:48		x	47	checking from behind	x					
16			x		8:48		x	46	checking from behind			x			

MAJOR PENALTIES

- A major penalty is marked as a 5-minute penalty by placing an 'X' in the "5" column.
- Every major penalty automatically includes a game misconduct penalty, which is marked by placing an 'X' in the "GM" column.
- The major and GM penalties can be recorded on the scoresheet as both penalties on same line, or optionally, as each penalty on its own line.
- The infraction for each cojoined penalty is always the same, such as "Boarding" or "Checking from Behind."
- Sample scoresheet information – Major plus Game Misconduct, each on its own line:

PENALTIES															
#	1	2	3	O	TIME	SB	BB	PLAYER	INFRACTION	2	5	10	GM	M	PS
10		x			6:00		x	12	head contact		x				
11		x			6:00		x	12	head contact				x		

MISCONDUCT PENALTIES

- A misconduct Penalty is marked as a 10-minute penalty by placing an 'X' in the "10" column.
- A specific infraction should be listed on the scoresheet for a misconduct penalty, such as "Abuse of Officials" or "Unsportsmanlike"
 - The infraction is the same as any minor penalty that automatically results in the misconduct penalty, such as Boarding or Charging.
 - The infraction for a misconduct penalty is never just "Misconduct" (misconduct is a type of penalty, not the infraction); ask the referee at an intermission or after the game for the specific infraction if it is not provided at the time of the penalty.
- A standalone misconduct penalty is its own line of the scoresheet unless it accompanies a minor penalty as a progression, such as a minor for "Abuse of Officials" that escalates to an additional misconduct penalty for Abuse of Officials.
 - As always, cojoined penalties can be listed on the same line or as each penalty on its own line.
 - As an example, misconduct for Abuse of Officials to a player who complains about being called for a minor penalty are not cojoined penalties (the misconduct was not automatic, it was from a second infraction committed by the player. These must be listed on separate lines.
- Sample scoresheet information – Misconduct Penalty:

PENALTIES															
#	1	2	3	O	TIME	SB	BB	PLAYER	INFRACTION	2	5	10	GM	M	PS
14			x		12:53	x		5	abuse of officials			x			

GAME MISCONDUCT PENALTIES

- A game misconduct penalty is marked by placing an 'X' in the "GM" column.
- A game misconduct can be a standalone infraction, but most commonly it is assessed as an automatic part of another infraction, such as a major penalty.
- A game misconduct issued to a coach (head or assistant) should list number '0' in the PLAYER column to effectively assess it to the team bench.
- A game misconduct results in the offending individual being removed from the remainder of the game and will result in a suspension.
 - The League Office will handle the suspension; nothing further should be denoted on the scoresheet.
 - The League Office will also inform the team of the exact length of the suspension; that cannot be determined using a single scoresheet.
 - The referee who assessed the penalty will need a copy of the scoresheet after the game if a game misconduct was issued in the game.
- Sample scoresheet information – Game Misconduct Penalty:

PENALTIES															
#	1	2	3	O	TIME	SB	BB	PLAYER	INFRACTION	2	5	10	GM	M	PS
11		x			6:00		x	12	head contact				x		

MATCH PENALTIES

- A match penalty consists of only one line of scoring information and is marked only by placing an 'X' in the "M" column of the Penalties section.
 - The penalty is never a major + match as two penalties, just a match.
 - As such, there will only be an 'X' in the "M" column for a match penalty.
- Listing the specific infraction for a match penalty is vital, such as Kicking, Spearing, Facemask, etc.
 - The infraction is never "Match"; ask the referee at an intermission or after the game for the specific infraction if it is not provided at the time of the penalty.
- With a match penalty, 5 minutes of penalty time is put on the scoreboard if it is non-coincidental (other team was not issued a 5-minute penalty during that stoppage), as instructed by the referee.
 - This can be very confusing since the penalty counts as 10 minutes against the player and a major penalty is not a part of the assessed infraction.
- A game misconduct results in the offending individual being removed from the remainder of the game and will result in a suspension.
 - The League Office will handle the suspension; nothing further should be denoted on the scoresheet.
 - The referee who assesses a match penalty will need a copy of the scoresheet after the game.
 - Determining the suspension for many match penalties involves a hearing, so for that reason, it is significantly important that the penalty is recorded accurately and properly on the scoresheet.
- Sample scoresheet information – Match Penalty:

PENALTIES															
#	1	2	3	O	TIME	SB	BB	PLAYER	INFRACTION	2	5	10	GM	M	PS
12		x			2:27		x	14	kicking					x	

FOUR PENALTIES IN A GAME

- Any player who accumulates four (or more) penalties in a single game is automatically issued a game misconduct.
 - The Official Scorer needs to track this situation using the scoresheet, as the referees are not always aware of how many penalties each player has accumulated.
- If a player reaches 4 penalties on the scoresheet, a game misconduct is added at the time of the same stoppage as the fourth penalty.
 - If the fourth penalty is not recognized at the time, the game misconduct is still issued later in the game and should be recorded as being at the time of the fourth penalty.
 - If the error is not recognized until after the game, the penalty still applies. It is added to the sheet if the referees have not provided sign-off; it is reported to the League Office if the referees have already provided sign-off and are no longer available at the rink.
 - Since a fourth penalty automatically adds a fifth penalty (the game misconduct), it is not possible for a player to finish a game with exactly four penalties.
- Because of the game misconduct, the player is removed from the remainder of the game and will be suspended.
 - If the fourth penalty is not recognized until later in the game, the player is still removed from the game at the time the situation is identified.
- The game misconduct is recorded on the scoresheet as a standalone penalty (see above for game misconducts), with an infraction of "4 Penalties" or similar.

SECOND MISCONDUCT IN A GAME

- Any player who accumulates two (or more) misconduct penalties in a single game is automatically issued a game misconduct.
 - The Official Scorer needs to track this situation using the scoresheet, as the referees are not always aware of the player being a repeat offender in the game.
- If a player receives a second misconduct in the game, the penalty is not recorded as a misconduct. It is instead recorded on the scoresheet as a standalone game misconduct (see above for game misconducts), with an infraction of "Second Misconduct" or similar.
 - If the second misconduct penalty is not recognized at the time, the scoresheet should be adjusted to revise the second misconduct or to scratch out the second misconduct and add a new penalty line.
 - If the error is not recognized until after the game, the penalty still applies. It is added to the sheet if the referees have not provided sign-off; it is reported to the League Office if the referees have already provided sign-off and are no longer available at the rink.
- Because of the game misconduct, the player is removed from the remainder of the game and will be suspended.
 - If the second misconduct is not recognized until later in the game, the player is still removed from the game at the time the situation is identified.

TWELVE PENALTIES IN A GAME

- Any team that accumulates 12 (or more) penalties in a single game causes a 1-game suspension to the team's head coach, to be served in the team's next-scheduled game.
 - It is the responsibility of the offending team to enforce the suspension in the next game.
- There is not a penalty issued in the game for this nor is this marked on the scoresheet in any way.
 - The coach is not removed from the current game at the time of the 12th penalty either.

PENALTY SHOTS

- A penalty shot is simply a minor penalty that results in a penalty shot in order to restore the lost scoring opportunity (versus awarding a power play).
- The penalty is recorded on the scoresheet in a similar fashion as a minor penalty, just adding another 'X' in the "PS" column, resulting in two 'X' on the same line.
 - A penalty shot still counts as a 2-minute penalty to that player, even though the player does not serve the time in the penalty box.
- A penalty shot goal is recorded on the scoresheet in a similar fashion as an even-strength goal, just adding another 'X' to the "PS" column, resulting in two 'X' on the same line.
 - A penalty shot goal during a power play does not ever count as a power play goal, only ES.
- Sample scoresheet information – Penalty Shot Penalty:

PENALTIES															
#	1	2	3	O	TIME	SB	BB	PLAYER	INFRACTION	2	5	10	GM	M	PS
2	x				7:48	x		3	tripping	x					x

- Sample scoresheet information – Penalty Shot Goal:

GOALS															
#	1	2	3	O	TIME	SB	BB	GOAL	ASSIST	ASSIST	ES	PP	SH	EN	PS
3	x				7:48		x	47			x			x	

- **Sample scoring information – Goalkeeper Records:**

[illegible]

SCORESHEET ADMINISTRATION INSTRUCTIONS

Pittsburgh Amateur Hockey League 2023-24



SCORESHEET PREPARATION

- **Responsibility:** The host team is responsible for ensuring an accurate scoresheet for the game is available prior to the game. For at least the start of the 2023-24 season, it is strongly recommended that the away also creates a copy of the scoresheet for each game.
- **Curfew:** The host team should write the curfew time of the game (if applicable) in the lower-right of each team roster prior to the game. If there is no curfew, this box shall be left blank.
- **Scratches:** Any player not participating in the game shall have a single, thin line crossed through his/her name and number, leaving both items still visible but clearly crossed off.
- **Captains:** The team captains can be designated with 'C' (max 1) and 'A' (max 2) in the "D" column.
- **Goalies:** The team's standard goalies should already be designated with a 'G' in the "D" column, but if a skater is serving as a goalie for the game, that 'G' can optionally be added prior to the game. If the team has 3 or fewer designated goalies, the goalie numbers are automatically transferred to the Goaltender Records section.
- **Temporary Numbers:** A player wearing a temporary number shall have the assigned number crossed out with a single, thin line and the temporary number written in the "D" column.
- **Suspensions:** Suspended players shall be noted only with an 'SUSP' in the "NOTE" column and shall be scratched from the game roster as not participating in the game. No other notes needed, but the team can place the suspension number being served after the SUSP, such as "SUSP 1." Please do not provide extraneous details of any type in this section; the scoresheet is primarily for scoring records.
- **Sign-Off:** The Head Coach of each team should sign-off on his team's game roster on the scoresheet prior to the game by placing a signature or initials on the designated line under the team's roster section.

SCORESHEET COMPLETION

- **Official Scorer:** The person managing the scoresheet during the game should ensure that all goals and penalties are legibly recorded on the scoresheet. The Official Scorer should also complete the Game Summary and Goaltender Records sections immediately at the conclusion of the game. The Scorer should bring any uncertainties about the scoring or scoresheet to the attention of the referees before they sign-off on the sheet at the conclusion of the game.
- **Coaches:** There is no longer a post-game sign-off; coaches cannot agree/disagree with the scoresheet this way. Any error on the scoresheet should be reported to the League Office, as defined by a scoring/penalty line written incorrectly or omitted from the scoresheet. Changes to scorers and assists cannot be made once the game ends, regardless of any evidence.
- **Medic:** There is no longer a signature required by the Medic; the Medic is not involved in the scoring of any game. Please do not have the Medic try to write on the scoresheet or its margins.
- **Suspensions:** The League Office will process suspendable offenses upon receiving scoresheets (see Score Reporting page on PAHL website). No designations are to be made on the scoresheet regarding a possible suspension issued from the game.
- **On-Ice Officials:** The two referees on the game should be given ample opportunity to review the scoresheet following the game. The referees have established procedures for making legal and appropriate corrections to the scoresheet.
- **Changes:** Absolutely no changes of any kind can be made to the scoresheet once sign-off is completed by the referees. This includes changing a goal scorer, adding/changing assists, changing the player to whom a penalty was assessed, changing a penalty infraction, changing a goaltender's minutes, and changing a goaltender's shot totals.

SCORESHEET DISTRIBUTION

- **Completion:** The scoresheet must be fully completed before any copies/photos of the scoresheet are made. The Game Summary and Goaltender Records sections at the bottom must be filled in entirely, including the sign-off from the On-Ice Officials.
- **On-Ice Officials:** The referees only need a copy of the scoresheet if a suspendable offense is issued in the game, as the referee who called the penalty needs to submit a game report to USA Hockey. In those instances, the referees may need to take the scoresheet to their locker room or have the scoresheet brought to their locker room after the game in order to take a cell phone picture or take the necessary notes.
- **Away Team:** The away team's coach or team manager should be given the scoresheet after the game to take a cell phone picture of the scoresheet. Alternately, a photocopy of the scoresheet may be made within the rink to provide to the away team. The away team should report the final score of the game to the League Office within 4 hours of the completion of the game (see "Score Reporting" below).
- **Home Team:** The team manager for the home team should take and keep the original copy of the scoresheet. The home team is then responsible for reporting the final score of the game to the League Office within 4 hours of the completion of the game (see "Score Reporting" below) and must properly submit a copy of the scoresheet to the League Office (see "Scoresheet Submission" below).
- **Discipline:** Any game in which a player/coach has potentially incurred a suspendable offense – in particular, game misconducts and match penalties – must have a copy of the scoresheet submitted to the PAHL Discipline Director (see "Scoresheet Submission" below).

SCORE REPORTING

- The following steps are required following each game:
 - Both teams submit the final score of the game via email within 4 hours.
 - The home team submits a copy of the scoresheet via email by Monday at 6:00 PM.
 - The home team enters the online scoring into the PAHL website by Monday at 6:00 PM.
- Instructions on completing these steps are available on the PAHL website:
 - Accessed directly at www.pahockey.com/scorereporting
 - Found via navigation at Games > Game Operations > Score Reporting

SCORE REPORTING INSTRUCTIONS

Pittsburgh Amateur Hockey League 2023-24



FINAL SCORE

- Both teams are to email the final score to the League Office within 4 hours of the conclusion of the game.
 - Email: scores@pahockey.com
 - This is requested of both teams to ensure receipt and accuracy.
- The email should only include the following information:
 - The PAHL Division (ex. "16U A Major Gold")
 - The PAHL Game Number (ex. "Game #5309")
 - The final score of the game (ex. "Shermer 16U-2: 6, Beacontown 16U-1: 6")
- Sample email contents:
 - 16U A Major Gold
 - Game #5309
 - Shermer 16U-2 - 6
 - Beacontown 16U-1 - 6
- The email should not include any other details or questions.

SCORESHEET SUBMISSION

- A copy of all scoresheets from PAHL league games must be submitted to the League Office by Monday at 6:00 PM for any game that took place within the preceding week.
 - This is always the responsibility of the home team for all games.
 - Fines shall be applied for all late/missing scoresheets.
- The scoresheet is to be scanned via scanner or scanner app for submission to the League Office.
 - Photographs (cell phone pictures) of the scoresheet are not recommended.
 - Please be sure the full scoresheet and all contents are legible in the scan.
 - Please attempt to limit the size of the file to approximately 5 MB or less.
- Scanned copies must be sent via email to scoresheets@pahockey.com
 - Any scoresheet on which a player/coach has potentially incurred a suspendable offense should be copied to pahdiscipline@pahockey.com on the submission.
 - As a courtesy, the away team manager can be copied on the email submission to the League Office (not required).
- The home team is required to keep a hard copy of the scoresheet for each game on file for the remainder of the season.
 - The team in possession of the scoresheet must submit a copy of the sheet within 24 hours of request by the League Office.

ONLINE SCORING

- The home team is responsible for entering the scoring from the game into the PAHL website using SportsEngine Scoring by Monday at 6:00 PM.
 - The exact scoring from the finalized scoresheet must be used; no changes, modifications, nor revisions can be applied to the online entry.
 - Fines shall be applied for late/missing/incomplete game scoring.
- Instructions for completing the online scoring are available on the PAHL website:
 - Accessed directly at www.pahockey.com/sportsengine
 - Found via navigation at Games > Game Operations > SportsEngine