

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, or absent/injured 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) Change any jersey numbers as required.
3. Hand in your team sheet to the scorers box.

During warm up:

1. If the scorer does not find you, go find them to sign the game report sheet. Count your players on the game report sheet before the game to ensure all players are recorded as per the team sheet. Check their jersey numbers are correct.
2. Ensure your GK is listed as GK on the game report sheet.
3. Cs and As are no longer required on the game sheet.

At the end of the game:

1. Check to see all of your players and the opposing team have Y or N beside their name.
2. Check to see that goalie stats are completed and the correct goalie has been listed.
3. Check to see that a change in goalie occurred properly and recorded, if that happened during the game.
4. Check to ensure major penalties and injuries have been recorded correctly.
5. Check to see if there are errors in goals and assists.
6. If there are any problems, you may wait for the referee to come out of the changeroom and ask him to address. Only a referee can sign off on a change to the official game sheet that is being sent to IHNSW.

Scorers cannot change any goals or penalties called by a referee. Only a referee may do this. Once a referee has signed off and sent in a game sheet to IHNSW, changes cannot be made.