



## SCOREKEEPER INSTRUCTIONS

*Thank you for volunteering to maintain the scoresheet for today's game. To help make you more comfortable with your responsibilities, please use the following as a guide.*

1. Please review the tournament rules provided in the time clock area.
2. Obtain current scoresheet from folder (or from home team manager).
3. Check suspension record form for possible suspended players.
4. Hand scoresheet to refs and/or coaches. Coaches to verify their information, sign and hand sheet back to you.
5. Scoresheets should be filled out in pen.
6. Make sure you have 2 MVP awards to hand out at the end of the game (if applicable).
7. At the end of the game, ref's will pass MVP sheets from coaches for you to announce the MVP from each team and hand out awards (if applicable).
8. Have ref's sign the completed scoresheet and hand two back copies to the appropriate coaches. Put the top two copies of the scoresheet in the folder and record any suspensions on the suspension record.
9. Please make sure to leave pen in time clock area.

*If you cannot find the scoresheet folder, please check with the tournament director.*