



## GAME REPORTING PROCEDURE

### **High School / Tier I & Tier II Amateur**

USA Hockey rules require that a game report be filed within 48 hours of any game in which an official assesses a major penalty, game misconduct, match penalty, or 15 total penalties to the same team in the same game. Unusual incidents, such as spectator ejections, suspended games, and serious injuries should also be reported. When in doubt, file a report. This obligation is considered part of your game duties for each assignment. For more information on this requirement, refer to your USA Hockey Rulebook. THIS IS A USA HOCKEY REQUIREMENT.

USA Hockey game reporting is now entirely web-based. A customizable game reporting web interface is available by accessing your USA Hockey officiating account. Go to USAHockey.com. From the main page, hover over the "Officials" tab, and select "Referee Login." Scroll down to the bottom of the page and enter your login information, then select "File an Incident Report." This will bring up your entire history of electronically-filed game reports. Click the green "Report Incident" button in the upper-right corner and fill out the form in its entirety.

It is essential that, before leaving the rink, you collect the information necessary to fill out this report (including, without limitation: the names and numbers of the player(s) involved, the final score, the regional affiliates of both teams (i.e., Mid-American District, Atlantic District, Michigan District, etc.)). If available, request that you receive a carbon copy of the scoresheet, or request that a photocopy be made. Some officials like to photograph the scoresheet on their mobile phones. As a last resort, carry a notebook and pen in your equipment bag and copy the necessary information by hand.

Familiarize yourself with this form. Those who fail to file a report when required or file an incomplete or unprofessional report may be subject to discipline from USA Hockey. Similarly, officials who intentionally misapply USA Hockey rules so as to avoid the report-filing requirement may also be subject to discipline from USA Hockey. These offenses also constitute violations of your Independent Contractor Official Agreement with PIHO.

When filing your report with USA Hockey, you have an option to e-mail the report to recipients of your choice. E-MAIL EVERY REPORT YOU FILE IN A PIHO-SCHEDULED GAME TO: [reports@pihoref.com](mailto:reports@pihoref.com). Again, USA Hockey requires that this be done within 48 hours of the conclusion of the game.



## GAME REPORTING PROCEDURE

### **ACHA**

The collegiate club hockey teams and leagues serviced by PIHO similarly expect that all game misconducts and game disqualifications be fully documented in a written report. Again, unusual incidents should also be documented and reported. However, the ACHA does not have a web-based system for game report filing. As such, you should create a game report in an e-mail, which should contain substantially the same information required by USA Hockey's system (teams, name and number of player involved, final score, etc.). Again, this is required only if you assess a game misconduct, DQ, or some unusual incident occurs. FOR ALL PIHO-SCHEDULED COLLEGE GAMES, E-MAIL YOUR SELF-CREATED REPORT TO: [reports@pihoref.com](mailto:reports@pihoref.com).