

TOMBLC MANDATORY Game Sheet Procedures 2017

*****ENSURE THAT GAME NUMBERS ARE WRITTEN ON GAMESHEET*****

Please contact your Association Scheduler if game numbers are not known
or verify on the TOMBLC Website – www.tomblc.com

TOMBLC Game Sheet Procedure

- 1) Game Finished – Complete Game Sheet (Only blue or black pens should be used to ensure readability). Referees distribute pink (winner) and gold (losing team) to coaches or their team manager.
- 2) Coach or Manager of **HOME** team will take an image using **CamScanner** Application from their phone (with highest resolution possible) of the White Copy of the score sheet. Image must be readable when enlarged and ensure all information including Game # and Penalties are shown. **CamScanner** software is available for free on iPhones and Android devices. (Should be saved in a **PDF** format)
- 3) Coach or Manager of **HOME** team will **EMAIL** digital scan of game sheet within 24 hours to: gamesheets@tomblc.com and Division Commissioner (TOMBLC commission has the discretion to deduct 2 points for teams who do not email electronic game sheets with 24 hours of completion of game). File or subject of email naming convention:
[Game #]_[Home vs Away]_[Date], i.e. **BND-028_ NicolaValley2 vs Kamloops3_May25**
- 4) Electronic game sheets will be sorted renamed (w/ game #'s), and saved to TOMBLC Division Dropbox.

White Paper copies must be physically mailed to Commissioners no less frequently than **once per week** and received by the Division Commissioner within 10 days (*Article A -2 TOMBLC Operating Policy*). This procedure offers improved real-time tracking necessary for Commissioners to perform their duties.

All call-ups **MUST** have the appropriate one game permit paperwork and player(s) must be **CLEARLY** marked on the scoresheet with the designation 'Call-up' or 'AP' beside their name. One Game Permits also to be deposited in arena drop boxes. Coaches may also photograph call up forms and digitally submit call-up information to gamesheets@tomblc.com (other forms of documentation will not be accepted).

Please ensure that all information is recorded correctly through to duplicate copies (e.g., stickers and line edits to rosters must be carried through consistently to all pages).

NOTE: Where any game sheet has a match penalty recorded on it, the appropriate Commissioner must be phoned within 24 hours.

Forward Physical Scoresheets as Follows:

WHITE + Minor-to-Minor Callup Forms	Mail to the appropriate Commissioner (contact info below)
CANARY	Goes to losing team (FOLLOWING GAME)
PINK	Goes to winning team (FOLLOWING GAME)
GOLDEN	Not Required

Commissioner Contact Info

<u>Division</u>	<u>Commissioner</u>	<u>Mailing Address</u>	<u>Email</u>	<u>Phone</u>
Mini-Tyke/Tyke	Wuilbert Jaramillo	4 – 555 Glenmeadows Rd Kelowna BC V1V 1V5	tyke@tomblc.com	250-859-1664 C
Novice	Rose Grant	1368 Huston St Merritt BC V1K 1C9	novice@tomblc.com	250-315-3669 H
Peewee	Wuilbert Jaramillo	4 – 555 Glenmeadows Rd Kelowna BC V1V 1V5	peewee@tomblc.com	250-859-1664 C
Bantam	Mary Hennig	8201 Cedar Avenue Summerland, BC V0H 1Z2	bantam@tomblc.com	250-919-9774 C
Midget	Lynn Spraggs	2179 11th Ave Vernon, BC, V1T 8V7	midget@tomblc.com	250-542-0112 B 250-309-9889 C