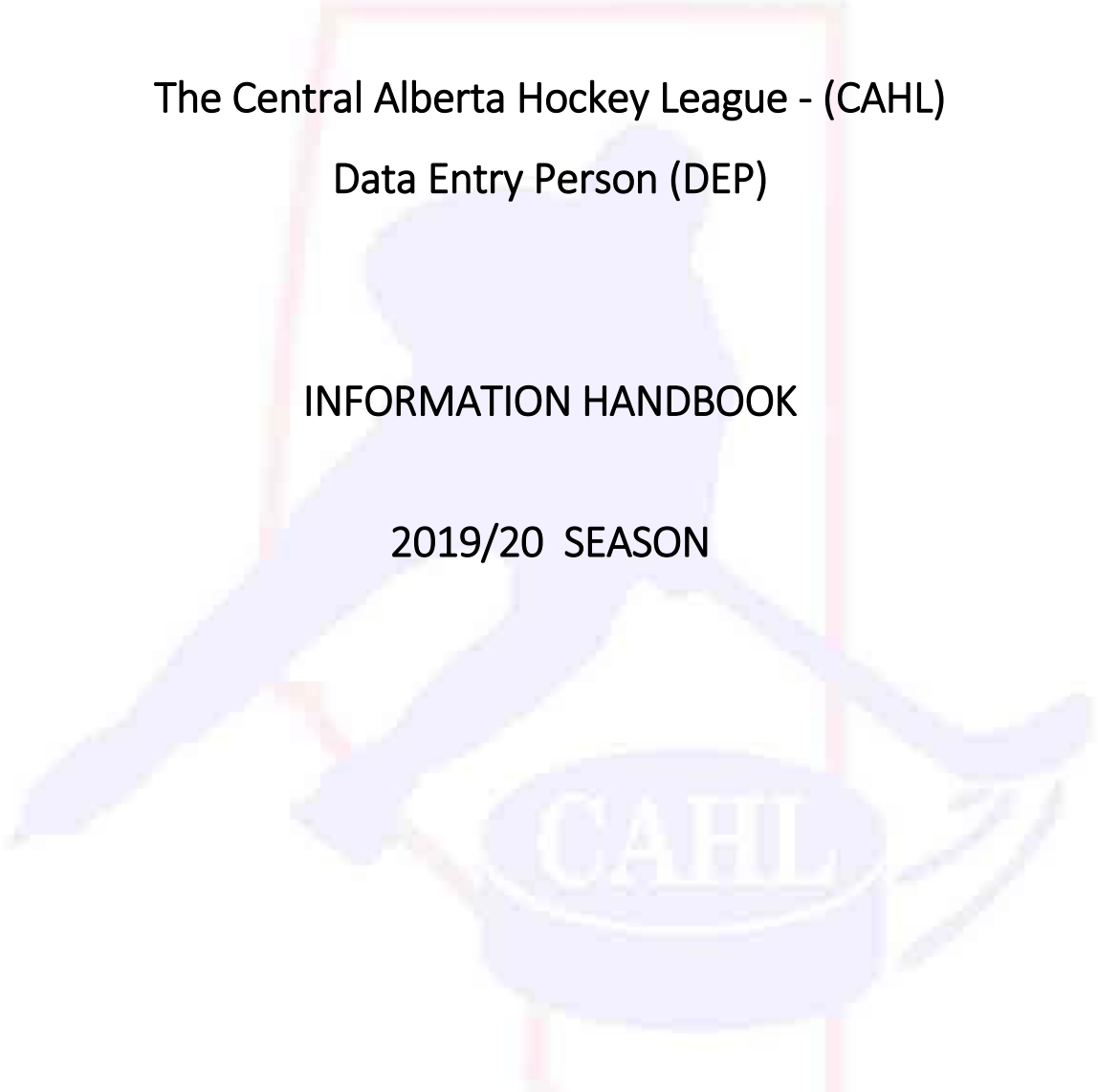The Central Alberta Hockey League - (CAHL)

Data Entry Person (DEP)
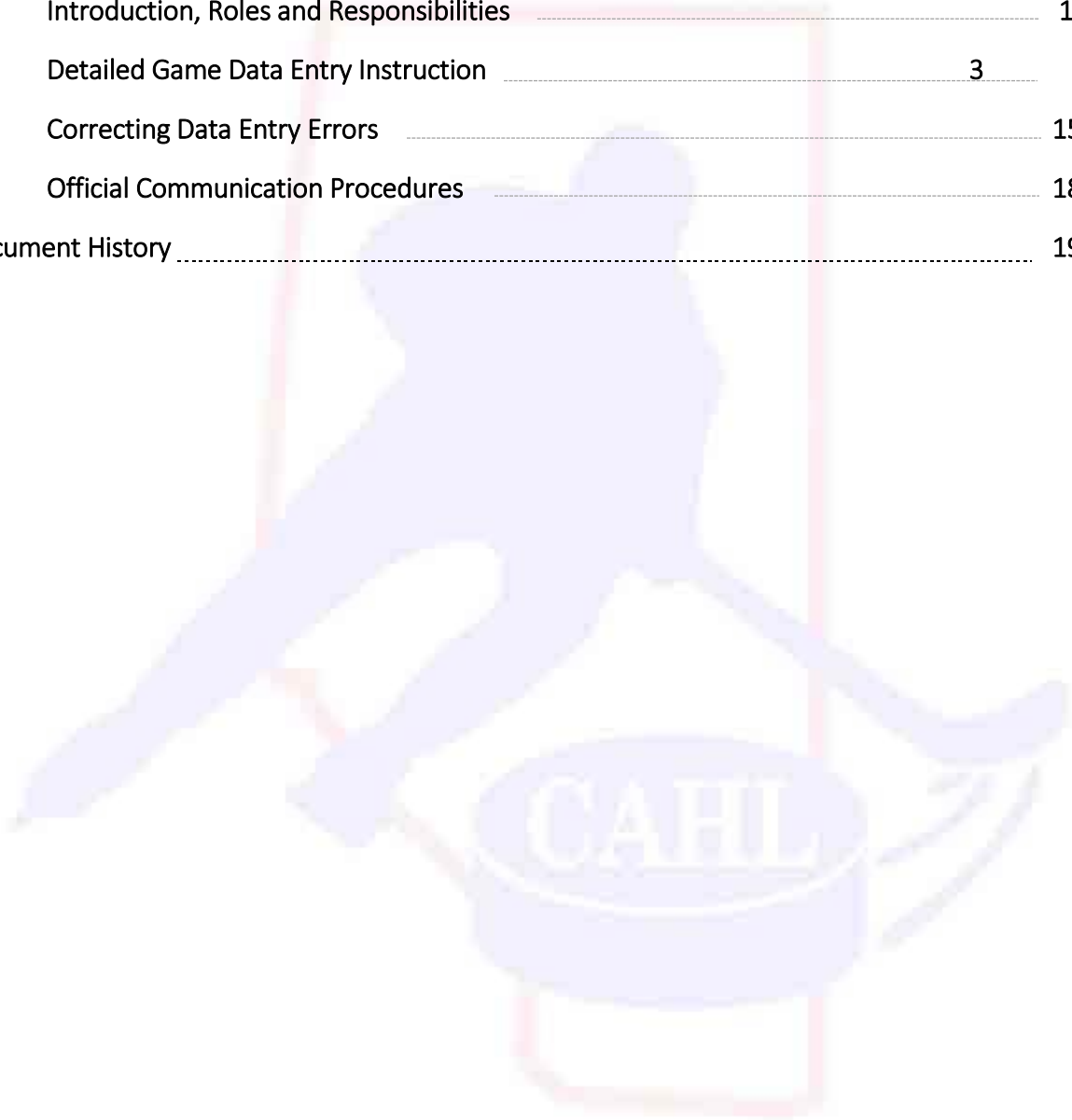

INFORMATION HANDBOOK

2019/20 SEASON

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Thank you for taking on this role that is integral to the success of your team. The DEP (DEP) is responsible for the game data entry for all HOME games for the team that they are assigned to. The DEP is appointed by the Association or by Team Management. The DEP is supported by the DEP Support Person, Governor of their tier and by their own Team Management.

DEPs are the first contact for the CAHL because they are directly responsible for reporting HOME game data on a timely basis. The statistics on our CAHL website would not exist without the diligent efforts of the DEP for each team - it is one of the most critical roles that makes all the CAHL game data available for thousands of participants, parents and fans each year.

Support is provided to DEPs throughout the season within this manual and by contacting DEP support at dep@cahlhockey.net

Please ensure you slowly and carefully follow these data entry steps for your first couple of games and it will be then become a quick and easy process. Game on!

Objectives of the DEP

The DEPs report to and receive guidance from their team manager and the Governor of their assigned tier supervises the DEP to ensure accuracy and diplomacy. The objectives of the DEPs each season are:

•	Obtain a copy of HOME game sheets from team manager immediately following the game

•	Enter game results into our Game Reporting Software for HOME games ONLY!

•	Communicate any errors in record keeping techniques reported on game sheet to Team Manager for future improvement of time keeper's box volunteer duties

•	Assist other team DEPs from their association if required.

Abilities and Experience That Make a Good DEP

Some skill sets that will help a DEP (but not necessary as it can all be learned!)

•	Have prior experience as a team official (i.e. Coach, Manager, etc.)

•	Have a computer and access to email. Pictures of game sheets can be taken from your phone post game and emailed to yourself, saved to your computer then be available for upload!

•	Be available to communicate consistently with Team Manager and possibly Governor

•	Be able to work independently and meet deadlines

•	Understand the basic rules and game sheet details

All DEP volunteers must review the training documentation

at the beginning of the season.

DEP Activities That Should Be Avoided

DEPs should NEVER:

- Make any alterations to the results reported on the game sheet. Regardless of who makes the request.

- Make any additions to the results on the game sheet, regardless of who makes the request.

- Discuss any CAHL issues or activity with any print, television, or other electronic media under any circumstances. All media requests are to be forwarded to the League President

- Share your login information with other people. This is restricted to the assigned DEP and that DEP is directly responsible for anything that is entered using their login information. If a DEP needs coverage, this manual will cover what to do in those cases.

DEPs must enter the data exactly as recorded by game officials. This means that even though you know a certain player scored a goal, and the official said it was another player that scored, you MUST record what the official said and what the game sheet states.

DEP Roles and Responsibilities

- All DEPs will receive an email with login details
- If a DEP receives game sheets that are not filled out properly, or are missing information, they must communicate immediately with their Team Manager. The Home team is ultimately responsible for accurate and complete game sheets. Fines may be issued from the Tier Governor for incomplete game sheets. The DEP should communicate to the Team Manager proper techniques for record keeping that the Team Manager can communicate to the Time Box Officials for future games. For further details please reference the CAHL Off – Ice Officials manual.
- Governors will offer a reminder to the DEPs one time per hockey season if in violation of entering game results deadlines. After that one reminder and without any prior knowledge as to the reason for the delay, the Governor will advise Lead Governor and GIC of any DEP in violation of entering game results. The GIC will inform the Treasurer to fine the association that the home team DEP is from.
- DEPs will be available to answer any questions a Governor may have regarding the data entry of a game.
- DEPs will not share their login information with anyone. This information is confidential and should only be used by that specific person. If a team requires more than one DEP designation, please email the CAHL DEP Support Person for a generic login to cover missing DEPs.

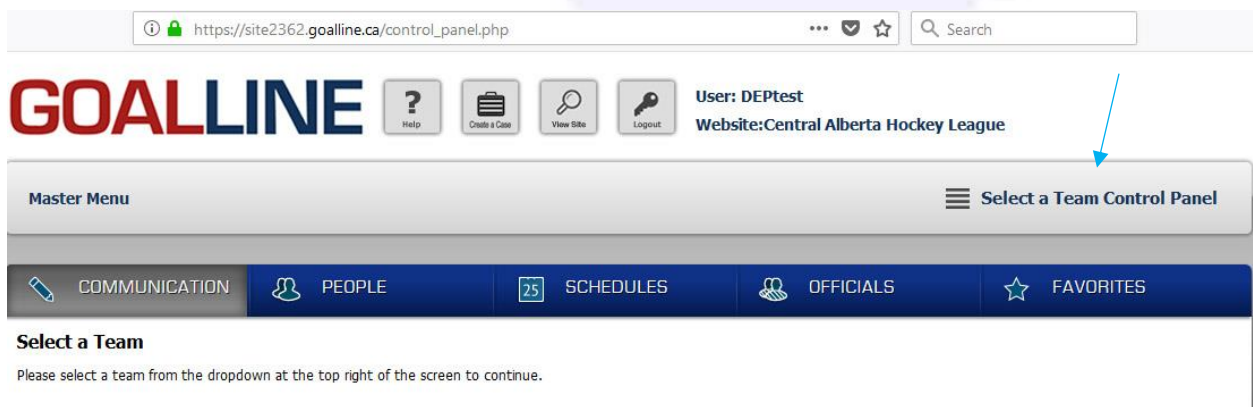## 2. Detailed Game Data Entry Instruction – Start Here

Login to the GOALLINE administrative site by going to the home page of CAHL **www.cahlhockey.net**:
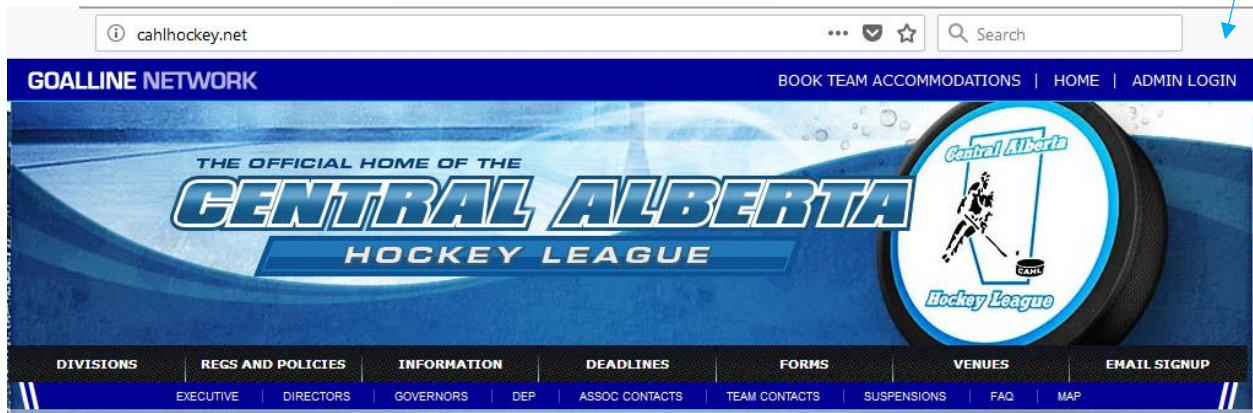
Enter your username and password that has been provided to you from the CAHL Administrator:
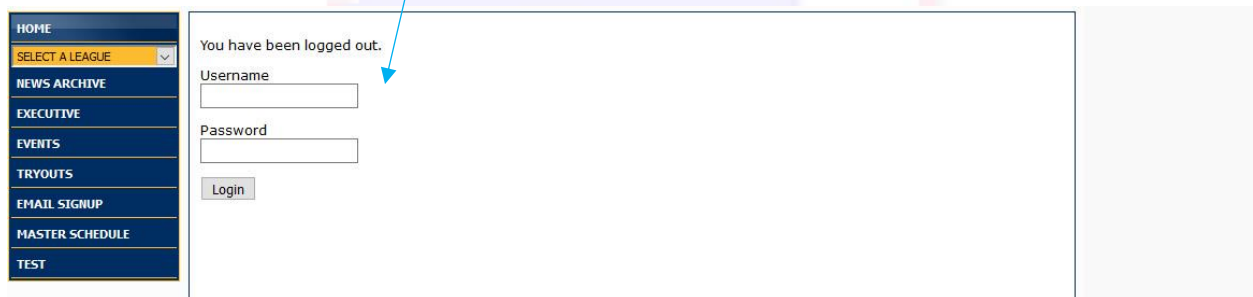
Once logged in choose your assigned team from the right hand drop down menu.

Then scroll to the bottom of the screen and choose your season to score a game. i.e. Tiering Round, Regular Season, Playoffs, etc.

STATISTICS TOOLS / game results and outcomes

Report Game Score for:

Test - Test Schedule
Report stats for games in this schedule

View Accumulated Penalty Minutes
Reports on penalty minutes per player

Choose the game that you want to score and click on report.

✎ COMMUNICATION	🛡 TEAM ADMIN	25 SCHEDULES	▯▯ STATISTICS	☆ FAVORITES

Test Test Schedule

Report Game Score

Game ID:	From:	To:	Venue:	Order:	Status:
	2018-08-14	2018-08-22	Any Venue	Oldest to Newest	ALL
			Schedule:	**Team:**	
			Test - Test Schedule	ALL	

Search By Game ID   Search All Games in Schedule

Search Games in Date Range

Displaying 1 game

Print Multiple Gamesheets

Aug-14-18 7:00 pm	# 4073485	Crowsnest Sports Complex	AT4S - CNP	@ AT4S - Fort Macleod	Report	Reset	Forfeit

STEP 1 - Rosters

Check off all players and coaching staff that were marked in attendance on the game sheet.

STEP 1 Rosters	STEP 2 Goals and Penalties	STEP 3 Shots and +/-	STEP 4 Goaltender Stats	FINAL STEP End Game

Atom AT4S - CNP 0 @ AT4S - Fort Macleod 0 August 14, 2018 7:00 pm Crowsnest Sports Complex

home Line-up	visitor Line-up
AT4S - Fort Macleod	**AT4S - CNP**

#	Starting Goalie ⓘ		#	Starting Goalie ⓘ
◉	Empty Net		◉	Empty Net

#	Participating Players		#	Participating Players
	☐ Select All / None			☐ Select All / None
1	☑ HENDERSON, CARTER		4	☑ FARRAJ, JADEN
2	☑ BEER, LIAM		8	☑ SANT, MADDISON
3	☑ SHARRATT, HAZE		9	☑ UPHILL, HARLEY
4	☑ CARTER, RYLAN		10	☑ MACGREGOR, JOHN JR
5	☑ WOLSTENHOLME, LONDON		11	☑ CROWDER, CORA
6	☑ PROVOST, CHASE		12	☑ JORGENSEN, CAINE
7	☑ LE, THAI		14	☑ WEMP, CIERA
9	☑ YELLOW HORN, KIAAYO		16	☑ UPHILL, ZACKERY
10	☑ COAST, NATHAN		17	☑ KRIGER, TRISTEN
11	☑ VANCE, DAYZ		18	☑ ANCTIL, BRANDEN

Ensure all player numbers are exactly the same in Goalline as on the game sheet. If there is a discrepancy, please enter into Goalline what is on the game sheet. For example, if the game sheet records the goalie, Ciera, as wearing jersey number 31, but the system says jersey number 16, simply click in box where it says "16" and change number to "31". ALWAYS go by what it says on game sheet.

#	Starting Goalie ▾		#	Starting Goalie ▾
	◉ Empty Net			◉ Empty Net

#	Participating Players		#	Participating Players
	☐ Select All / None			☐ Select All / None
1	☑ HENDERSON, CARTER		4	☑ FARRAJ, JADEN
2	☑ BEER, LIAM		8	☑ SANT, MADDISON
3	☑ SHARRATT, HAZE		9	☑ UPHILL, HARLEY
4	☑ CARTER, RYLAN		10	☑ MACGREGOR, JOHN JR
5	☑ WOLSTENHOLME, LONDON		11	☑ CROWDER, CORA
6	☑ PROVOST, CHASE		12	☑ JORGENSEN, CAINE
7	☑ LE, THAI		31	☑ WEMP, CIERA
9	☑ YELLOW HORN, KIAAYO		16	☑ UPHILL, ZACKERY
10	☑ COAST, NATHAN		17	☑ KRIGER, TRISTEN

If you begin to enter data and you realize in Step 1 that one of the players or coaches that are on the game sheet are not in the system, it is best to just close out of the game in the system, and contact the CAHL Registrar immediately in this case! registrar@cahlhockey.net

Managers can be on the game sheet and not on the roster.

For goalies, if the Starting Goalie appears under this section, please select the Starting Goalie here, if they do not appear don't worry you can assign a goalie in the next steps.

To carry on click on bottom of page and "Submit Line-ups"

1	☑ WALKER, JOHNNY			☐ Select All / None
4	☑ TEQUILA, JOSE		31	☑ GOALIE, FRANK
6	☑ DANIELS, JACK		2	☑ BLOW, JOE
7	☑ PETAL, ROSE		7	☑ WONDER, STEVIE
			23	☑ STUD, SHELDON

Home Coaches			Visitor Coaches	
Add	Name	Position	Add	Name	Position
☑	BLACKWOOD, MARK	ASST COACH	☑	BILLEHAUG, BJORN	ASST COACH
☑	DEAKOS, DAN	TRAINER	☑	DEGENSTEIN, CLARK	ASST COACH
☑	EPP, DUANE	ASST COACH	☑	DRAKE, TROY	ASST COACH
☑	HOGG, STEPHANIE	MANAGER	☑	GERBER, STACEY	ASST COACH
☑	HORNE, ERNIE	ASST COACH	☑	LEWIS, GREG	ASST COACH
☑	MCLAUGHLIN, KYLE	HEAD COACH	☑	PISARCZYK, JASON	HEAD COACH
☑	PORTER, ERIC	ASST COACH	☑	THIBAULT, CHRIS	ASST COACH
☑	SADLER, ROBIN	ASST COACH			

Submit Line-ups

STEP 2 – GOALS AND PENALTIES

Now to enter Goals – Click on Enter All Goals

Enter all the goals in total for the entire game. That is the combination of both home and away team's goals together. Click CONTINUE button.

Enter all goals in game exactly as the game sheet states including the Period, Minute and Second of the goal, which team scored, the scorer #, and Assists numbers, and type and status of goal. Press SUBMIT GOALS when complete.

> NOTE: These do not need to be entered in a certain order. The System will automatically sort these when you finish entering the game.

Next you enter the penalties for the game in the exact same way. Click Enter All Penalties.

Enter the total number of penalties.

PLEASE READ! IMPORTANT CONSIDERATIONS FOR PENALTIES:

- Play close attention to whether it is a minor penalty (2 minutes) or a double minor (4 minutes) or if a major penalty (5 minutes).

- If there is a major penalty, i.e. Any 5 Min Major, there should **always** be a 10 minute Game Misconduct automatically recorded on the game sheet. **If there is not, this is one time, and the only one time that a DEP can add the 10 minute Game Misconduct into the system. Be sure to add this to your Total Penalty Minutes in first step of this section.**

- If you are ever unsure to what is recorded, please contact your Team Manager to clarify. If you are unsure how to add the 10 minute Game Misconduct, contact DEP Support at cahldep1@gmail.com

- Bench Minor Penalties should be recorded to a fictitious player on the team called "Bench Minor". If this player is not on the roster, please contact cahldep1@gmail.com immediately to add for you. You do not record the player that served the penalty as this will skew their accumulated penalty minutes.

Enter all penalties in game exactly as the game sheet states and exactly the way the penalties were recorded. Press SUBMIT PENALTIES when complete.

STEP 3 – Shots and +/-

PLEASE DISREGARD THIS STEP COMPLETELY AS IT DOESN'T PERTAIN TO STATS THAT WE KEEP TRACK OF IN CAHL. DO NOT ENTER ANYTHING HERE AND PROCEED TO STEP 4.

STEP 4 – Goaltender Stats

Click on "Step 4 – Goaltender Stats" to save your previous data and move on.

Please ensure that all starting goalies are recorded correctly and given the Win Loss or Tie. Shots on net are recorded in this section as well and **need to be entered.** Also, if there was a change in goalie throughout the game, ensure times of change are recorded correctly.

Important Definitions:

Goalie Win Loss or Tie -

WIN: "A goaltender receives a win if he/she is on the ice when his team scores the game-winning goal."

LOSS: "A goaltender receives a loss if he/she is on the ice when the opposing team scores the game-winning goal."

TIE: "A goaltender receives a tie if he/she is on the ice when the game-tying goal is scored."

Shot on Goal - is defined as any attempt of a player to shoot or direct the puck towards a goal and if that shot would have gone in the net had the goaltender not stopped it, the shot is recorded as a shot on goal. A shot on goal can result in only two things: a goal or a save by the goalie.

You will do one of three things here - please take a moment to pick the correct choice:

1. **Designated Starting Goalie is already Set in System**

If the goalie is already designated who started goal and there were no substitutions for goal throughout the game for that team, simply click on whether it was a "Win, Loss or Tie" for that goalie and click on SAVE GOALTENDER STATS.

2. **Empty Net is being displayed for Starting Goalie**

If the goalie was not designated, and the system says "Empty Net" right now, you must follow these steps to select the appropriate goalies:

- Click the button that says, "Reset Home Goalie Records" or "Reset Visiting Goalie Records", depending on which team is showing the Empty Net as the Goalie. In this example, we will click on "Reset Home Goalie Records"

- o The screen will then ask you to select who out of all the players on the team started to play goal. Please select which player played goal and click on SUBMIT.

NT1 - Airdrie 1 @ NT1 - Canmore (was NT2) 2 July 17, 2015 @ 7:00 pm

You are about to reset all of the goalie records for NT1 - Airdrie

Please select the goalie who started this game.
○ 6 DANIELS
○ 7 PETAL
○ 4 TEQUILA
○ 1 WALKER
○ Empty Net

submit

- o Your screen will say the records have been reset now. Click on the BACK TO GOALIE RECORDS FORM

✎ COMMUNICATION	🛡 TEAM ADMIN	📅 SCHEDULING	📊 STATISTICS	☆ FAVORITES

NT1 - Airdrie 1 @ NT1 - Canmore (was NT2) 2 July 17, 2015 @ 7:00 pm
The goalie records have been reset!

Back to Goalie Records form

- o Last step is to click on SAVE GOALTENDER STATS.

Goals against during this time				
Period	Time	Scorer	1st Assist	2nd Assist
3	5:04	7 PETAL	4 TEQUILA	6 DANIELS

Save Goaltender Stats

3. **Substitutions were made to Starting Goalie**

If substitutions were made to the starting goalie throughout the game, you must record each change in the lower half of the form.

- Click on the drop-down arrow under the specific team that had the goaltender change, and choose the player from the roster that substituted in goal.

- Select the Period and Time that the new goaltender entered the game, and click on ENTER NEW GOALTENDER button

- The screen will now display the goalie change.

- Last step is to click on SAVE GOALTENDER STATS.

FINAL STEP – End Game

In the FINAL STEP, we will End the Game to save all the results and attach the game sheet file and email to your tier Governor. Then CLICK ON FINAL STEP from the top menu.

You will then Enter your Governor's email address, (please make sure it is the correct email address that you have been provided) in the box and then click on CHOOSE FILE

o Choose the game sheet file from your computer to upload. The most efficient way to do this is to take a picture of the game sheet from your phone or get it sent from your manager immediately after the game. Please consider readability and take a moment to flatten the sheet, focus your phone camera and crop it accordingly.
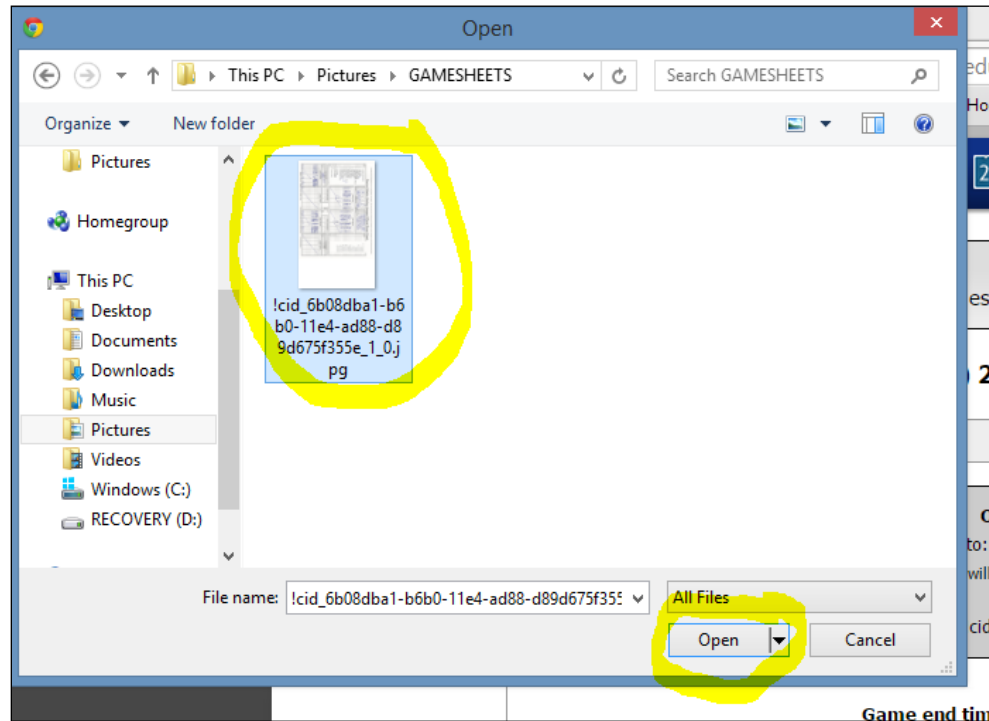
With the file now attached and your Governor email address filled in (this will save after the first time you enter), you will now choose to SUBMIT OFFICIAL GAME SHEET
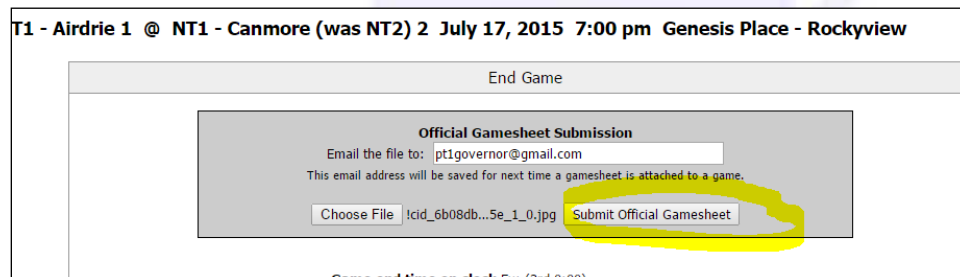
TO FINALIZE DATA ENTRY CLICK ON GAME OVER

Thank you for your diligence and again don't hesitate to contact dep@cahlhockey.net with any data entry questions or concerns

3. Correcting Data Entry Errors

Sometimes despite our best efforts, we record the wrong number or player in the system during data entry. Don't worry, these errors can be fixed as long as your Governor has not locked the game (which means they already verified it), or you are past the 2 week time limit for editing games. In both these cases, contact the CAHL DEP Support person for a solution.

Correcting a Goal or Penalty

1) In order to edit a goal or penalty that has been recorded wrong, simply go back into the game (clicking on REPORT), and go directly to STEP 2.

2) Click on the specific goal or penalty that you want to edit. In this example, we will choose Canmore's goal in 3rd period:

3) If you want to delete the goal or penalty all together and re-enter it, click on the red "x" beside the goal:

4) If you want to simply edit the goal or penalty, simply go and make the change and then click on EDIT GOAL, or EDIT PENALTY

5) Don't forget to save the game again, anytime you make changes by going to FINAL STEP in top menu and clicking on GAME OVER

NOTE: Do not attach and send game sheet to Governor again if you have already done this step the first time you entered the data!

Correcting Goalie Data

If you discover that you have forgot to record the Win, Loss or Tie to your goalies, or you have recorded something wrong, do not worry, you can go back into the game and make the change as long as your Governor has not locked the game or you are not past your 2 week time limit for editing games.

Follow the same steps as editing a goal or penalty, except go to the goalie section, or STEP 3. Do not forget to click on SAVE GOALTENDER RECORDS to save Goaltender edits. You must also go to the FINAL STEP and click on GAME OVER to save any Goaltender record changes.

It is important to record a Win, Loss or Tie for your Goaltenders as this information is tied directly into the Goalie Stats. If you have ever been a Goalie, a Goalie's Parent, or related to a goalie, you will understand how important these stats are to record for them!

Player or Coach Not in System When Trying to Enter Data

If you begin to enter data and you realize in Step 1 that one of the players or coaches that are on the game sheet are not in the system, it is best to just close out of the game in the system, and contact the CAHL Registrar immediately in this case! registrar@cahlhockey.net

This is something that needs to be investigated as all teams should have the appropriate rosters in the system. If the case of an AP player ("Affiliated Player") is being used, this too should be communicated to the CAHL Registrar before the game results are entered in. Do not worry about fines for not having data entered in on time in this case as long as the CAHL League Registrar has been contacted and is aware of the situation. She/he will ensure that the Governor is aware of any delays of getting these players into the system before the data can be recorded.

Never assume that it is okay to enter the data because the missing player did not have any penalties or points. You should not enter any of this data until you have the approval to do so from the CAHL Registrar or Governor.

4. Official Communications Procedures

The CAHL has become a large multi-level structure that is required to manage the size and volume of league activities. Please take a moment and review this section as it is intended that the Data Entry Person role follows the communications flow paths for the League.

The Team Manager and Coaches, the CAHL DEP Support Person, the CAHL Registrar and the Tier Governor are the direct support of the Data Entry Person if issues develop in this process.

For all questions relating to data entry please contact dep@cahlhockey.net

For all questions/concerns regarding missing players/coaches please contact registrar@cahlhockey.net AND copy your governor on the email.

TIMELY COMMUNICATION - Pre-Season Communication:

If you have not received your profile and login please contact the CAHL DEP Support person immediately.

It is the responsibility of the Data Entry Person to review this manual *before* the season begins.

Tiering Round Communication:

It is imperative that a Data Entry Person is available for immediate entry of results during the tiering round. Without this data, it is impossible for the Governors to do their jobs in setting up crossover games for the teams in their tier. If you are on vacation or know your workload will prevent you from getting these results into the system within the 24 hours deadline, please make arrangements to have a backup or alternate data entry person added to your team. CAHL would like to keep a maximum of 2 DEP's per team.

An association can also request a generic login to cover all association DEPs in case of absence. In this case the association Registrar can request one from the DEP Support Person.

Regular Season Communication:

Data Entry Persons should continue to be available for immediate entry of results into the system. They will receive one warning per season from the Governor and after that a fine will be administered to their Association for their failure to meet commitment deadlines.

Communication that Should Go Directly to Lead Governors or CAHL Governor in Chief:

Any issues that evolve throughout the season that go beyond the scope of the Data Entry Person's role as described in this document should be communicated immediately to the Team Manager first and then the Lead Governor.

Removal of a Data Entry Person

If a Data Entry Person consistently fails to meet commitment deadlines and accuracy of entering data results into the system despite their Associations being fined, the Governor in Chief will contact the Team Manager and immediately request the Association that the specific Data Entry Person to be replaced. This role must be replaced immediately and will result in a $50 fine to their Association for administration duties to change the contact information.

Original approval	This document was originally issued by Jodi Christensen on August 11, 2015	
Review history	The following identifies the reviews and all revisions that were completed for the last 36 months on this document.	
Date	**Reviewed by**	**Comments**
Aug 26, 2015	T. Siverson, K. Drennan, D. Moulton, C. Parascak, A. Arsenault, S. Javorsky, D. Sager	Initial implementation of handbook
May 15, 2016	Jodi Christensen, Terry Siverson	Update Review
Sept 4, 2018	Suzanne Wemp, Terry Siverson	Updates completed
Aug 10, 2019	Suzanne Wemp, Terry Siverson	Updates completed

Revision History

Version #	Approval Date	Description of Changes
1	September 21, 2015	Initial implementation of handbook
2	May 15, 2016	Review completed - no changes
3	September 4, 2018	Update to data entry steps due to Goal Line changes, some formatting and wording to match current practices.
4	August 10, 2019	Email address updates