



Australian Government  
Australian Sports Commission

***BENCH OFFICIAL***  
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# Netball Australia Bench Officials Manual

2019 Edition



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## INTRODUCTION

Bench Officials have an important role to play – they are responsible for ensuring the correct score is recorded, the correct time is played and other match details are recorded accurately.

The Netball Australia Bench Officials Manual outlines the procedures for use by Bench Officials and is based on the INF Bench Officials Manual and the INF Score Sheet.

This manual applies to all matches played at events under the direct jurisdiction Netball Australia. Procedures specific to matches played for INF World Ranking purposes are highlighted within the document (shaded text box).

For domestic competitions within Australia, Member Organisations may amend procedures as deemed appropriate to suit local competitions and events.

Netball Australia has established a National Bench Officials Accreditation Framework to assist the development of new and existing bench officials through a series of two accreditation levels that relate to the techniques required at different levels of competition.

Pre-Requisites			Accreditation Level	Competition Level Available
Theory Examination	Course	Assessment		
Rules of Netball Theory Exam (online)	Bench Officials Education Course (online)	1 State League match - candidate undertakes Scorer 1 and Timer 1 roles for half of the game (e.g. Scorer 1 role for Q1 & Q2; Timer 1 role for Q3 & Q4).	State Bench Official	State League  National Netball Championships
Current State Bench Official's Accreditation		2 matches at State League (top division) (1 x Scorer and 1 x Timer)  NB: Assessment may be undertaken at National Championships or the Australian Netball League as approved by Netball Australia.	National Bench Official	Australian Netball League Suncorp Super Netball International Test Matches International Events

## APPENDIX AND TEMPLATE DETAILS

### Appendix Details:

#### Appendix 1 – Visual Indicators at Official Bench

This details the indicators needed for Extra Time (where this applies) and other Stoppages.

#### Appendix 2 – Additional Technical Officials (optional for some events)

This provides suggested duties for other Technical Officials who may be used at large events. These officials are not seated at the Official Bench, as set out in the Rules of Netball, although their work will complement and support that of the Official Bench.

### Template Details:

Templates of the various documents required for matches are provided with the Manual. These may be printed (commercially or from the electronic file provided) or photocopied as required.

#### Template A – INF Score Sheet

The Score Sheet is completed by Scorer 1. It is designed to be used in A3 size. The template provides an electronic version suitable for commercial printing (it should be reproduced in 100% size). Score sheets should be printed in self-carbonized form – top (official) copy in white and with three duplicate sheets each in a different colour (usually pink, yellow and green).

*The score sheet may be used in A4 size for training purposes, however this size is not recommended for match use as the space is insufficient to record material clearly.*

#### Template B – INF Running Score Sheet

The Running Score Sheet is used by Scorer 2 to maintain an independent check that the correct score and Centre Pass are maintained at all times.

#### Template C – INF Shooting Statistics Form

This form is usually completed by Scorer 2. In Australia, the form is completed by Scorer 1. If the forms are carbonised then the bottom copies may be distributed throughout the match to media and to teams at the end of the match. Alternatively they may be photocopied and distributed as required.

#### Template D – INF Stoppage Form

One of the Timekeepers completes this form. Start and end times for each quarter (including full time) are recorded. Injury/illness or blood stoppages are recorded. Extra Time is recorded when this applied. Details of any 'Emergency Stoppages' are also noted.

#### Template E – INF Team List Form

A form is completed by each Team Manager prior to the match and supplied to Scorer 1.

#### Template F – INF Substitution/Team Change Form

A form is used each time a team makes substitutions and/or team changes (i.e. changes of playing positions). The Team Manager is responsible for advising these changes immediately a change is made. An additional Technical Official (substitute runner) may be assigned to transfer the form to the Scorers immediately each change is made.



**Template G – INF Player and Team Bench Discipline Form**

If a Player or Team Official is disciplined during a match, the controlling Umpire completes a Discipline Form at the end of the match, together with any Technical Officials involved. A separate form is used for each player/team official concerned.

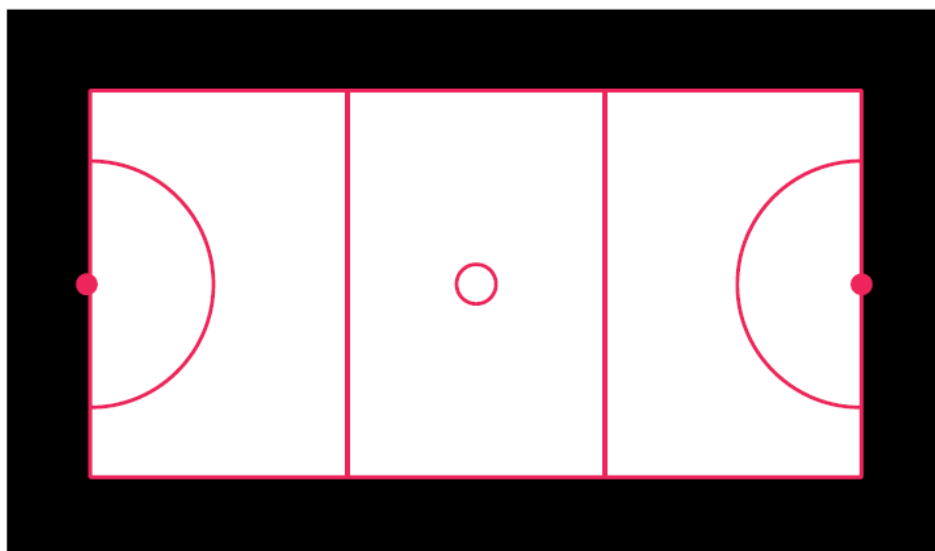
**Template H – INF Player Changes Sheet**

This sheet should be used if there is not sufficient space on the INF Score Sheet to record all the player changes during the match.

## PLACEMENT OF BENCH OFFICIALS

### *Layout for Official Bench – INF World Ranking Matches*

Scorer 1	Scorer 2 (or Statistician)	Timekeeper 2	Timekeeper 1
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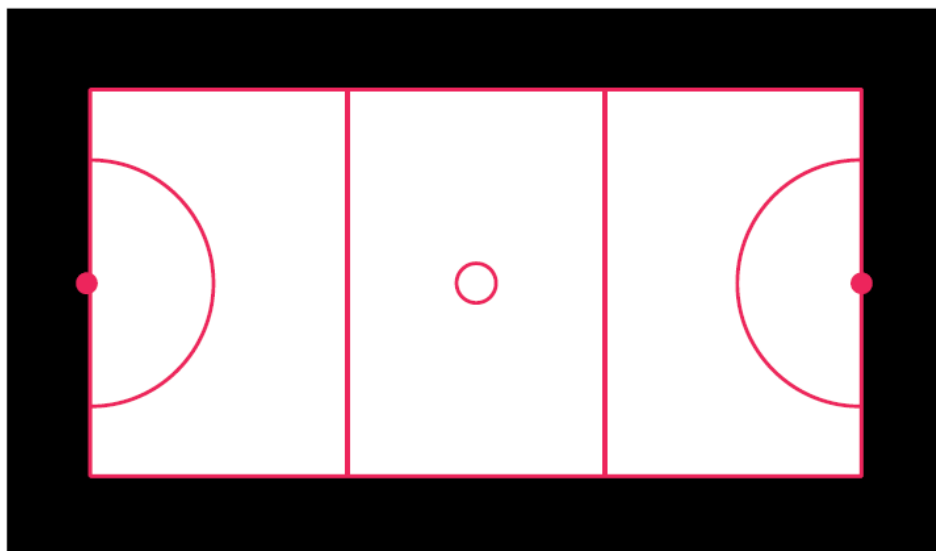


- The Official Bench consists of two (2) Scorers and two (2) Timekeepers who are seated at a table ('bench'). The Official Bench is placed opposite the centre of the Court and immediately adjacent to the field of play.

Where venues allow, the Scorers and Timekeepers must be seated in the order shown above for INF World Ranking matches. The layout of the Official Bench may be changed but only with approval from the INF.

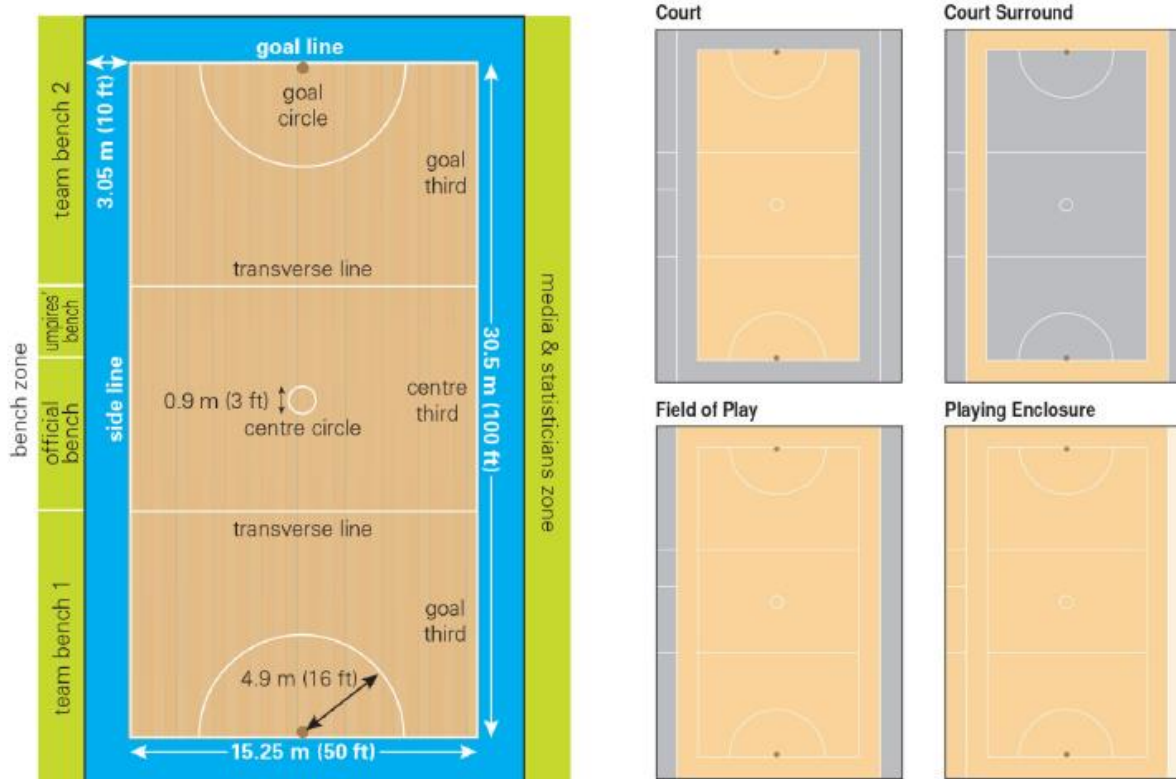
*Layout for Official Bench – Events under the direct jurisdiction of Netball Australia*

Timekeeper 1	Timekeeper 2	Scorer 1	Scorer 2 (or Statistician)	Optional Data Entry Technician
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- At the discretion of the Event Organiser, a suitably qualified statistician may be appointed to fulfil the role of Scorer 2. Further to this, a data entry technician may also be positioned to the left of the Scorer 2 (Statistician) position.
- Netball Australia currently appoints Statisticians to the role of Scorer 2 and data entry technicians at all International Test Matches played within Australia and Suncorp Super Netball.

## Layout for Official Bench, Team Benches and Umpires Bench – INF World Ranking Matches



- As per the INF Rules of Netball a Bench Zone is located immediately adjacent to the field of play. The Official Bench, Umpires Bench and Team Benches are all located on one side of the court in the Bench Zone. However, this may not be possible due to venue constraints and broadcast requirements.

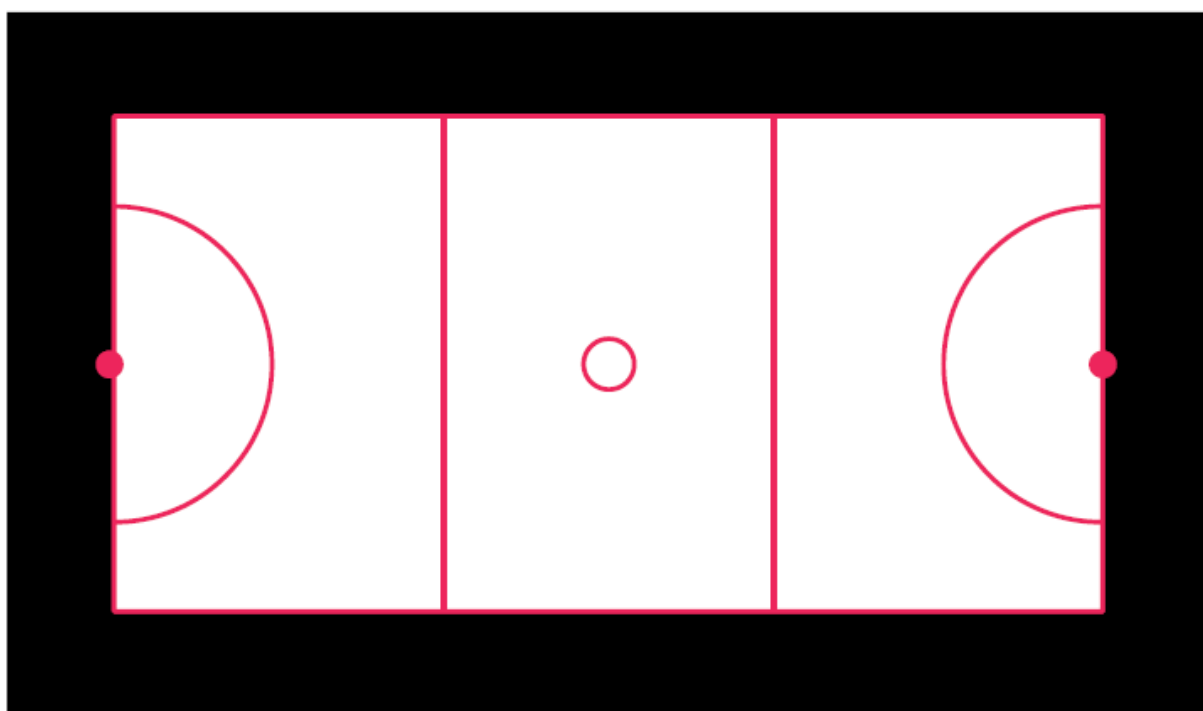
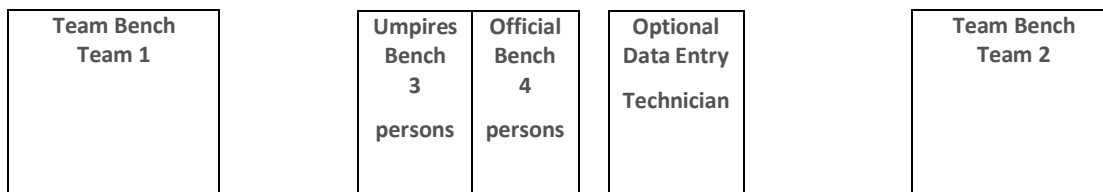
*The Official Bench, Umpires Bench and Team Benches must be seated on the same side of the court, in the Bench Zone for INF World Ranking matches, Suncorp Super Netball, Australian Netball League and where possible National Netball Championships. The layout of the Official Bench may be changed for INF World Ranking matches, but only with approval from the INF.*

- During the match, the Reserve Umpire is seated on the Umpires Bench which must be placed on the same side of the court as the Official Bench.
- A suspended player is seated on the Umpires Bench (beside the Official Bench) during a suspension period of 2 minutes, except for Suncorp Super Netball where they shall be permitted to return to their Team Bench.
- Separation from the public should ensure security of officials and players in these areas.



*Layout for Official Bench, Team Benches and Umpires Bench – Events under the direct jurisdiction of Netball Australia*

BENCH MANAGER



- Note: **Team 1** is the 'home team' and **Team 2** is the 'visiting team'. Where there is no 'home team', bench positions will be determined in advance by event organisers.
- All benches will normally consist of individual chairs. Only the Official Bench will include a table.

## GUIDELINES FOR BENCH OFFICIALS

As officials of the game, Bench Officials should present high standards in the way in which they carry out their duties and conduct themselves.

### The following standards are expected for Bench Officials:

- Bench Officials should be dressed uniformly. Suggested standards are plain-coloured tidy trousers/skirts (preferably dark) with plain-coloured shirt/top (or sponsor's top if provided).
- Appearance must be tidy and presentable.
- Behaviour must be impartial (that is without bias) towards either team.
- Demeanour must be pleasant, co-operative and efficient.
- Concentration and focus must be on the match at all times; there should be no casual or unnecessary talk during play.
- No food is to be on the Official Bench or eaten during a match. Hydration (water bottles or spill-proof cups) may be used and may be visible but any markings on containers should not conflict with sponsor's products.
- Where successive matches are to be officiated, Bench Officials may require sustenance. However, Bench Officials should move away from the Official Bench to consume food, thus ensuring that the Official Bench remains tidy and clean.
- Mobile phones must not be visible or used by any Bench Official. Only headphones used for official purposes and directly related to the match may be worn.
- Before the match starts, Bench Officials must ensure they have all necessary equipment and must check it is in working order – refer Check List (page 49).
- Bench Officials must be in place in the playing enclosure well before the match starts and should remain there for the duration of the match.

### Presentation of the Score Sheet - key competencies

All official records from a match should be completed in a neat and tidy manner. Crossing out material and erasures indicate poor skills and inadequate training. In particular the score sheet should be clear and easily read. The following provide guidelines:

- **Legibility** – all figures, writing and symbols used (including dots) must be **clearly and consistently** formed. Printing, not handwriting, should be used at all times.
- **Size** – all writing and figures should be written neatly and legibly and should fit inside the boxes and spaces provided.
- **Mathematical skills** – all totals and statistics should be accurately calculated and should be checked a second time.
- **Errors must be crossed out with a tidy straight line** - horizontally, diagonally or with an 'X' through the incorrect items; scribble-outs or block outs should be avoided.
- **NO whiteout or text erasing is allowed on any match documents** – this includes score sheets, team lists, substitution sheets and all other forms used.

### Guidelines for Handling Errors

- Both scorers are jointly responsible for keeping an accurate record of the score, although specific roles have been defined for each scorer. In the case of an error, scorers are to see if the error can be identified and rectified easily – do not stop the match.
- If the error is not able to be rectified easily:
  - if it is an issue with Scorer 1's sheet then Scorer 2 (Statistician) continues to maintain the Running Score Sheet while Scorer 1 identifies and corrects the error;
  - if it is an issue with Scorer 2's (Statistician's) sheet then Scorer 1 continues to maintain the official Score Sheet while Scorer 2 (Statistician) identifies and corrects the error.
- If the umpires disagree on which team is to take a Centre Pass the umpire nearer the Official Bench will do a 'Pass Check' with the scorer [Rule 6.1.1 (iv) (a)].
  - Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the umpires
- If both umpires indicate the Centre Pass incorrectly, the scorer should notify the umpires so a check can be made and **notification must be made before the Centre Pass has been taken [Rule 6.1.1 (iv) (a)]**. It is recommended that umpire alerts be used for this purpose. If umpire alerts are not available the event organiser should advise the means of notification before the match.

- Process:
  - Scorers to confirm incorrect Centre Pass.
  - Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Umpires
  - Scorers to notify Timer 1, who activates the umpire alert.
  - Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Timer 1
  - If notification provided prior to Centre Pass being taken, umpires to hold time and seek clarification from Official Bench.
  - If the Centre Pass is taken before notification can be made, note this on the Score Sheet by circling the Centre Pass where the difference occurred and continue in the pattern that the Umpires have indicated. Draw this to the attention of the Umpires at the end of the quarter.

### **IMPORTANT – times to watch!**

It is essential that the correct Centre Pass is determined before it is taken as, once taken it cannot be corrected. An error of this kind can affect the outcome of a match, so every effort must be made to ensure the Centre Pass is taken correctly.

A possible time for an error to occur is at the start of a quarter. To avoid this, the following procedure is suggested. When they reach the Official Bench, the Umpires will confirm the team to take the next Centre Pass. Before play restarts, the Scorers should reconfirm with the Umpires the Centre Pass, both team and direction. It is a good idea to frame this as a query for the Umpire to confirm.

### **Remain alert!**

During play either Umpire may call for a 'Pass Check': In response, Scorer 2 (or Statistician) calls out the team and indicates with arm signal the pass direction as on the running score sheet.

- Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Umpires

### ***Centre Pass Procedure to be used in INF World Ranking matches***

#### ***IMPORTANT - times to watch!***

*The most common time for a Centre Pass error to occur is when there is a Stoppage (e.g. for injury) immediately following a successful goal.*

*To avoid this, the following procedure should be used: Before play restarts, **Scorer 2 (or Statistician)** should indicate clearly by arm signal the direction of the Centre Pass (it is also suggested that you call the Pass if the Umpire is close by).*

## SCORER 1: OFFICIAL SCORER

*Scorer 1 must wear headphones connected to umpires if these are available.*

### BEFORE MATCH – recording match details

*Note: All information on the Score Sheet must be printed clearly (do not use handwriting).  
For references (e.g. S1) refer to Appendix 3 - Score Sheet sections.*

#### 1. Completing Match Details

refer S1 on score sheet

#### EXAMPLE

<b>Court No:</b>	5
<b>Tournament:</b>	NWC
<b>Match No:</b>	23
<b>Venue:</b>	Vector Stadium
<b>Date:</b>	28 / 09 / 15
<b>Team 1:</b>	England
<b>Team 2:</b>	Jamaica
<b>Umpire 1:</b>	Morris. W
<b>Umpire 2:</b>	Smith. S
<b>Reserve Umpire:</b>	Anderson. J
<b>Start Time:</b>	
<b>Full Time:</b>	
<b>Extra Time End:</b>	

Note: Remember that Team 1 is the 'home team' and Team 2 is the 'visiting team'.

- Court number e.g. 5.
- Tournament / title of event e.g.: NWC.
- Match Number (if known).
- Venue e.g. Vector Stadium.
- Date - match date in numerals e.g. 28/09/10 i.e. DD / MM / YY or MM / DD / YY.
- Name of Team 1 on sheet.
- Name of Team 2 on sheet.
- List Umpires 1 & 2 in alphabetical order by family name (surname) then initial. **Note:** You do not need to wait for the umpires to have completed the Toss to complete this section of the score sheet.
- Reserve Umpire – family name (surname) then initial.



## 2. Completing Team Details

refer S2 on score sheet

### EXAMPLE

#### TEAM 1: ENGLAND

Names		1	2	3	4
1	Adams. K	C			
2	Andrew. G	WA			
3	Brown. T				
4	Franks. T				
5	Jackson. P	GS			
6	Jones. J	GA			
7	Kadon. B	GD			
8	Ottie. M	WD			
9	Smith. I	GK			
10	Wong. M				

**Note:** Positions should be written in top left corner of box so there is space to indicate any positions played later in the quarter.

**Note:** For the Australian Netball League, a 13<sup>th</sup> player may be included on the official score sheet if they are listed on the SSN team list on the same round weekend. The Team Officials and up to six athletes, not on court, shall constitute the Team Bench.

- From official team lists – record names of up to 12 players and up to 5 team officials; where possible, the team should be listed in alphabetical order by family name (surname) then initial as this makes it easier to align players with statistics programs etc.
- Transfer all details as per team list to appropriate lines.
- Family name (surname) and initial of all team members and team officials; if two persons have the same first initial and family names then also insert first names.
  - E.g.: Brown Ann and Brown Amy.
- Correct spelling – check if unsure.
- Team 1 must be the same team as recorded in match details in 1 above.
- Team 2 must be the same team as recorded in match details in 1 above.
- For both teams indicate starting position of players in top left-hand corner of the first quarter player record box.
- Only enter positions for those players **on Court for the start of the match.**

### 3. Completing Bench Officials Details

refer S3 on score sheet

Print both **first name** and **family name**

- **Scorer 1** – record name of person completing **Score Sheet**.
- **Scorer 2** (Statistician) – record name of person completing **Running Score Sheet** and **Calling**.
- **Timekeepers 1 & 2** - record names in appropriate spaces in Bench Officials' details section.

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### 4. Recording the initial Centre Pass

refer S4 on score sheet

**After result of Captains' toss has been notified:**

- In the **First Quarter Ctr Pass** column line 1, record team taking the first Centre Pass.
- Use an appropriate team abbreviation. E.g.: E for England and J for Jamaica.
- In Australia, abbreviations for each team name must be offset.
- **During the quarter**, after each goal, record the Centre Pass alternatively. In Australia, the preferred approach is to wait until the umpire has blown the whistle for the Centre Pass before recording it down.

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### 5. Recording the Match Times

refer S1 on score sheet

- **Start Time** is the 'real time' when the match commences e.g. 2.30 pm or 14:30.
- **Full Time** is the 'real time' when the 4th Quarter ends e.g. 3.47 pm or 15:47 (this applies whether Extra Time is played or not). **Seconds are not to be recorded.**
- **Extra Time End** is the 'real time' when Extra Time ends.

*Extra Time applies only if the scores are tied at the end of the 4th Quarter and the match must continue to determine a winner (refer pages 44-48)*

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## DURING THE MATCH – recording Score, Centre Pass and Team Changes

### 6. Recording Score and Centre Pass

#### [A] Numerically

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
E	1	•		
J	P	1	••	
E		②	•	••
J			1	
E				1

*refer S4 on score sheet*

*All successful shots at goal and all unsuccessful ones are recorded.*

*Centre Pass is recorded as shown.*

*If two consecutive Centre Passes are awarded and the umpire has not been notified in time, note it on the score sheet as follows:*

Example A
E
J
E
ⓔ
J
E

*Always ensure each attempt or goal is recorded from the left hand side of each box.*

Note: For each new quarter, always start on the left hand side of the box.

For GS and GA for each team:

- Goals are recorded for each shooter **sequentially and separately** i.e. for Team 1, GS and GA goals are recorded separately as shown.
- Unsuccessful Penalty Pass attempts are shown as P.
- Other unsuccessful attempts at goal are shown as •
- Successful Penalty Pass shots at goal are shown with a circle around the number of the goal e.g. ④
- Goals scored which are not sanctions are recorded as a number e.g. 1, 2, 3 etc.
- Ensure Centre Passes are listed on opposite sides of the box (as shown). In Australia, the preferred approach is to wait until the umpire has blown the whistle for the Centre Pass before recording it down.
- Always ensure each attempt or goal is always recorded from the left hand side of each box.

**NB: Do not** record missed attempts at goal for which a sanction is subsequently awarded (refer pages 35-36)

**Do** record unsuccessful attempts that are deflected or intercepted by a defender.

- [B] **Progressively**  
refer S5 on score sheet

- As each goal is scored, cross straight through the next number under the appropriate team.

**TEAM 1**

1 2 3 4 5

6 7 8 9 10 etc.

**TEAM 2**

1 2 3 4 5 etc.

## 7. Cross Reference Scores Regularly

- By glance at Scorer 2 (Statistician) – running score.
- By request of Scorer 2 (Statistician) to check score.
- At each break / interval.

**Note:** The score may be called by the Scorer 2 occasionally as part of the cross-checking process, but is not required after every goal is scored.

## 8. Recording Centre Pass details at end of Quarter

refer S4 on score sheet

[A] **Centre Pass Taken – no attempts**

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
M	6	• P		
N		•	P	2
M			P 4	
N	• 7			
M				

### Following Centre Pass, no attempts at goal made

- Although the final Centre Pass of the quarter was taken by M, there was no 'activity' from the Pass i.e. no successful/unsuccessful shots.
- Rule a line through the **middle of the row** across the four columns.
- The down slash is to ensure that there can be no alteration to the sheet.

**The Centre Pass to start the next quarter will be N.**

## [B] Centre Pass Taken – no goal scored

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
N	6	• P		
M		•	3	P
N			4	
M	•		•	P

Following Centre Pass, some attempts at goal but no goal scored

- There is activity on the final Centre Pass of the quarter (taken by M) so rule a line immediately under the final Pass taken.

**The Centre Pass to start the next quarter will be N.**

## [C] Centre Pass Taken – goal scored

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
M	6	• P		
N		•	3	P
M			4	
N	•		•	3

Goal scored; play ends before next Centre Pass is taken

- A goal was scored from N's Centre Pass. The next Centre Pass has not yet been written so rule a line immediately under the final Pass taken.

**The Centre Pass to start the next quarter will be M.**

Note: some lines omitted in above tables

## 9. Recording the Centre Pass details for the start of the next Quarter

refer S4 on score sheet

- Immediately the quarter ends, check the next Centre Pass with Scorer 2 (Statistician).
- At the end of the quarter, the Umpires will come to the Official Bench and will advise the next Centre Pass (this should match with your records).
- In the Centre Pass (**Ctr Pass**) column for the **next** quarter immediately write this team, starting at the left-hand side of the box.



## 10. Detailing the goal/attempt statistics for a Quarter

refer S6 on score sheet

In the example below, Quarter 2 is shown. The quarter ended immediately after a goal was scored (Centre Pass details not shown).

Score at end of Quarter 1 was 6-5 to Team 1

	Team 1		Team 2	
	GS	GA	GS	GA
	1			
		••		1
P			1	
			2	•
2				
•	1		•	••
3				
		••		2
		②		
		••3		
				••3
	•	4		
Att	6	10	3	8
Scrd	3	4	2	3
Q Scr	7		5	
Prog Scr	13		10	

### At end of each Quarter

- Complete the number of attempts and the number of goals scored for each shooter.
- Total the goals scored for each team to give the Quarter Score.
- At the end of Quarters 2, 3 & 4, complete the Progressive Score for each team.

You will note that there are 2 lines for 'attempts' and 2 lines for 'goals scored' to be entered. Enter your numbers on the first line in each case.

The second line is used only if there is a change of shooter during a quarter (refer page 25, Section 13B).

### TEAM 1

1 2 3 4 5  
6 7] 8 9 10 etc

### TEAM 2

1 2 3 4 5]  
6 7 8 9 10 etc

Shows Quarter 1 score for above example

**Best Practice** – goals can be marked off by using either diagonal or horizontal strokes. Remember to use the same marking for the entire match.

### Progressive Score

- Record quarter time score on progressive score (refer S5 on score sheet) by marking with  $\frac{3}{4}$  box/bracket (as shown).
- At end of the match, put a **circle** round the **final score** on the progressive score.

## 11. Recording player changes during the match

refer S7 on score sheet

### [A] During a Quarter

Names		1	2	3	4
1	Adams. K	C			
2	Andrew. G	WA/ -			
3	Brown. T	- /WA			
4	Franks. T				
5	Jackson. P	GS/ -			
6	Jones. J	GA/GS			
7	Kadon. B	GD			
8	Ottie. M	WD			
9	Smith. I	GK			
10	Wong. M	- /GA			

At the beginning of each quarter, the initial positions are written in the **top left-hand corner** of the box.

Observe any changes made by the teams, or if a substitute team change form is being used and handed to you:

- Note changes in the column for the quarter.
- Record substitutions and/or team changes to the **right of the initial entry** in the box; separate positions by a forward slash ( / )  
e.g. 6. Jones. J GA / GS
- To indicate a player did not start a quarter but subsequently took the Court during the quarter, use a dash ( - ) in the top left corner and then show the position taken up  
e.g. 10. Wong. M - / GA
- If you do not have sufficient space in a box to record all the changes for a particular player, use the **Player Changes Sheet**.

## [B] At the end of a Quarter

Names		1	2	3	4
1	Adams. K	C			
2	Andrew. G	WA/ –			
3	Brown. T	– /WA			
4	Franks. T	X			
5	Jackson. P	GS/ –			
6	Jones. J	GA/GS			
7	Kadon. B	GD			
8	Ottie. M	WD			
9	Smith. I	GK			
10	Wong. M	– /GA			

- **At the end of each quarter** if a player has not taken the Court during the quarter, mark the player's box with an x as shown:  
e.g. 4. Franks. T    x  
**(alternatively this may be drawn across the whole box)**
- **Do not do this earlier** – make sure you do not anticipate what changes (if any) may occur!

## [C] Subsequent Quarters

refer S7 on score sheet

Names		1	2	3	4
1	Adams. K	C	C	C	C/ –
2	Andrew. G	WA/ –	X	X	WA
3	Brown. T	– /WA	WA	WA	– / C
4	Franks. T	– /GA	GA	GA	GS
5	Jackson. P	GS/ –	X	X	X
6	Jones. J	GA/GS	GS	GS	GA
7	Kadon. B	GD	GD	GD	GD
8	Ottie. M	WD	WD	WD	WD
9	Smith. I	GK	GK	GK	GK
10	Wong. M	X	X	X	X

### At the start of Quarters 2 / 3 / 4

- If a player starts a quarter in the same position as in the previous quarter, place the appropriate position letters in the top left-hand corner of the box.

OR

Names		1	2	3	4
1	Adams. K	C	C	C	C/—
2	Andrew. G	WA/—			WA
3	Brown. T	—/WA	WA	WA	—/C
4	Franks. T	—/GA	GA	GA	GS
5	Jackson. P	GS/—			
6	Jones. J	GA/GS	GS	GS	GA
7	Kadon. B	GD	GD	GD	GD
8	Ottie. M	WD	WD	WD	WD
9	Smith. I	GK	GK	GK	GK
10	Wong. M				

If a player does not take the Court during the quarter, place an 'X' in the corresponding box at the end of the quarter. Repeat this procedure if the player does not take the Court in any subsequent quarter (note 'X' may be drawn across the whole box – this option is shown in the diagram to the left).

In the example shown 1. Adams. K:

- began the 4th quarter as Centre;
- was replaced by Brown.T during the quarter.

Note: use '—' in this case as this indicates the player **has been on the Court** ('X' indicates a player has NOT been on the Court in the quarter).

**REMEMBER** at the End of the Match to complete the details for Quarter 4

## 12. Recording changes of Goalers in scoring columns

refer S4 on score sheet

Goaler changes must be indicated **when they occur**, i.e. during a quarter or at end of a quarter.

### Mark the point where the GS or GA was replaced by a red ink box

During a quarter, this will show the last goal/penalty/attempt by this player. Space must be left to record shots/penalties/attempts by the replacement shooter.

[A]

Team 1		Team 2	
GS	GA	GS	GA
	1	••	
		1	••
• ••		2	
	2		

### During a Quarter, Goaler replaced after unsuccessful attempt (has not scored goal)

In [A] Team 1's GS misses a goal before being replaced while play is in progress following a Centre Pass. The replacement GS has 2 unsuccessful shots before Team 2's GS scores a goal.

- A **red square** shows the last attempt made by the GS before being replaced.
- The unsuccessful shots by the replacement GS are shown below/following in the same box.

[B]

Team 1		Team 2	
GS	GA	GS	GA
	1	••	
			••1
1		•	
	2		

### During a Quarter, Goaler replaced after scoring goal

In [B] Team 1's GS is replaced immediately after scoring a goal.

- As in the previous case, a **red square** shows the last shot made by Team 1's GS; in this case the shot was successful.



[C]

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
M		1	••	
N				••1
M	X		1	
N				

**During a Quarter, Goaler replaced – has made no attempts**

In [C] no attempts or shots have been recorded in the quarter by Team's 1 GS who is replaced.

- To show this, 'X' is placed in the box and a **red square** placed around it.
- The 'X' should align to the Centre Pass where the player was substituted.

[D]

Team 1		Team 2	
GS	GA	GS	GA
		••13	
		14	••
16			
•	10		

**Goler replaced at end of Quarter – has had goals/penalties/attempts**

In [D] the replacement of Team 1's GA occurs at the end of the quarter

**In Australia, to show this:**

- Put **red square** around the outside of the box (as shown).

*Note – some lines not shown in table*

[E]

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
M	6			
N			3	P
M			4	
N	•	X	•	3

**Goler replaced at end of Quarter – no attempts for entire Quarter.**

In [E] the replacement of Team 1's GA occurs at the end of the quarter, however the GA has not made any attempts for goal across the Quarter.

To show this:

- 'X' is placed in the box and a **red square** placed around the outside of the square.
- The entry should be made at the bottom of the players column, at the last Centre Pass but above the black line to indicate the end of the Quarter.

### 13. Recording the Shooting Statistics

refer S6 on score sheet

#### [A] – No Goaler changes made

This example does not have any changes or substitutions affecting the goalers and shows scoring in Quarter 2.

The score at the end of Quarter 1 was 7-5 in favour of Team 1.

The lower table summarises the shooting at the end of Quarter 2. The number of attempts and number of goals scored are entered on the first line for each.

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
M	•	1		
N			P ①	
M	1			
N		2		•
M	2		••	
N	3			
M			2	

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
<i>Scoring columns in here</i>				
Att.	4	2	5	1
Scrd	3	2	2	0
Q. Scr.	5		2	
Prog. Scr.	12		7	

## [B] – Goaler changes made

In this example, Team 1's GS has changed during Quarter 2

The score at the end of Quarter 1 was 7-5 in favour of Team 1.

Both the attempts and goals scored by the two players who played at GS are shown on separate lines in the summary for the quarter (the top line in each shows the first GS, the second in each shows the second GS).

The summary shows the first GS scored one goal from two attempts and the second GS scored two goals from three attempts.

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
M	•	1		
N			P ①	
M	1		•	
N	•	••	2	•
M	2		••	
N	3			

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
<i>Scoring columns in here</i>				
Att.	2	3	6	1
	3			
Scrd	1	1	2	0
	2			
Q. Scr.	4		2	
Prog. Scr.	11		7	

## AFTER THE MATCH – Completing the Match Details

### 14. Completing the Score Sheet

#### [A] Time Details

refer S1 on score sheet

- Timekeeper advises the Start Time and Full Time of the match in **real time** – e.g. 2.30pm or 14:30 Start Time, 3.47pm or 15:37 Full Time. Record these on Score Sheet. **Seconds are not to be recorded.**
- If EXTRA TIME is played 'Full Time' remains the time when the 4th Quarter finishes; End of Extra Time is also recorded on the Score Sheet.
- *Remember Extra Time is played only in matches where a result is required i.e. cannot end in a draw (refer pages 44-48).*

#### [B] Shooting Details

refer S9 on score sheet

- Calculate and complete all shooter Statistics.
- Statistics (based on the entire match) must be calculated separately for EACH player that has played GS or GA.
- Remember to enter each player's team number in the left-hand column.

Team 1:					
Goal Shoot			Goal Attack		
6	Attempts	20	3	Attempts	10
	Scored	12		Scored	6
4	Attempts	18	6	Attempts	15
	Scored	16		Scored	14
	Attempts			Attempts	
	Scored			Scored	
	Attempts			Attempts	
	Scored			Scored	

**[C] Score & Match Details**

refer S9 on score sheet

- Check score with Scorer 2 (Statistician).
- Write the winning team in the **Match Won by** section.
- Record the **Final Score** – winning team score, followed by losing team score.
- **Ensure all Bench Officials** put their initials by their names to indicate they agree with the final recording on the Score Sheet i.e. final score, winning team etc.

**[D] Other**

refer S8 on score sheet

**Record any Discipline Measures taken**  
**Record any Emergency Stoppages**

- Record any warnings, suspensions and/or ordering offs in **Comments** section of Score Sheet. Record to include the team and player position, quarter and time remaining.
- Note details of any Emergency Stoppages in **Comments** section of Score Sheet.

---

**15. Handing over of Score Sheet**

*Note: the process of handing over the Score Sheet will vary from event to event. Check with event officials as appropriate*

- Score Sheet plus all **other match forms** are given to a designated event official.
- Top copy of Score Sheet is official record - for international matches, either the original or a scanned copy must be sent to INF.
- 2nd and 3rd copies go to team managers; 4th copy goes to Media Manager.



## SCORER 2 (or Statistician): RUNNING SCORE SHEET/CALLER

*Scorer 2 (or Statistician) must wear headphones connected to Umpires if these are available.*

### 1. Complete match details

Responsible for calling for Scorer 1 and completing Running Score Sheet

- Court number e.g. 5
- Name of Team 1 on Sheet
- Name of Team 2 on Sheet
- Event e.g. NWC
- Date - in numerals e.g. 28/09/10 (DD /MM/ YY) or MM / DD / YY
- Venue e.g. Manchester Arena

**These must be in the same order and use same details as on the Official Score Sheet**

### 2. Record the beginning Centre Pass sequence

First Quarter		
Pass	Team 1	Team 2
Team 1 Direction	→	

After result of Captains' toss is advised:

- Use arrow to indicate whether Team 1's goal is to the right or to the left of the score bench for the start of the first quarter:

← Or →

- Immediately enter team taking first Centre Pass on next line.

### 3. Centre Pass after each goal is scored

- During play when either umpire calls for a 'Pass Check' call out the team and indicate with arm signal the pass direction as on the Score Sheet.
  - Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Umpires
- If both umpires indicate the Centre Pass incorrectly, the scorer should notify the umpires so a check can be made and **notification must be made before the Centre Pass has been taken [Rule 6.1.1 (iv) (a)]**. It is recommended that umpire alerts be used for this purpose. If umpire alerts are not available the event organiser should advise the means of notification before the match.

#### Notification Process:

- Scorers to confirm incorrect Centre Pass.
  - Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Umpires
- Scorers to notify Timer 1, who activates the umpire alert.
  - Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Umpires
- If notification provided prior to Centre Pass being taken, umpires to hold time and seek clarification from Official Bench.

If the Centre Pass is taken before notification can be made, note this on the Score Sheet by circling the Centre Pass where the difference occurred and continue in the pattern that the Umpires have indicated. Draw this to the attention of the Umpires at the end of the quarter.

Example A	
E	
	J
E	
ⓔ	
	J
E	

#### **Indicate Centre Pass after each goal for INF World Ranking matches only.**

- Call Centre Pass as taken; where appropriate use arm signal to indicate direction of next Centre Pass.
- When a stoppage occurs immediately before a Centre Pass, ensure the direction of the next Centre Pass is signaled clearly with an arm prior to the restart of play.

#### 4. Centre Pass at Intervals

- Immediately the quarter ends, check the next Centre Pass with Scorer 1.
- At the end of the quarter, the Umpires will come to the Official Bench and will advise the next Centre Pass (this should match with your records).
- In the Centre Pass (Ctr Pass) column for the next quarter immediately write this team, starting at the left-hand side of the box.

#### 5. Call goal attempts by each team when the action is complete

- |  |                      |  |
|--|----------------------|--|
| ▪ Do NOT anticipate completion of an action              | <b>Examples</b>      |  |
| ▪ <b>Use same order</b><br>e.g. Team – Position – Action | Successful goal      | <b>Singapore — Goal Shooter — In</b>         |
|  | Successful penalty   | <b>England — Goal Shooter — Penalty — In</b> |
| ▪ <b>Use same language</b> throughout                    | Unsuccessful goal    | <b>Wales — Goal Attack — Out</b>             |
|  | Unsuccessful penalty | <b>Fiji — Goal Shooter — Penalty — Out</b>   |

**Note:** Champion Data use colours and not team names to aid the recognition process on the computer screen. It is quicker and allows the data entry technician to continue capturing other statistics quickly.

**Note:** Best practice is that the full terminology is used when referring to positions, e.g. Goal Attack not GA or Attack.

#### 6. Call goals scored

- If a goal is scored at the same time as the Umpire blows the whistle to end play, confirm with the Umpires whether the goal is to be counted or not.
- Watch for the 'goal not scored' hand signal from the Umpire. Do not count a disallowed goal as an attempt (i.e. the shooter infringes while taking the shot – Held Ball/Footwork/Contact etc).
- If GD/GK tips/deflects a shot and the attempt is unsuccessful, record this as an unsuccessful attempt and call 'OUT'. Similarly if it goes through the ring, it will be called a successful goal.

## 7. Record the 'running score' of goals scored in each Quarter

- Check there is only **ONE number** on each line for only **ONE team** (to match Centre Pass record).

Pass	Team 1	Team 2
N	1	—
M	2	—
N	—	1
M	3	—

*Note: 'attempts' are NOT recorded on the Running Score Sheet*

## 8. Cross reference scores regularly

- Check with Scorer 1 regularly
- Glance at Score Sheet
- Check at each break/interval

## 9. Record Centre Pass details at end of Quarter/beginning of Interval

### [A] No goal from last Centre Pass

Centre Pass	Team 1	Team 2
M	6	—
N	—	3
M	—	4
N	7	—
M		

The last Centre Pass taken (by M) in the quarter did NOT result in a goal (i.e. play was in progress).

- Rule a line through the **middle of the row** across the two columns.
- The 'down slash' is to ensure that there can be no alteration to the sheet*

**The Centre Pass to start the next quarter is N.**

### [B] No Centre Pass after last goal

Centre Pass	Team 1	Team 2
N	6	—
M	—	3
N	—	4

The last Centre Pass taken (by N) in the quarter resulted in a goal (i.e. play ended immediately after the goal was scored and before the next Centre Pass could be taken).

- Rule a line across the two columns **immediately under the** last goal scored.

**The Centre Pass to start the next quarter is M.**

## 10. Record Centre Pass details for the start of next Quarter

At the beginning of the interval, check with the Umpires the team that will have the first Centre Pass of the next Quarter.

- Check Centre Pass with Scorer 1.
- Immediately write the next Centre Pass (in Ctr Pass column) for the appropriate quarter, starting in the left hand side of the first box.

## 11. Fill in Match Shooting details

In Australia, Scorer 1 completes the match shooting details form

Complete at end of each Quarter.

- Check information with Scorer 1.
- Where Statisticians are operating, communicate with them regarding figures.
- Use whole numbers only, not decimals.

GS/GA – circle applicable positions, and enter quarter attempts/goals scored i.e. 12/8

Player		1	2	3	4	ET1	ET2 (incl. EET)	Player Stats		
Jackson, P		GS/GA	GS/GA	GS/GA	GS/GA	GS/GA	GS/GA	Attempts	Scored	%
		4/3	5/2	6/6	5/1			20	12	60
Jones, J		GS/GA	GS/GA	GS/GA	GS/GA	GS/GA	GS/GA	8	6	75
		2/2	1/0		5/4					
Wong, M		GS/GA	GS/GA	GS/GA	GS/GA	GS/GA	GS/GA	11	9	81
				5/5	3/2					
		GS/GA	GS/GA	GS/GA	GS/GA	GS/GA	GS/GA			
Team Qtr Stat	Attempts	6	6	11	16			TOTALS		
	Scored	5	2	11	9			Attempts	Scored	%
	%	83	33	100	56			39	27	69

## 12. At End of Match - complete details at bottom of Running Score Sheet

Remember to initial Score Sheet as Scorer 2 (Statistician)

- State team that won match.
- State final score with winning team's score listed first.
- Initial official Score Sheet as Scorer 2 (Statistician).

## CALLING PROTOCOLS

### Guidelines for Scorer 2 (Statistician)

When 'calling' it is essential that you watch play at all times (i.e. do not have your head down writing) as you are the only Bench Official able to watch play **at all times**.

Most misunderstandings and incorrect entries occur if the Caller looks away and it is possible nobody is momentarily watching play (e.g. it is assumed a goal has been scored and a Centre Pass will be taken, but in fact the Umpire disallowed the goal and play continued).

In some venues it may be helpful for the Caller to be slightly elevated to ensure an unimpeded view of the Court.

Remember that the key is CONSISTENCY ('within a match' and 'from match to match'). It is essential that details for both teams are recorded in the same way.

If you make a call and it is incorrect, immediately advise Scorer 1. Also make a note on paper of the goal number and check the call further with Scorer 1 at the next interval.

### Centre Pass

During play when either umpire calls for a 'Pass Check' call out the team and indicate with arm signal the pass direction as on the Score Sheet.

If both umpires indicate the Centre Pass incorrectly, the scorer should notify the umpires so a check can be made and **notification must be made before the Centre Pass has been taken [Rule 6.1.1 (iv) (a)]**. It is recommended that umpire alerts be used for this purpose. If umpire alerts are not available the event organiser should advise the means of notification before the match.

- Process:

- Scorers to confirm incorrect Centre Pass.
- Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Umpires
- 
- Scorers to notify Timer 1, who activates the umpire alert.
- Best Practice in Australia Scorer 1 in conjunction with the Bench Manager advises the Umpires
- 
- If notification provided prior to Centre Pass being taken, umpires to hold time and seek clarification from Official Bench.
- If the Centre Pass is taken before notification can be made, note this on the Score Sheet by circling the Centre Pass where the difference occurred and continue in the pattern that the Umpires have indicated. Draw this to the attention of the Umpires at the end of the quarter.

If applicable, confirm the Centre Pass as 'Taken' or 'Not Taken' at the end of the quarter. Confirm the first Centre Pass of the next quarter with the Umpires at the interval.

**Caller Guidelines for INF World Ranking matches**

*In addition to the above calling guidelines, Scorer 2 (Statistician) will:*

**Centre Pass**

*Call the team to take the Centre Pass. Timing of this is important – try to use a system similar to the umpires.*

*Confirm the first Centre Pass of the next quarter with the Umpires at the interval. When play is ready to restart, call the Pass and use an arm signal to indicate the direction of the Pass.*

*If a stoppage occurs immediately after a goal, before play recommences use an arm signal to indicate the direction of the Centre pass to restart play and call the team.*

**Goals/Attempts**

When calling an attempt use **Team Name** (note: Champion Data use colours and not team names to aid the recognition process on the computer screen) followed by **Position** (preference is not to abbreviate but use the full terminology, e.g. goal attack and not GA or Attack) followed by either **IN** or **OUT**. If a **sanction** is taken, this call will be inserted before IN/OUT.

If a goal is scored at the same time as the Umpire blows the whistle to end play, confirm with the Umpires whether the goal is to be counted or not.

Watch for the 'goal not scored' hand signal from the Umpire. Do not count a disallowed goal as an attempt (i.e. the shooter infringes while taking the shot – Held Ball/Footwork/Contact etc).

If GD/GK tips/deflects a shot and the attempt is unsuccessful, record this as an unsuccessful attempt and call '**OUT**'. Similarly if it goes through the ring, it will be called as a successful goal.

**Sanctions**

A sanction is awarded to a team and may be taken by any player allowed in that area of the Court. A Penalty Pass attempt is recorded against the shooter who took the shot.

If the Umpire advances a Penalty Pass against a mid-court player into the Goal Circle (i.e. neither the GD nor GK infringed) and a Penalty Pass is played as a shot at goal, record the attempt as a **Penalty** by the shooter concerned.



### Examples involving Sanctions

If the Umpire determines that the **conditions for a Penalty Pass have not been met**, a further Penalty Pass (which may be advanced if it is judged to be delaying play) will be awarded. However, in some cases the first shot may have already commenced when the second is awarded. In such case, two outcomes are possible:

- The shot is successful – the Umpire will apply the Advantage Rule and count the goal. **Score this as a (penalty) goal.** The second penalty will not proceed.
- The shot is unsuccessful – the Umpire will proceed with the second Penalty Pass. **Record ONLY the second penalty (goal/attempt).**

Similarly, if a defender knocks the goalpost and causes a shot to miss, a sanction will be awarded – hence the first attempt is **not recorded**.

If a sanction is awarded for an infringement that occurs **after the completion** of a Penalty Pass played as a shot at goal, these are two different sanctions. If a Penalty Pass is taken from the second infringement, both are recorded on the Score Sheet.

The following examples illustrate these principles:

#### 1. A Penalty Pass is awarded after Obstruction by GD in the Goal Circle. GA takes a Penalty Pass and attempts a shot at goal.

An infringement of this penalty occurs, such as:

- the infringer (GD) moves off too early/takes part in play before the ball leaves the GA's hands; or
- the other defender (GK) obstructs/contacts the player taking the Penalty Pass.

These are both considered an **infringement of the sanction already awarded**.

Hence the Umpire awards a further Penalty Shot. In the second case, BOTH infringers will stand out while this sanction is taken.

In the event that the ball has already left the shooter's hands when the second sanction is awarded:

- If the first Penalty Pass attempt is unsuccessful, the second sanction is taken – in this case, **do not record** the first 'penalty attempt';
- If the first Penalty Pass attempt at goal is successful, the Umpire will apply the Advantage Rule and rule the goal is to be counted – in this case, record it as a **successful penalty**.

2. **GA takes a Penalty Pass in the Goal Circle with GD standing out as the infringer. Before the shot is taken GK contacts/obstructs GS and the Umpire penalises this.**

This is a new infringement. The first sanction has not been taken. Hence if a Penalty Pass is taken from the infringement by GK, this is the only one recorded.

3. **GS attempts a shot at goal from a Penalty Pass awarded in the Goal Circle. The shot misses and is recorded as an 'unsuccessful penalty'. As the players strive for the rebound, GK contacts GS and a further sanction is awarded.**

In this case, the sanctions are not related and **both are recorded.**

## TIMEKEEPERS

*Two Timekeepers officiate on each match. The allocation of duties between the two Timekeepers may vary according to the equipment used and how duties are divided. The Timekeepers must work as a team to ensure accurate and successful completion of all required tasks.*

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The standard practice is for the Official Time to be recorded using a **Manual Timer - 'count-down' timers** should be used for all timing. The interval between first-second quarter and third-fourth quarter shall be 4 minutes. The length of half time can be either 8 min or 12 min – check this **before** the match starts. A **Real Time Clock** showing seconds is also required.

The usual division of responsibilities will be:

- **Timekeeper 1** - Official Timekeeper – in addition to using count-down timers, uses the Manual Timers for playing time, intervals, stoppages and also records injury/illness and other stoppages.
- **Timekeeper 2** - uses backup Timers (may be the electronic timer/scoreboard)

*For INF World Ranking Matches, Timekeeper 2 also records injury/illness/blood and other stoppages*

- **Note:** In Australia, Timekeeper 1 manages all injuries/illness/blood and other stoppages. Timekeeper 2 is the backup timer.

The electronic timer/scoreboard may be operated by Timekeeper 2 or by a separate official who has responsibility for this alone. In this latter case, the official should be seated separately.

## 1. Umpire Alert Units

Each Umpire wears an Umpire Alert Unit and the Timekeeper, from a base unit sited on the Official Bench, signals Warning Times, the end of a Quarter and when both umpires indicate the centre pass incorrectly (to cover any possible malfunction of a siren or audible sound).

In Australia, if the audible sound and both umpire alerts malfunction, the Timekeeper will notify the Reserve Umpire who will stand and blow their whistle to end play.

Both umpires will use the Umpire Alert Unit when officiating, but the primary umpire will be responsible for reacting to the unit when the signal registers. Should the primary umpire fail to respond to the signal for any reason, the other officiating umpire will immediately respond.

The umpire controlling the side line nearer the official bench and the goal end to the right when facing the court shall be the primary respondent.

Timer 1 will be the Bench Official in charge of operating the Umpire Alert Unit.

- The Timekeeper must test all Umpires' Alerts before the match commences.

- The Alerts must always be activated:
  - **2 seconds** before the time is due to elapse for countdown warnings.
  - **At the same time** the electronic signal (siren) for the end of each period of play is activated. **Note: This is best practice in Australia when the electronic signal is in use OR:**
  - **2 seconds** before the time is due to elapse when no electronic signal (siren) is in use.
- The Alerts, once activated, will usually vibrate for 8 seconds, thus alerting the Umpires.
- Timekeepers must ensure they understand and are competent in the operation of the Umpire Alert Units.
- The Timekeeper activates the Umpire Alert Units at the specified times as needed, including when directed by the Scorers due to an incorrect Centre Pass.
- In Australia it is best practice for BOTH Umpire Alert Units to be activated simultaneously for all notifications.
- At all other times, both Umpire Alerts are to be activated simultaneously as needed.
- In the event the controlling umpire is unaware play should end, the co-umpire will signal the end of play [Rule 5.2.1 (ii) (a)].

**Note: Only the Umpire's whistle can end play**

## 2. Timing Equipment

Equipment is used to maintain an accurate time record of a match by starting and stopping time as indicated by the Umpires.

Five manual timers will be required for:

- **Match timer** – indicates playing time remaining in quarter (must be operated by the Timekeeper operating the Umpire Alert Units).
- **Countdown timer** – to indicate time to match/quarter start.
- **Interval timer** – to time Intervals (may also be countdown timer).
- **Stoppage timer** – to time stoppages of up to 30 seconds (may also be used for other stoppages, such as Time Out in SSN).
- **Suspension timer** – to time suspension of 2 minutes.

*The electronic timer/scoreboard may be maintained by either Timekeeper (this will depend on the system used in the venue).*

- Start match timer and electronic timer when the Umpire's whistle starts match.
- Hold (stop) time when the Umpire signals play to stop (whistle, hand signal & eye contact).
- Restart time when the Umpire signals for play to resume.
- In Australia, it is best practice to signal time at the end of each quarter by activating the umpire alert units at the same time as the electronic signal (e.g. siren) at the end of time. This is to cover any possible malfunction of the siren.
- Where no electronic signal (siren) is in use, activate the umpire alert units 2 seconds prior to the electronic signal (e.g. siren) at the end of time.
- Have timer set for interval duration.
- Reset match timer and electronic timer during the intervals to the appropriate time for next quarter
- Maintain visible score board and ensure accuracy of score (if required).

### Timer 1:

1. Match Timer (quarters) OR Tissot clock when in use.
2. Interval Timer/Injury Stoppage.
3. Suspension timer.

### Timer 2 (as back up)

4. Match Timer (quarters) OR Venue Board when in use.
5. Interval Timer/Injury Stoppage.

## 6. Countdown Warnings

- Time countdown for start of match.
- Time duration of interval, including countdown for restart of play.
- 4 min interval between Quarter 1 & 2
- 4 min between Quarter 3 & 4
- either 8 or 12 min at Half Time (*the length is determined by the event organiser prior to start of match*)
- If a team fails to take the Court at the scheduled start or restart of play, 30 seconds is allowed for the team to take the Court.
- Activate Umpire Alert Units as required:
  - 30 sec warning (32 sec on timer)
  - 10 sec warning (12 sec on timer)
  - In Australia, signal ready to start play by a discrete nod to the umpires.
- Immediately quarter finishes, start interval timer (*suggest timer is pre-set ready to start*)
- If team is late/slow to take the Court:
  - Commence 30 second timing when instructed by the Umpires.
  - Activate Umpire Alert Units to inform the Umpires of expiry of 30 seconds (2 sec on timer).

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## 7. Match Times

Use the **Stoppage Form** to record:

- start times for each quarter.
- end times for each quarter.

'Full Time' is when the 4th Quarter ends.

*If Extra Time applies, 'Match End Time' will be when Extra Time finishes (refer pages 44-48).*

Record as follows:

- In 'Start Time' column, enter Real Time when each quarter starts (e.g. 2:30pm or 14:30).
- In 'End Time' column, enter Real Time when each quarter ends.
- Seconds should not be recorded.

## 8. Stoppages

On **Stoppage Form**, enter team name abbreviations beside team number for quick reference.

### [A] Stoppages for illness/injury or blood

All stoppages for injury/illness or blood are up to 30 seconds.

*Both teams may make substitutions and/or team changes during an interval or when play is stopped for injury/illness or blood. The player concerned must leave the court.*

- When the Umpire signals to hold play (hand signal used is to form a 'T'), stop match timer and start stoppage timer (have this set at 30 seconds).
- On **Stoppage Form** record under the team concerned:
  - the time showing on match timer (i.e. time remaining in quarter). **Time must include minutes and seconds.**
  - position of player concerned.
- If the match has not restarted, advise umpire when 10 seconds remain. On Umpire's signal, restart match time; stop, clear and re-set stoppage timer.

### [B] Other Stoppages

The Umpires may hold time or extend an interval if considered appropriate. Examples for which time may be held (but are not limited to) are emergencies such as serious injury/illness of a player, injury/illness of an umpire or bench official(s), the equipment, the court, the weather or technical equipment. The umpire decides the length of such a stoppage and ensures play restarts as soon as possible.

- When the Umpire signals to hold play (hand signal used is to form a 'T'), stop match timer, start stoppage timer and hold up visual signal.
- When the Umpire indicates to extend a stoppage hold up visual signal and continue timing the stoppage.
- On **Stoppage Form** record details (type, Real Time & length) of Emergency Stoppages.
- On Umpire's signal, restart match timer; stop, clear and re-set stoppage timer.



### **[C] Suspension**

The Umpires will suspend a player following a warning for foul play if the player continues to infringe the Rules.

A suspended player is under the control of the reserve umpire during the suspension and will indicate to the player when to re-enter the court.

When advised by the timekeeper that the time has elapsed, the reserve umpire will indicate to the player when to re-enter the court.

- When the Umpire signals to the Official Bench a player has been suspended (arm vertical with 2 fingers displayed) start the suspension timer already set at 2 minutes when play recommences.
- During the suspension stop the suspension timer for any stoppage or held time and intervals.
- Verbally advise reserve umpire when 2 minutes has expired. Stop, clear and re-set suspension timer.

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### **9. Recording Time Details**

At the end of the match, advise Scorer 1 of the time details for the match

- Complete the Match Times Summary:
  - Start Time
  - Full Time (i.e. end of 4th Quarter).
- If Extra Time applies, also record Extra Time End (refer pages 44-48).
- Check details of any Emergency Stoppages are entered in the Comments box on the Score Sheet.
- Both Timekeepers initial their names on the Score Sheet.

## EXTRA TIME PROCEDURES

In some matches, a 'result' is required (i.e. a draw is not acceptable). In these matches, if scores are tied at full time, Extra Time procedures apply.

This decision must be made prior to the start of the match, hence **before the match commences, establish if Extra Time will apply.**

### Additional Equipment/Materials Needed

If Extra Time could apply, additional equipment and recording material will be required. Make sure the following equipment is at the Official Bench before the match starts:

- 'visual signal' to indicate Extended Time and Extended Extra Time applies.
- additional International Score Sheet, Running Score Sheet and Shooting Statistics form.

### Duration of Extra Time

Following the end of the 4th Quarter, there is an interval of four (4) minutes at the end of Full Time before Extra Time begins. Teams change ends before recommencing play and are permitted to make substitutions and/or team changes.

- **Extra Time commences** after this interval (i.e. when play restarts)
- **Extra Time consists of** two (2) halves each of seven (7) minutes with an interval of one (1) minute between them. Teams change ends during this interval and are permitted to make substitutions and/or team changes. The first centre pass in each half is taken by the team entitled to the next centre pass.
- **Extended Time** – if the scores are still tied at the end of the second half, play does not stop but continues until one team has a two-goal lead. The 'visual Extended Extra Time signal' is held up by the Official Bench at this time
- **Extra Time concludes** when the match ends.

### Intervals

Team changes and/or substitutions are permitted during both intervals. Coaching and rehydration of players may also take place.

### Stoppages for Injury/Illness or blood

During the **entire Extra Time period**, normal Stoppage procedures apply.

### Procedures during Extra Time

Most procedures remain the same as during regulation play. The following provide details of any procedures that may differ.

### Keep Calm!

Extra Time can be a very stressful time, especially if the scores remain very close. It is important that you are fully familiar with the procedures that apply so you can carry them out efficiently and accurately.

## EXTRA TIME - SCORER 1

<b>At Full Time</b>	<ul style="list-style-type: none"> <li>Enter details on the additional score sheet (as previously).</li> <li>For both teams indicate starting positions for Extra Time in top left-hand corner of player record boxes.</li> <li>If there is a change of shooter between the end of the 4th quarter and the start of Extra Time, remember to place a red square around the last goal/penalty/attempt by the previous shooter.</li> <li>Record first Centre Pass for Extra Time (sequence continues from end of Quarter 4).</li> </ul>
<b>During entire Extra Time period</b>	<ul style="list-style-type: none"> <li>Record the Centre Pass sequence, goals/penalties/attempts as previously.</li> </ul>
<b>End of First Half</b>	<ul style="list-style-type: none"> <li>Complete details for half in same way as at end of a quarter.</li> <li>Use the <b>second</b> set of columns for the second half of Extra Time; record Centre Pass details for the restart of play.</li> </ul>
<b>End of Second Half (7 min)</b>	<p>If the scores are close towards the end of the second half, maintain frequent score check with Scorer 2 (Statistician)</p> <ul style="list-style-type: none"> <li>If scores are not tied, confirm with Scorer 2 (Statistician) that match should end.</li> <li>If scores are tied, confirm with Scorer 2 (Statistician) that Extended Extra Time applies.</li> </ul>
<b>Extended Time</b>	<p>During Extended Time, maintain frequent score check with Scorer 2 (Statistician) to confirm score.</p> <ul style="list-style-type: none"> <li>Underline the numbers (in the progressive scores) where the scores were tied at end of second half (7 min play) and Extended Time began.</li> <li>Continue to record the Centre Pass sequence and the goals/penalties/attempts in the second set of columns.</li> <li>Immediately one team leads by two (2) goals, confirm with Scorer 2 (Statistician).</li> </ul>
<b>At End of Match</b>	<ul style="list-style-type: none"> <li>Complete result details on the additional score sheet.</li> <li>Complete all other match details.</li> <li>In the 'Comments' section, record Sheet 1 as '1 of 2' or '1/2' and Sheet 2 as '2 of 2' or '2/2'.</li> </ul>

## EXTRA TIME - SCORER 2 (Statistician)

<b>At Full Time</b>	<ul style="list-style-type: none"> <li>Enter details on the additional running score sheet (as previously).</li> <li>Record first Centre Pass for Extra Time (sequence continues from end of 4th Quarter)</li> </ul>
<b>During entire Extra Time period</b>	<ul style="list-style-type: none"> <li>Record the Centre Pass sequence as previous.</li> </ul>
<b>End of First Half</b>	<ul style="list-style-type: none"> <li>Complete details for half in same way as at end of a quarter.</li> <li>Use the <b>second</b> set of columns for the second half of Extra Time; record Centre Pass details for the restart of play.</li> </ul>
<b>End of Second Half (7 min)</b>	<ul style="list-style-type: none"> <li>If the scores are close towards the end of the second half, maintain frequent score check with Scorer 1.</li> </ul> <p><b>If scores are not tied:</b></p> <ul style="list-style-type: none"> <li>confirm with Scorer 1 that match should end</li> <li>immediately advise Timekeeper/s to signal to Umpires to end the match.</li> </ul> <p><b>If scores are tied:</b></p> <ul style="list-style-type: none"> <li>confirm with Scorer 1 that Extended Extra Time applies.</li> <li>immediately advise Timekeeper/s that Extended Extra Time applies.</li> </ul>
<b>Extended Time</b>	<p>During Extended Time, maintain frequent score check with Scorer 1 to confirm score.</p> <ul style="list-style-type: none"> <li>Underline the last goal scored for each team, indicating where the scores were tied at end of second half (7 min play) and Extended Time began</li> <li>Continue to record the Centre Pass sequence and the goals scored in the <b>second column</b></li> <li>Immediately one team leads by two (2) goals, confirm with Scorer 1</li> <li>Immediately advise Timekeeper/s to signal to Umpires to end the match</li> </ul>

## EXTRA TIME – TIMEKEEPERS

<b>Before 4th Quarter commences</b>	<ul style="list-style-type: none"> <li>Set interval timer for 4 min (the interval between Full Time and when Extra Time play begins) in case this is needed.</li> </ul>
<b>At Full Time (end of 4th Quarter)</b>	<ul style="list-style-type: none"> <li>At Full Time, if scores are tied, immediately start interval timer and hold up the 'visual signal' to indicate play is in Extra Time.</li> <li>Record Real Time for Full Time on <b>Stoppage Form</b>.</li> <li>Set the match and electronic timers to 7 min for first half.</li> <li>Advise Umpire/s of 30 sec &amp; 10 sec warnings (timer shows 32 &amp; 12 sec) by using the Umpire Alert Units; signal start time.</li> </ul>
<b>Stoppages during Extra Time</b>	<ul style="list-style-type: none"> <li>Have stoppage timer set for 30 seconds.</li> <li>On the <b>Stoppage Form</b>, record any stoppages in Extra Time for injury/illness or blood or emergencies; note time remaining in half (or Real Time if in Extended Time).</li> </ul>
<b>First Half</b>	<ul style="list-style-type: none"> <li>As play restarts, start match timer set for first half (7 min).</li> <li>Set interval timer to 1 min ready for interval.</li> <li>Use an electronic signal (siren) to indicate the end of the first half and activate the umpire alerts at the same time.</li> <li>Where no electronic signal (siren) is in use, indicate the end of the first half by activating the umpire alert units 2 seconds prior to the end of time.</li> </ul>
<b>Interval</b>	<ul style="list-style-type: none"> <li>At end of first half, immediately start interval timer (1 min).</li> <li>Reset match and electronic timers to 7 min for second half.</li> <li>Advise Umpire/s of 30 sec and 10 sec warnings (timer shows 32 &amp; 12 sec) by using Umpire Alert Units; signal start time.</li> </ul>
<b>End of Second Half</b>	<ul style="list-style-type: none"> <li>If the scores are close towards the end of the second half, the Scorers will maintain a frequent score check. Scorer 2 (Statistician) will advise if Extended Time applies               <ul style="list-style-type: none"> <li>At the end of the second half (7 min), the Scorers will confirm if one team is leading. Use an electronic signal (siren) to indicate the end of the match and activate the umpire alerts at the same time.</li> <li>If advised by Scorer 2 (Statistician) that scores are tied at the end of the second half (7 min), do NOT activate the audible signal or Umpire Alert Units as Extended Time procedures will apply (see below)</li> </ul> </li> </ul>

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**Extended Extra Time**

- Immediately Scorer 2 (Statistician) advises that the scores are tied at the end of the second half, hold up the visual signal on the bench to indicate play is in a 'two (2) goal advantage' phase.
- If operating the electronic scoreboard, keep checking the display against the official score.
- When advised by Scorer 2 (Statistician) that one team has a two (2) goal lead, use an electronic signal (siren) to indicate the end of the match and activate the umpire alerts at the same time.

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**At End of Match**

- On **Stoppage Form**, record Real Time when Extra Time ends.
  - Check Stoppage Form has been completed and pass to Scorer 1 for entry on Score Sheet.
  - Complete all match details as required.
  - Initial Score Sheet to confirm details are correct.
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## OFFICIAL BENCH EQUIPMENT CHECK LIST

It is suggested that the following equipment is located at the Official Bench for a match:

### TIMING EQUIPMENT

<b>Timers</b>	countdown type - 6 required (5 plus a spare) & spare batteries
<b>Clock</b>	portable clock with seconds (for 'real time' display)
<b>Umpire Alerts</b>	2 complete sets plus 1 spare set & spare batteries
<b>Audible Signal</b>	electronic signal e.g. siren, air horn, bell or other signal (that can be heard easily)

### RECORD SHEETS

<b>Score Sheets</b>	3 x International Score Sheets (each consisting of top copy + 3 carbon copies) 3 x Running Score Sheets
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Extra copies are needed in case of high scoring match or Extra Time (if it applies) or error

<b>Player Changes Sheets</b>	2 x forms
<b>Shooting Statistics Forms</b>	5 x forms
<b>Stoppage Forms</b>	2 x forms
<b>Player &amp; Team Discipline Forms</b>	2 x forms
<b>Substitution/Team Change Forms</b>	12 (single) forms or 2 carbonized pads

Note: Team Lists are usually provided to Team Officials separately

### MATCH EQUIPMENT

<b>Match Balls</b>	2 inflated balls ball pump
<b>Extra Time Signals</b>	cards (if Extra Time or Extended Time is applicable)
<b>Other Stoppage Signal</b>	card/baton (if umpire time is applicable)

<b>BLOOD SPILL KIT</b>	rubber gloves, antiseptic wipes, paper towels, spray bottle (antiseptic liquid), ziploc bags for soiled waste.
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*It is suggested that the above are stored in a bucket located at the Official Bench. Arrangements should also be made with venue staff for cleaning up of any body fluid or other major spills that may occur.*

<b>MISCELLANEOUS</b>	towels, pens and pencils, ruler, paper clips/bulldog clips, stapler firm flat surface for writing on e.g. cardboard/clipboard.
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### REFERENCE MATERIAL

Netball Australia Bench Officials Manual (2 copies)

*All equipment should be checked prior to the start of the match to ensure that it is in proper working order. This should be done sufficiently in advance to allow replacement if needed. It is also advisable for additional copies of all forms to be available in a back-up pack.*



## APPENDIX 1: BENCH MANAGER

The Bench Manager will usually act as a liaison between event officials and will provide support and assistance as needed. The Bench Manager should be an accredited scorer and timekeeper who can act as a reserve for any of the bench officials if required during a match. The bench manager may also have authorised phone contact to event officials. The Bench Manager is positioned immediately behind the Official Bench.

### Before the Match

1.	<b>Coordinate with other Personnel</b>	<ul style="list-style-type: none"> <li>Make yourself known to relevant officials prior to commencement of match – e.g. Event Manager, Team Managers, Announcer, Match Delegate and the Broadcast Floor Manager.</li> <li>Important process on arrival at venue and advising all communication is through the Bench Manager</li> </ul>
2.	<b>Setting up the Official Bench</b>	<ul style="list-style-type: none"> <li>Arrive at venue at least 1.5 – 2 hours before the commencement of the game.</li> <li>Ensure all Bench Officials are present: scorers (2), timekeepers (2), substitute runners (2) (if used) and any other runners (e.g. for media).</li> <li>Brief Bench Officials on any specific requirements.</li> <li>Receive team lists from Team Managers and/or event personnel and distribute to Official Bench and other groups as required.</li> <li>Check equipment is supplied and functioning correctly.</li> <li>If necessary set up bench using equipment provided.</li> </ul>
3.	<b>Liaise with Event Officials</b>	<ul style="list-style-type: none"> <li>Set timers for team 'call on time'.</li> <li>Work with event officials to supply correct times to Team Managers.</li> </ul>

### During the Match

4.	<b>Distribute Lists/Team Changes etc.</b>	<ul style="list-style-type: none"> <li>Receive team changes from sub runners or team managers; check and hand to Scorer 1 and Champion Data.</li> <li>Champion Data communicates (over headset) with Broadcast regarding changes.</li> </ul>
5.	<b>Extra Time Duties &amp; Procedures (as required)</b>	<ul style="list-style-type: none"> <li>Liaise with event officials and announcer.</li> <li>Ensure Official Bench is equipped and aware of Extra Time procedures.</li> <li>Ensure Timekeepers have reset timers as necessary.</li> <li>Maintain check on scores in relation to time.</li> </ul>
6.	<b>Be ready to act as reserve</b>	<ul style="list-style-type: none"> <li>In the event of illness of a Timekeeper or Scorer, be ready to act as a replacement.</li> </ul>