

- **Sub Runners** are seated behind the respective team benches - they should be seated at the ends nearer to the Official Bench

Some information about these positions is included, with possible duties that could be used. These provide a guide but may be varied as needed.

BENCH MANAGER

Before the Match

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

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| <p>4. Distribute Lists/Team Changes etc</p> | <ul style="list-style-type: none"> ▪ Receive team changes from sub runners; check and hand to Scorer 1 who numbers the papers received sequentially, shares with the Timekeepers, who then return this to Scorer 1 ▪ Distribute appropriate copies to announcer, media, TV and event officials |
| <p>5. Extra Time Duties & Procedures
<i>(as required)</i></p> | <ul style="list-style-type: none"> ▪ Liaise with event officials and announcer ▪ Ensure Official Bench is equipped and aware of Extra Time procedures ▪ Ensure Timekeepers have reset timers as necessary ▪ Maintain check on scores in relation to time |
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6. Be ready to act as reserve

- In the event of illness of a Timekeeper or Scorer, be ready to act as a replacement
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SUBSTITUTE RUNNER

Before the Match

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| 1. | Ascertain who receives Forms | <ul style="list-style-type: none"> ▪ Ensure you have a copy of the team list ▪ Liaise with Official Bench, Bench Manager (if appointed) or Event Manager (this may vary according to the event) |
| 2. | Team Allocations | <ul style="list-style-type: none"> ▪ Introduce yourself to team officials and inform them where you will be seated ▪ Be prepared by having Substitution/Team Change forms available |

During the Match

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| 3. | Remain Alert | <ul style="list-style-type: none"> ▪ Be alert for possible changes ▪ At any stoppages and intervals, stand behind the team bench and watch for any team changes and/or substitutions |
| 4. | Completing Team Change Form | <ul style="list-style-type: none"> ▪ The team manager will <i>either</i> complete details of team changes and/or substitutions <i>or</i> will instruct you of the details to be entered. ▪ Ensure period of play is marked with circle and team name is entered ▪ Enter the player's family name (surname) and initial against the number as per team list e.g. beside number 3 write BROWN T. ▪ In the 'Position' column write the new position that this player is moving into e.g. alongside name BROWN T. write GS (similarly for KADON B. and SMITH I. (who swap positions)) ▪ When a player leaves the Court to go to the team bench it is not necessary to record or indicate they have left the court ▪ Ensure information is written clearly and neatly on the form provided and pass it to the Official Bench ▪ If no changes occur at an interval, confirm this to the Official Bench |
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|----------------------------------|--------------|---|----------|---|-----------------|
| Team | ENGLAND | | | | |
| Date | 25 / 02 / 12 | | | | |
| Quarter | 1 | 2 | 3 | 4 | |
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| Player ID number and Name | | | | | Position |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | BROWN T. | | GS |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | KADON B. | | GK |
| 8 | | | | | |
| 9 | | | SMITH I. | | GD |
| 10 | | | | | |
- In above example, Brown T. takes the Court as a replacement GS during the 2nd quarter; at the same time, Kadon B. swaps from GD to GK and Smith I. from GK to GD*