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INTRODUCTION

This Manual outlines the procedures authorised by World Netball (WN) for use by Technical Officials. The procedures are based on the International Score Sheet approved by WN.

The procedures in this Manual apply to all matches played at events under the direct jurisdiction of WN. Changes to the Rules of Netball, effective from January 2024, are included in the procedures outlined. Where applicable and is approved by World Netball electronic scoring systems may be implemented.

All matches played for WN World Ranking purposes are required to use the WN Score Sheet and WN Player Changes and Game Management Forms and submit those too World Netball while using the other templates to support this in line with the manual.

It is recommended that WN Members align their local procedures with this Manual. For non-Ranking matches and lower levels of competition, it is likely some adaptations may be appropriate.

Technical Officials have an important role to play and they work together as a team but have defined roles – they are responsible for keeping an accurate record of the score, ensuring the correct time is played and other match details are recorded. It is important they receive regular training so they can undertake their work to the very highest standards. Suitable structure and procedures should be put in place by WN Members to ensure Technical Officials are trained appropriately and tested accordingly so that accreditation is kept up to date.

Several templates are provided to support the Manual. These may be printed or photocopied as required for match use.

It is likely that new technologies and the drive for more detailed match information will modify procedures in the future. Computerised scoring is currently being used in some countries. This is not yet widely available and the cost of such technology is likely to limit its use in all countries. Thus, manual systems will continue to be an integral part of the game for the foreseeable future.

At many events, additional technical officials may sometimes be used to carry out duties that support the Official Bench. Some of these are included in Appendix 2.

Sincere thanks are extended to all who contributed to the compilation of this Manual, especially those who were willing to make details of their systems available and those who read and checked the contents.

Appendix & Template Details

Appendix Details:

Appendix 1 – Visual Indicators at Official Bench

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

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.

Appendix 3 – Score Sheet sections

The sections identified in Appendix 3 are used as a reference guide throughout the Manual.

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 – WN 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). *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 – WN 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 – WN Player Changes and Game Management Form

Timekeepers complete this form for each team. Start times for each quarter and full time are recorded as well as player changes and any Game Management applied by the Umpires.

Template D – WN Team List Form

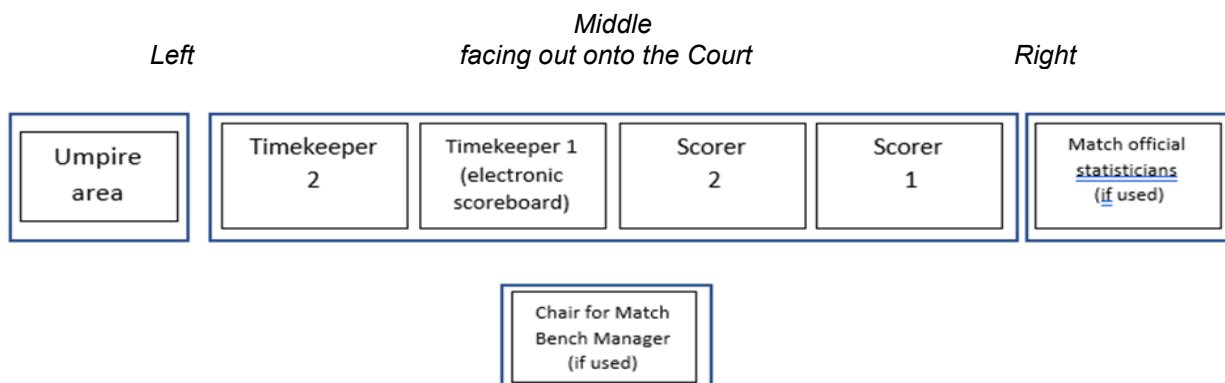
A form is completed by each Team Manager prior to the match and supplied to Scorer 1.

Template E – WN Substitution/Team Change Form

A form is used each time a team makes a substitution/Tactical 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 (via the Bench Manager if present) immediately each change is made.

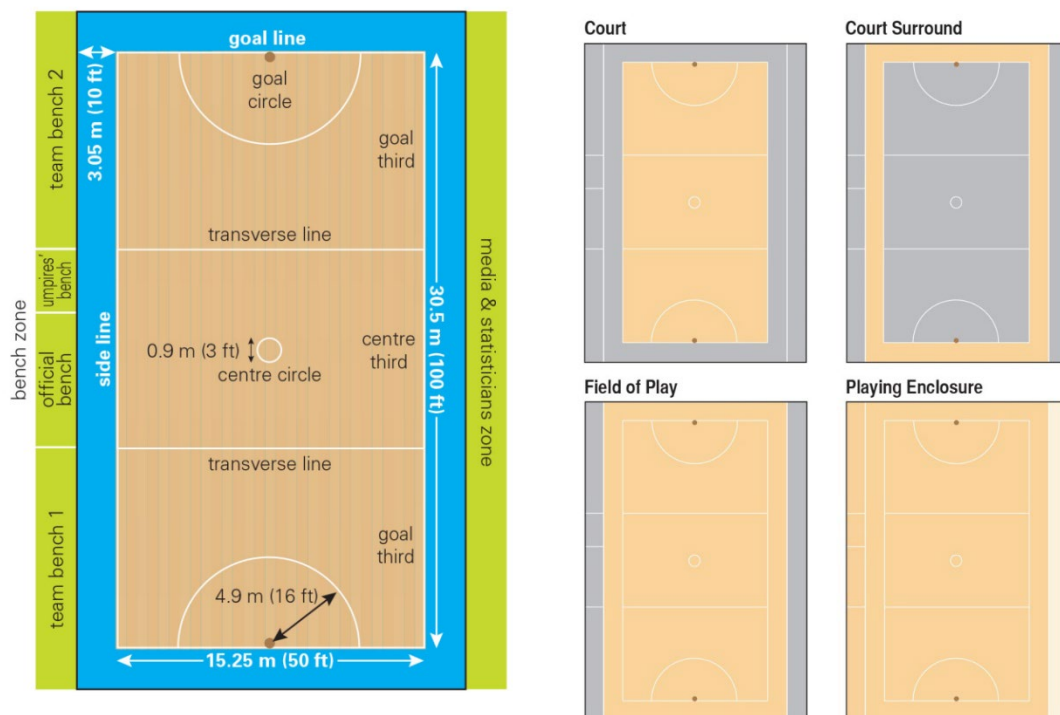
PLACEMENT OF TECHNICAL OFFICIALS

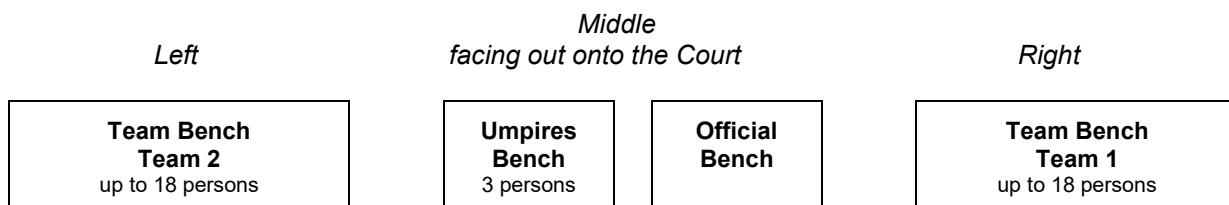
1. Layout for Official Bench



- The Official Bench consists of two Scorers and two Timekeepers who are seated at a table. The Official Bench is placed opposite the centre of the Court and immediately adjacent to the field of play.
- The Scorers and Timekeepers should be seated in the order shown. The layout of the Official Bench may be changed but only with approval from WN.
- The diagram above also indicates where additional match roles should be located if they are used.

2. Layout for Official Bench, Team Benches and Umpires Bench





- As per the WN 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. This layout may be changed but only with approval from WN.
- During the match, the Reserve Umpire is seated on the Umpires Bench.
- A suspended player is seated on the Umpires Bench ('beside the Official Bench') during a suspension period of 2 minutes playing time.
- An ordered-off player is seated on the Umpires Bench ('beside the Official Bench') during the required period of 4 minutes playing time.
- Separation from the public should ensure security of officials and players in these areas.

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 TECHNICAL OFFICIALS

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

The following standards are expected for Technical Officials

- Technical 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 by a Technical Official 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, Technical Officials may require sustenance. However, Technical Officials should move away from the playing enclosure to consume food, thus ensuring that the Official Bench remains tidy and clean.
- Mobile phones must not be visible or used by any Technical Official, unless this is necessary for operational event purposes. Only headphones used for official purposes and directly related to the match may be worn.
- Before the match starts, Technical Officials must ensure they have all necessary equipment and must check it is in working order – refer Check List (page 30).
- Technical Officials must be in the appropriate 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. 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 continues to maintain the Running Score Sheet while Scorer 1 identifies and corrects the error;
 - if it is an issue with Scorer 2's sheet then Scorer 1 continues to maintain the official Score Sheet while Scorer 2 identifies and corrects the error;
- If the umpires disagree on which team is to take a centre pass the umpires will do a 'Pass Check' with the Scorer [Rule 8 principal 5 (a)]
- 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 8 Principal 5 (b)]. It is recommended that an audible sound be used for this purpose and the event organisers should advise the means of this notification before the match. Umpire alerts should also be activated at the same time as the audible sound to cover any possible malfunction of that audible sound.
- If the incorrect centre pass is taken, then record the team that took the pass is made.

IMPORTANT – times to watch!

It is essential that the correct Centre Pass is determined **before** it is taken. 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.

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 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).

Another 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 calls out the team and indicates with arm signal the pass direction as on the Score Sheet.

SCORER 1: Official Scorer BEFORE MATCH – recording match details

*Note: All information on the Score Sheet must be printed clearly (do not use handwriting).
For references (e.g. §1) refer to Appendix 3 – Score Sheet sections.*

2. Completing Match Details refer §1 on score sheet

EXAMPLE

Court No:	5
Event:	NWC
Match No:	23
Venue:	Vector Stadium
Date:	28 / 09 / 15
Team 1:	England
Team 2:	Jamaica
Umpire 1:	Morris W.
Umpire 2:	Smith S.
Reserve Umpire:	Anderson J.
Scorer 1:	Other A.
Scorer 2:	Yew O.
Timekeeper 1:	Green T.
Timekeeper 2:	Cuda B.
Statistician 1:	Findit W.
Statistician 2:	Furter F.
Bench Manager:	Jah M.
Sub Runners:	Ryta T/ Upp H.
* –	Ewer R.

Court number e.g. 5

Event – Name of tournament/event e.g NWC

Match Number (if known)

Venue e.g. Vector Stadium

Date – match date in numerals e.g. 28/09/15 or 09/28/15
i.e. DD / MM / YY or MM / DD / YY

Name of **Team 1** on sheet (usually home team sat to the right of the bench)

Name of **Team 2** on sheet (usually the away team sat to the left of the bench)

List **Umpires 1 & 2** in alphabetical order by family name (surname) then initial

Umpire 1 & Umpire 2 – family name (surname) and initial

Reserve Umpire – family name (surname) and initial

Scorer 1 – record family name (surname) and initial of person completing the Score Sheet

Scorer 2 – record family name (surname) and initial of person completing the Running Score Sheet and Calling
Timekeepers 1 & 2 – record family name (surname) and initial in appropriate spaces in Technical Officials' details section

Statistician 1 – Record family name (surname) and initial of the person calling of the statistics if used

Statistician 2 – Record the name of the person inputting the statistics if used

Bench Manager – Record family name (surname) and initial of the Bench Manager if used

Sub Runners – record family name (surname) and initial of the sub runners if used

* The blank line can be used either for the 2nd sub runner or for other bench roles as required – if not a sub runner please add the title

2. Completing Team Details refer §2 on score sheet.

EXAMPLE

TEAM 1: ENGLAND Positions at start

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

Note: only quarter starting positions are recorded on this sheet – substitutions/Tactical changes are recorded on the Player Changes and Game Management Form

- From official team lists – record names of up to 12 players and up to 5 team officials; 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 section 1 above.
- Team 2 must be the same team as recorded in match details in section 1 above.
- For both teams indicate starting position of players in the first quarter player record box

Only enter positions for those players **on Court for the start of the match.**

2. **Recording the initial Centre Pass**
refer §4 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.
- Abbreviations for each team name may either be offset (indicating the direction) or written directly under each other.
- During the quarter, after each goal, accurately record the Centre Pass alternatively once taken.

During the Match

4. **Recording Score and Centre Pass**

[A] Numerically

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

refer §4 on score sheet.

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

Centre Pass is recorded as shown.

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.
- All Unsuccessful attempts at goal are shown as: •
- Misses caused by a penalty continue to be unrecorded (see NB points below)
- All Goals scored are recorded as a number e.g. **1, 2, 3** etc.

NB:

- **Do not record missed attempts at goal for which a sanction is subsequently awarded (refer pages 19-20)**
- **Do record unsuccessful attempts that are deflected or intercepted by a defender as a miss.**

[B] Progressively

refer §5 on score sheet.

As each goal is scored, cross straight through the next number under the appropriate team on the far-right section of the score sheet.

TEAM 1

~~1~~ ~~2~~ ~~3~~ 4 5
6 7 8 9 10 etc.

TEAM 2

~~1~~ ~~2~~ 3 4 5 etc.

2. **Cross Reference Scores Regularly**

- By listening to the score confirmation call made for the benefit of the Timekeepers.
- By glance at Scorer 2 – running score.
- By request of Scorer 2 to check score.
- At each break / interval.

6. Recording Centre Pass details at end of Quarter

refer §4 on score sheet

[A] Centre Pass Taken – no attempts.

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

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 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.

[C] Centre Pass Taken – goal scored.

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
M	6	••		
N		•	3	•
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 down slash is to ensure that there can be no alteration to the sheet.

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

Note: some lines omitted in above tables

7. Recording the Centre Pass details for the start of the next Quarter refer §4 on score sheet

- Immediately the quarter ends, check the next Centre Pass with Scorer 2.
- At the end of the quarter, the Umpires will come to the Official Bench and will advise the next Centre Pass (this should align with your records).
- In the Centre Pass (**Ctr Pass**) column for the **next** quarter write this team.

8. Detailing the goal/attempt statistics for a Quarter refer §6 & §9 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

Centre pass	Team 1		Team 2	
	GS	GA	GS	GA
T1	1			
T2		..		1
T1	.		1	
T2			2	.
T1	2			
T2	.	1	.	..
T1	3			
T2		..		2
T1		2.		
T2		..3		
T1				..3
T2	.	4		
T1				
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 individual shooter in the match stats section at the bottom for the quarter. Refer §9 on score sheet.
- In relevant quarter column of section §6 of the score sheet 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.
- Where Statisticians are operating confirm the number of attempts and goals scored for each shooter.

9. Marking the progressive score

TEAM 1

1 ~~2~~ ~~3~~ ~~4~~ ~~5~~
 6 ~~7~~ ~~8~~ ~~9~~ ~~10~~
 11 ~~12~~ ~~13~~ 14 15 etc.

TEAM 2

1 ~~2~~ ~~3~~ ~~4~~ ~~5~~ }
 6 ~~7~~ ~~8~~ ~~9~~ ~~10~~ } etc.

Shows Quarter 1 and 2 score for above example.

Progressive Score

- Record quarter time score on progressive score (*refer §5 on score sheet*) by marking with a box/bracket (as shown).
- At end of the match, put a **circle** round the **final score** on the progressive score.

10. Recording player changes during the match *refer §7 on score sheet*

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

At the beginning of each quarter, the initial positions are written in Q1 the box. Place an X against any player that does not start the quarter.

When a Substitution/Tactical/Team Change Form is handed to the bench it is processed by the Timekeepers on the Player Changes and Game Management Form which forms part of the formal paperwork for the match.

Scorer 1 only needs to record the starting 7 for each quarter on this form but will need to be made aware of shooter changes as they happen – all of the team changes forms at the end of the quarter will be held by Scorer 1 so the individual shooters stats can be calculated in a timely manner.

The Bench Manager receives the team changes form from the sub runner/team manager and hands to Scorer 1 who numbers them sequentially, these are then shared with the Timekeepers, who then return this to Scorer 1 to ensure the Scorers are aware of any and all shooter changes as they occur in the match.

Subsequent Quarters

refer §7 on score sheet.

	Player ID numbers and Names	1	2	3	4
1	Adams K.	C	C	C	C
2	Andrew G.	WA	X	X	WA
3	Brown T.	X	WA	WA	X
4	Franks T.	X	GA	GA	GS
5	Jackson P.	GS	X	X	X
6	Jones J.	GA	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 box.

Place an X against any player that does not start the quarter.

Should a player be suspended or ordered-off at the commencement of a quarter indicate this by placing an S or O in the starting position for that player.

11. Recording changes of Shooters in scoring columns refer §4 on score sheet

Shooter changes must be indicated **when they occur**, i.e. during the correct centre pass 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 action in the box during the last centre pass this player took part in. Space must be left to record shots attempts by the replacement shooter. (NB if the shooter took no shot in the line of the relevant centre pass, then a box with an X in is placed at the point in the game that they left the court).

[A]

Team 1		Team 2	
GS	GA	GS	GA
	1	..	
		1	..
.	..	2	
	2		

Shooter 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 first 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		

Shooter 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]

Team 1		Team 2	
GS	GA	GS	GA
	1	..	
			..1
X		1	
	2		

Shooter 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 in line with the centre pass record where the player leaves the court.

[D]

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

Note – some lines not shown in table.

Shooter replaced at end of Quarter.

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

- Put a **red square** around the outside of the relevant shooters action box on the line of the last centre pass taken in the previous quarter (as shown) This action can be a goal, miss, a combination of actions or no attempt made.

No attempt made is shown by a red box with an X in on the last center pass line of the quarter as shown in the above examples.

12. Recording the Shooting Statistics refer §4, §6 and §9 on score sheet

[A] – No Shooter changes made.

This example does not have any changes or substitutions/tactical changes affecting the shooters 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 summarizes the score at the end of Quarter 2.

The Q Scr. line is the total for the team for that Quarter.

The Prog. Scr. Line is the progressive score so in this example would be the Q1 and Q2 scores added together – this should tally with the scoreboard and the progressive score at the end of the quarter as shown in section 9.

Each shooters total is added to their shooting statistics line in the match shooting statistics table (shown in §9) how to do this is detailed below in section 13 B

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

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
Q. Scr.	5		2	
Prog. Scr.	12		7	

[B] – Shooter changes made.

In the 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.

Receive team changes form from Sub runner/Bench Manger – Scorer 1 checks for shooter changes numbers the form and passes it to the Timekeepers to make the changes on the Player Changes and Game Management Form. The team change form is then passed back to Scorer 1.

NB Should an electronic version of the scoresheet be used it is acceptable to continue to number the score for the quarter as shown above or to restart the numbering for the new shooter from 1 (as shown below) as long as the method selected is used consistently across the score sheet. The totals box will be the same for both examples.

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

Ctr Pass	Team 1		Team 2	
	GS	GA	GS	GA
Q. Scr	4		2	
Prog. Scr.	11		7	

Individual shooter numbering example

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

AFTER THE MATCH – Completing the Match Details

13.

[A] Recording the Match Times and other end of game details refer §3 on score sheet.

- The match time section is completed using information from the Timekeepers Form at the end of the game.
- **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).
- **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 26-29).

[B] Shooting Details refer §9 on score sheet.

- Calculate and complete all shooter statistics.
- Statistics (based on the entire match) must be calculated for EACH player that has played GS or GA in the game.
- Remember to enter each player's team number in the left-hand column (the players number is the left-hand number from the players details in section 2)

NB if also running in conjunction with an electronic statistics system it may be better to use the players squad number - this is acceptable as long as it consistent for all players and clear for a future reader of the form.

TEAM 1: Fiji									
Player No		1	2	3	4	E T 1	E T 2	T ot al	%
6	Scrd	8	6	5	7	x	x	26	74
	Att	10	8	7	10	x	x	35	%
3	Scrd	5	1	x	x	x	x	6	60
	Att	6	4	x	x	x	x	10	%
4	Scrd	x	x	9	7	x	x	16	89
	Att	x	x	10	8	x	x	18	%
Team Total	Scrd	13	7	14	14	x	x	48	76
	Att	16	12	17	18	x	x	63	%
Q Total	%	81	58	82	78	x	x	76	%

- The attempts (Att.) are a total of the number of attempts made at goal (regardless of position) by the individual player in the Quarter.
- The Scored (Scrd.) are a total of the number of goals achieved by the individual player (regardless of position) in the Quarter.
- The percentage is calculated by dividing the scored total by the attempts total and multiplying by 100. The % column to the right is the players total percentage. The % row at the bottom is the teams total % for each quarter.

[C] Score & Match Details refer §3 on score sheet.

- Check score with Scorer 2
- Write the winning team in the **Match Won by** section located on the left just below the time details for the match.
- Record the **Final Score** – winning team score, followed by losing team score.

14. 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 (often the Bench Manager who may carry out checking of the Score Sheet)
- The Score Sheet, along with the Player Changes and Game Management form for each team is the official record - for international matches, either the original or a scanned copy must be sent to WN.
- A Copy (either electronic or a triplicate copy as determined by the competition) must go to the teams.
- A copy should be made available to the Media Manager

SCORER 2: Running Score Sheet/Caller

Scorer 2 should wear headphones connected to Umpires if these are available.

1. Complete match details

Responsible for calling for Scorer 1, completing Running Score Sheet and confirming the score with the Timekeepers / scoreboard operator.

- Date - match date in numerals e.g. 28/09/15 or 09/28/15 i.e. DD / MM / YY or MM / DD / YY.
- Event e.g. NWC.
- Court number e.g. 1.
- Venue e.g. Manchester Arena.
- Match names of both teams.
- Team 1 is the team sitting to the Right of the bench as you look to court (usually the home team).
- Team 2 is the team sitting to the Left of the bench as you look to court (usually the away team).

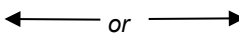
These must be in the same order and use same details as on the official Score Sheet

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 Official Bench


- Enter team taking first Centre Pass on next line.

3. Indicate Centre Pass with arm signal at beginning of Quarter so the umpires can see if required

After each goal

- Verbally state who has the 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.
- 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

At Interval

- If necessary, check with Umpires at the end of the quarter if Centre Pass was taken or not.
- Check with Umpires the team to have the first Centre Pass to begin the next quarter.
- Before play restarts, confirm Centre Pass, both team and direction, with the Umpires.

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

Do NOT anticipate completion of an action.

- **Use same order.**
e.g. Team – Position – Action

Use same language throughout.

Examples:

Successful goal Singapore — GS — In

Successful penalty England — GS — In

Unsuccessful goal Wales — GA — Out

Unsuccessful penalty Fiji — GS — Out

NB it is best practice to use as few words as possible when calling especially on international games where there will be people whose first language is not the same as yours. The score should where possible be called in the order of Team 1 score followed by Team 2 score to minimize the number of words said.

So, for example a typical call could be in this scenario - Singapore (Team 1) are playing England (Team 2) Singapore have just scored and the score is now 34-10 to England. England have the next centre pass the call could be.

Singapore - GS - IN - 10 - 34 - England centre (England Centre or England taken or just England to indicate the centre pass - this will depend upon the requirements of Scorer 1 which should be agreed at the outset of the game and called consistently throughout).

5. 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)

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

6. Cross reference scores regularly

Check with Scorer 1 regularly.

- Glance at Score Sheet.
- Listen for confirmation/agreement when score is called.
- Check at each break/interval.

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

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

NB The centre pass should not be recorded on any paperwork until it has been taken.

[A] No goal from last Centre Pass.

- 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.

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

[B] No Centre Pass after last goal

- 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.
- NB it is acceptable to put a dash in the box or leave it blank to indicate there is nothing in the box.

Centre Pass	Team 1	Team 2
N	6	–
M	–	3
N	–	4
	/	

8. Record Centre Pass details for the start of next Quarter.

At the beginning of the interval,

- Confirm with the Umpires the team that will have the first Centre Pass of the next Quarter.
- Check Centre Pass with Scorer 1.
- Write the next Centre Pass (in Ctr Pass column) for the appropriate quarter.

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

- State team that won match on the running score sheet.
- State final score with winning team's score listed first.

CALLING PROTOCOLS

Guidelines for Caller (Scorer 2)

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 Technical 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

- Call the team to take the Centre Pass. Timing of this is important as the information cannot be recorded until it has occurred. 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 applicable, confirm the Centre Pass as 'Taken' or 'Not Taken' at the end of the quarter with the umpires. Confirm the first Centre Pass of the next quarter with the Umpires at the Interval.
- 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.

Goals/Attempts

- When calling an attempt use **Team Name** followed by **Position** followed by either **IN** or **OUT**. If a **sanction** is taken, the call will be the same – be aware that some shots as a result of a penalty are not recorded (refer page 20).
- 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/Blocks 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.

Typical example of call after a goal would be in the order of; England GS in, 31, 30 Australia centre (equivalent to Team 1 Score, Team 2 Score). Avoid using excessive words and work as a team with other Technical Officials

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 GD nor GK infringed) and a Penalty Pass is played as a shot at goal, record the attempt 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 goal.** The second Penalty Pass will not proceed.
- The shot is unsuccessful – the Umpire will proceed with the second Penalty Pass. **Record ONLY the second penalty (goal/attempt) as a goal or a miss.**

Similarly, if a defence 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, played as a shot at goal, 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 the Penalty Pass and attempts a shot at goal.

An infringement of this sanction 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 Pass. 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 at goal 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 goal**.

2. GA takes a Penalty Pass in the Goal Circle with GD standing out as the infringer. Before the GA attempts to shoot the ball the 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 shot'. As the players strive for the rebound, GK contacts GS and a further penalty sanction is awarded.

In this case, the penalties are not related and **both attempts 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.

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 12 minutes or 8 minutes – check this **before** the match starts. A **Real Time Clock** showing seconds is also required.

Although the Timekeepers are working together the usual division of responsibilities will be:

- **Timekeeper 1 - Official Timekeeper** – (may be the electronic timer/scoreboard with audible horn) uses the Manual Timers for playing time, intervals, stoppages.
- **Timekeeper 2 - uses backup Timer** – in addition to using count-down timers, also records player changes, game management and other stoppages using the **Player Changes and Game Management** form.

The electronic timer/scoreboard may be operated by Timekeeper 1 if the scoreboard has an audible sound being used to signify the end of time.

The scoreboard if not being used to sound/alert the end of time maybe 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 (where available) 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).

- The Timekeeper **must test** both Umpires' Alerts before the match commences.
 - The Alerts must always be activated:
 - **2 sec before the time is** due to elapse for countdown warnings.
 - at the same time as the electronic signal (siren) for the end of each period of play.
 - at the same time as the audible sound when both umpires indicate the centre pass incorrectly.
 - The Alerts, once activated, will usually vibrate for 8 sec, thus alerting the Umpires.
 - The 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.
 - For countdown warnings, it is usual for only the Official Bench side Umpire's Alert to be activated.
 - At all other times, both Umpire Alert Units are activated simultaneously as needed.

NB: 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.

A minimum of six 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 a countdown timer*).
- **Stoppage timer** – to time stoppages of up to 30 seconds (*may also be used for other stoppages*).
- **Suspension timer** – to time suspension of 2 minutes playing time.
- **Ordering off timer** – to time 4 minutes should a player be ordered-off court.

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

3. 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 12 or 8 min at Half Time (the length is determined by the event organizer **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.

4. Match Times

Use the **WN Player Changes and Game Management Form** to record:

- start times for each quarter.
- Full time for the game
- Extra Time End for the game (as required)

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

If Extra Time applies, 'Extra Time End' will be when Extra Time finishes (refer page 29)

- 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.
- Signal time at the end of each quarter with an electronic signal (siren) to indicate the end of each period of play with either of the following used to cover any possible malfunction of that siren:
 - at the same time as the siren is activated, the umpire alerts are activated, or
 - immediately it is realised the siren has not activated, a hand-held air horn is activated
- 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, confirming score with Scorers)

- Activate Umpire Alert Units as required:
 - 30 sec warning (*32 sec on timer*)
 - 10 sec warning (*12 sec on timer*)
 - signal ready to start play by raising arm.
- 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*)

Record as exemplified below:

- In 'Start Time', enter Real Time when each quarter starts (e.g. 3:01pm or 15:01)
- In 'End Time', enter Real Time when the game ends (e.g.4.25pm or 16:25)

If the game goes to extra time, record the end of extra time Real time in the Extra time end box.

INTERNATIONAL NETBALL PLAYER CHANGES & GAME MANAGEMENT																			
Name of Event: Netball Premier league Venue: EIS Sheffield Date: 20/05/23 Name of Team: Swifts	<table border="1"> <thead> <tr> <th colspan="6">Match Timings</th> </tr> <tr> <th>Qtr 1 Start time:</th> <th>Qtr 2 Start time:</th> <th>Qtr 3 Start time:</th> <th>Qtr 4 Start time:</th> <th>Full Time:</th> <th>Extra Time End:</th> </tr> </thead> <tbody> <tr> <td>15:01</td> <td>15:20</td> <td>15:47</td> <td>16:09</td> <td>16:25</td> <td>N/A</td> </tr> </tbody> </table>	Match Timings						Qtr 1 Start time:	Qtr 2 Start time:	Qtr 3 Start time:	Qtr 4 Start time:	Full Time:	Extra Time End:	15:01	15:20	15:47	16:09	16:25	N/A
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5. Completing the Player Changes and Game Management Form

On the correct teams' **Player Changes and Game Management Form**, at the start of the game enter the teams from the Team list sheets as shown in the example below. Write in game details and circle the correct Team number (1 or 2 as stipulated by the location of the bench as per Scorer 1 instructions). Include the name of the opposition in the box at the bottom of the form.

During the game if a substitution/Tactical change is made, hold time as directed by the umpires. Then on the correct teams Player Changes and Game Management form, enter the substitution/tactical change as made by the team, input the substitution/Tactical change onto the form as shown below and write at the top of the column the Q number/ If the competition regulations stipulate, also write time left on the countdown timer at the point time was stopped for the substitution/Tactical/injury change to be made.



INTERNATIONAL NETBALL PLAYER CHANGES & GAME MANAGEMENT

Name of Event: Netball Premier league Venue: EIS Sheffield Date: 20/05/23 Name of Team: Swifts			Match Timings Qtr 1 Start time: 15:01 Qtr 2 Start time: 15:20 Qtr 3 Start time: 15:47 Qtr 4 Start time: 16:09 Full Time: 16:25 Extra Time End: N/A																																																												
Team No: ① 2 * please circle			Stoppage player changes during each quarter, with full team list recorded at the start of each quarter indicated by Quarter no.																																																												
Player ID Numbers and Names - listed in alphabetical order by family name then initial	Starting Position	Q2		Q3		Q4		Q4		Q4		Q4		Q4																																																	
		10:20	GA	10:23	0:23	13:23	6:22	6:10	2:10																																																						
1 72 Bell J.	GS	GS		GS		GS																																																									
2 2 Brian A.	-	-		-		-																																																									
3 88 Davison J.	-	-	GD	GD		GD																																																									
4 15 Green B.	GA	GA																																																													
5 22 Hall R.	-	-	C	C		C																																																									
6 9 James N.	WD	WD		WD	S	S	WD																																																								
7 45 Manville M.	GD	GD					WD																																																								
8 33 McDonnell R.	C	C				WA																																																									
9 34 O'Neil C.	WA	WA		WA																																																											
10 17 Page V.	GK	GK		GK		GK		O	_____																																																						
11 7 Richards P.	-	-	GA	GA		GA																																																									
12 51 Smith M.	-	-										GK																																																			
Emergency Stoppage: reason, real time & length																																																															
Captain: James N. Coach: Lacey L. Primary Care Person: Jameson R. Coach 2: Brown M. Coach 3: Heys J. Manager: Plant G. Team Dir if present: N/A			Game Management <table border="1"> <thead> <tr> <th>Qtr</th> <th>Player ID No. & Name / Name of Team Official</th> <th>Position OR Role</th> <th>W, S, O</th> <th>Time left in Qtr</th> <th>Name of Umpire</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Lacey, L.</td> <td>Coach</td> <td>W</td> <td>10:50</td> <td>Kent, M.</td> <td>Bench Behaviour</td> </tr> <tr> <td>3</td> <td>6</td> <td>WD</td> <td>W</td> <td>7:38</td> <td>Kent, M.</td> <td>Intentional Contact</td> </tr> <tr> <td>3</td> <td>6</td> <td>WD</td> <td>S</td> <td>0:23</td> <td>Green B.</td> <td>Intentional Contact</td> </tr> <tr> <td>4</td> <td>11</td> <td>GA</td> <td>W</td> <td>11:38</td> <td>Green B.</td> <td>Persistent Obstruction</td> </tr> <tr> <td>4</td> <td>10</td> <td>GK</td> <td>W</td> <td>8:32</td> <td>Kent M.</td> <td>Intentional Contact</td> </tr> <tr> <td>4</td> <td>10</td> <td>GK</td> <td>O</td> <td>6:10</td> <td>Kent M.</td> <td>Dangerous play</td> </tr> </tbody> </table>												Qtr	Player ID No. & Name / Name of Team Official	Position OR Role	W, S, O	Time left in Qtr	Name of Umpire	Reason	2	Lacey, L.	Coach	W	10:50	Kent, M.	Bench Behaviour	3	6	WD	W	7:38	Kent, M.	Intentional Contact	3	6	WD	S	0:23	Green B.	Intentional Contact	4	11	GA	W	11:38	Green B.	Persistent Obstruction	4	10	GK	W	8:32	Kent M.	Intentional Contact	4	10	GK	O	6:10	Kent M.	Dangerous play
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Other game information Opposition Name: Giants																																																															

- The above example demonstrates how this form is to be used.
- The starting 7 of each quarter is input in the first column (Starting position)
- In the example above there were no stoppages for substitution/Tactical changes or injury in Q1.
- The starting lineup for Q2 was the same as Q1, this is shown in the 2nd column. At the top of the column to show that this is the Quarter starting lineup only Q2 is added
- In Q2 GA called time with 10.20 left for the quarter., the time and player position who called the injury is input into the top of the column and the substitutions made detailed below. In this scenario GA, GD and C were all substituted at this stoppage (some competitions may not require the time to be included).
- Q3 started as Q2 ended, the column has Q3 at the top to indicate it is the Q3 start information.
- There were no substitutions/Tactical or injury changes made in Q3.
- There was a suspension in Q3 with 23 seconds to go – this is shown as the player in question having an S in their line.
- In the interval between the 3rd and 4th quarters WA was changed – this is shown in the Q4 starting positions. The WD is still on a suspension this is shown with an S in the row for this player.
- In Q4 an injury time was called by the WD with 6:22 on the clock, the WD was a straight swap change, and no other players were changed.
- There was an ordering off in Q4 – this is shown with an O in the players row in the relevant column – the remaining boxes are crossed out as this player can no longer return to court. They can be replaced after 4 minutes, and this is shown in the last column at 2:10

Should a player be suspended or ordered-off at the commencement of a quarter indicate this by placing an S or O in the starting position for that player.

NB should a tactical change be made then a T is put in the top of the column to indicate this as the reason for the change rather than the player who called it

[A] Stoppages for illness/injury or blood

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

Both teams may make substitutions/Tactical 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 the Player Changes and Game Management Form record under the team concerned record any substitutions/Tactical changes as above.
- If the match has not restarted, advise umpire when 10 seconds remain. On Umpire's signal, restart match timer; 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 technical 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 time, start stoppage timer.
- When the Umpire indicates to extend a stoppage continue timing the stoppage.
- Make a note to record details (Reason, Real Time & length) of Emergency Stoppages on Player Changes and Game Management Form.
- On Umpire's signal, restart match timer; stop, clear and re-set stoppage timer.

[C] Suspension

The umpires will suspend a player normally 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 the umpire signals to the Official Bench a player has been suspended (arm vertical with 2 fingers displayed) start 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.
- Advise reserve umpire when 2 minutes playing time has expired.
- Stop, clear and re-set suspension timer.
- Record the suspension details on the timekeeper's form.

6 Game Management

Umpires will apply game management throughout the game. The normal pattern is as follows.

Player is given pro-active advice to change the players behaviour

If a player continues, they are given a warning.

If the player continues, they are suspended for 2 minutes.

If the player continues after returning to court, then they can be ordered-off.

- The Timekeepers are responsible for recording all warnings, suspensions, and orderings off on the relevant teams Player Changes and Game Management Form, an example is given below.
- Additionally, if any player is suspended, they are responsible for timing the 2 minutes and informing the reserve umpire as to when this time is completed.
- If a player is ordered-off, they take no further part in the game but can be replaced after 4 minutes. The Timekeepers are responsible for timing this also and informing the reserve umpire when 4 minutes is completed.

NB if the time is stopped for any reason by the umpires during the timing or a suspension or ordering off then the suspension clock also stops.

Game Management						
Qtr	Player ID No. & Name / Name of Team Official	Position OR Role	W, S, O	Time left in Qtr	Name of Umpire	Reason
2	Lacey, L.	Coach	W	10:50	Kent, M.	Bench Behaviour
3	6	WD	W	7:38	Kent, M.	Intentional Contact
3	6	WD	S	0:23	Green B.	Intentional Contact
4	11	GA	W	11:38	Green B.	Persistent Obstruction
4	10	GK	W	8:32	Kent M.	Intentional Contact
4	10	GK	O	6:10	Kent M.	Dangerous play

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 Extra Time and Extended Extra Time applies.
- additional International Score Sheet and Running Score Sheet.

Duration of Extra Time

Following the end of the 4th Quarter, there is an interval of 4 minutes at the end of Full Time before Extra Time begins. Teams change ends before recommencing play.

- **Extra Time commences** after this interval (i.e. when play restarts)
- **Extra Time consists of** two halves of equal length not exceeding 7 minutes with an interval of 1 minute between them. Teams change ends during this interval. 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.

SCORER 1

- At Full Time**
- Enter details on the additional score sheet (as previously).
 - For both teams indicate starting positions for Extra Time in top left-hand corner of player record boxes.
 - 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.
 - Record first Centre Pass for Extra Time (sequence continues from end of Quarter 4).
- During entire Extra Time period**
- Record the Centre Pass sequence, goals/attempts as previously.
- End of First Half**
- Complete details for half in same way as at end of a quarter.
 - Use the **second** set of columns for the second half of Extra Time; record Centre Pass details for the restart of play.
- End of Second Half (7 min)**
- If the scores are close towards the end of the second half, maintain frequent score check with Scorer 2.*
- If scores are not tied, confirm with Scorer 2 that match should end.
 - If scores are tied, confirm with Scorer 2 that Extended Time applies.
- Extended Time**
- During Extended Time, maintain frequent score check with Scorer 2 to confirm score.*
- Underline the numbers (in the progressive scores) where the scores were tied at end of second half (7 min play) and Extended Time began.
 - Continue to record the Centre Pass sequence and the goals/attempts in the **second** set of columns.
 - Immediately one team leads by two (2) goals, confirm with Scorer 2.
- At End of Match**
- Complete result details on the additional score sheet.
 - Complete all other match details.
 - In the 'Comments' section, record Sheet 1 as '1 of 2' or '1/2' and Sheet 2 as '2 of 2' or '2/2'. *refer §8 on score sheet.*

SCORER 2/CALLER

At Full Time

- Enter details on the additional Running Score Sheet (as previously)
- Record first Centre Pass for Extra Time (sequence continues from end of 4th Quarter)

During entire Extra Time period

- Record the Centre Pass sequence, goals/penalties/attempts as previously.

End of First Half

- Complete details for half in same way as at end of a quarter
- Use the **second** set of columns for the second half of Extra Time; record Centre Pass details for the restart of play.

End of Second Half (7 min)

If the scores are close towards the end of the second half, maintain frequent score check with Scorer 1.

If scores are not tied:

- confirm with Scorer 1 that match should end.
- immediately advise Timekeeper/s to signal to Umpires to end the match.

If scores are tied:

- confirm with Scorer 1 that Extended Time applies.
- immediately advise Timekeeper/s that Extended Time applies

Extended Time

During Extended Time, maintain frequent score check with Scorer 1 to confirm score.

- 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.
- Continue to record the Centre Pass sequence and the goals scored in the **second column**.
- Immediately one team leads by two goals, confirm with Scorer 1.
- Immediately advise Timekeeper/s to signal to Umpires to end the match.

TIMEKEEPERS

Before 4th Quarter commences

- Set interval timer for 4 min (the interval between Full Time and when Extra Time play begins) in case this is needed.

At Full Time (end of 4th Quarter)

- At Full Time, if scores are tied, immediately start interval timer, and hold up the 'visual signal' to indicate play is in Extra Time
- Record Real Time for Full Time on Player Changes and Game Management Form
- Set the match and electronic timers to 7 min for first half.
- Advise Umpire/s of 30 sec & 10 sec warnings (timer shows 32 & 12 sec) by using the Umpire Alert Units; signal start time.

Stoppages during Extra Time

- Have stoppage timer set for 30 seconds.
- On Player Changes and Game Management Form, 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).

First Half

- As play restarts, start match timer set for first half (7 min)
- Set interval timer to 1 min ready for interval.
- Use an electronic signal (siren) to indicate the end of the first half and activate the umpire alerts at the same time or immediately it is realised the siren has not activated, activate a hand-held air horn.

Interval

- At end of first half, immediately start Interval timer (1 min)
- Reset match and electronic timers to 7 min for second half.
- Advise Umpire/s of 30 sec and 10 sec warnings (timer shows 32 & 12 sec) by using Umpire Alert Units; signal start time.

End of Second Half

If the scores are close towards the end of the second half, the Scorers will maintain a frequent score check. Scorer 2 will advise if Extended Time applies.

- At the end of the second half (7 min), the Scorers will confirm if one team is leading. Use an electronic signal (siren) to end the match and activate the umpire alerts at the same time or immediately it is realised the siren has not activated, activate a hand-held air horn.
- If advised by Scorer 2 that scores are tied at the end of the second half (7 min), **do NOT use the electronic signal (siren) or activate** the Umpire Alert Units as Extended Time procedures will apply (see below).

Extended Extra Time

- Immediately Scorer 2 advises that the scores are **tied** at the end of the second half, hold up the visual signal to indicate play is in a 'two goal advantage' phase.
- If operating the electronic scoreboard, keep checking the display against the official score.
- When advised by Scorer 2 that one team has a two-goal lead, use an electronic signal (siren) to end the match and activate the umpire alerts at the same time or immediately it is realised the siren has not activated, activate a hand-held air horn.

At End of Match

- On Player Changes and Game Management Form, record Real Time when Extra Time ends.
- Check Player Changes and Game Management Forms have been completed and pass to Scorer 1 for entry on Score Sheet.
- Complete all match details as required.

OFFICIAL BENCH EQUIPMENT CHECK LIST

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

TIMING EQUIPMENT

Timers	countdown type - 6 required (Recommend spares be available)
Spare batteries	correct sizes for timers/clocks/umpire alerts etc.
Clock	portable clock with seconds (for 'real time' display)
Umpire Alerts	2 complete sets plus 1 spare set of spare batteries
Audible Signal	electronic signal (siren), hand-held air horn, bell, or another signal (that can be heard easily)

RECORD SHEETS

Score Sheets	3 x International Score Sheets 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.

Player Changes and Game and Game Management Forms	4 x forms
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Extra copies in case of lots of game management or extended time etc.

Substitution/Team Change Forms	12 (single) forms or 2 carbonized pads as required by event requirements.
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Note: Team Lists are usually provided to Team Officials separately

MATCH EQUIPMENT

Match Balls	2 inflated balls
Ball pump	
Extra Time Signals	cards (<i>if Extra Time is applicable</i>)
BLOOD SPILL KIT	rubber gloves antiseptic wipes paper towels spray bottle (antiseptic liquid) Ziploc bags for soiled waste

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 bodily fluid or other major spills that may occur.

MISCELLANEOUS	towels pens and pencils Ruler Calculator Repositionable labels paper clips/bulldog clips stapler firm, flat surface for writing on e.g. cardboard/clipboard.
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REFERENCE MATERIAL

WN Technical 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.

**[Covers, Appendices & Templates
provided separately]**