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INTRODUCTION

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

The procedures in this Manual apply to all matches played at events under the direct jurisdiction of INF. Changes to the Rules of Netball, effective from January 2016, are included in the procedures outlined.

All matches played for INF World Ranking purposes are required to use the INF Score Sheet. The INF Running Score Sheet should also be used in conjunction with this.

It is recommended that INF Members align their 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 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 INF 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 large 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) 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.

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 – 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. If the forms are carbonized 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 applies. 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 & 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 Official(s) 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

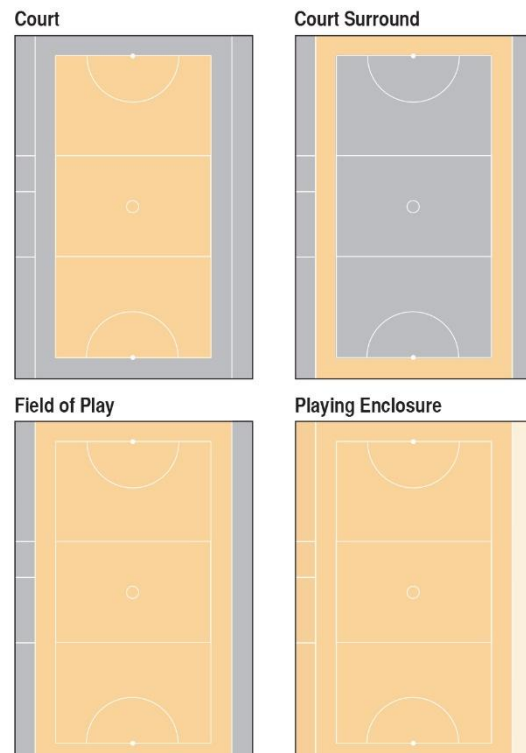
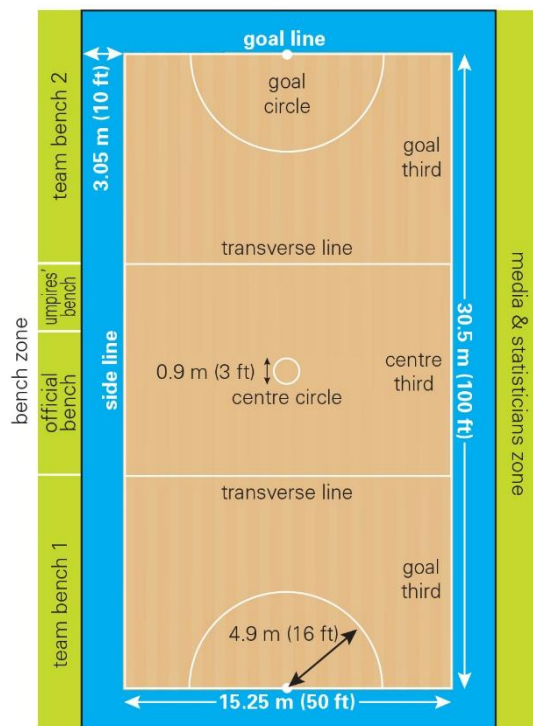
PLACEMENT OF TECHNICAL OFFICIALS

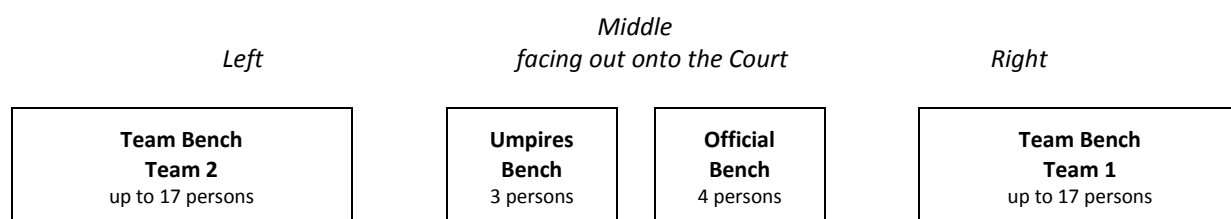
1. Layout for Official Bench

<i>Left</i>	<i>Middle</i> <i>facing out onto the Court</i>	<i>Right</i>
Timekeeper 1	Timekeeper 2	Scorer 2
		Scorer 1

- 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 the INF.

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





- 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. This layout may be changed but only with approval from the INF.
- 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.
- 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 organizers.

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. 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 28).
- 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. 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 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 umpire nearer the Official Bench will do a 'Pass Check' with the scorer [Rule 6.1.1 (iv) (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 6.1.1 (iv) (b)]. 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.

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.*

1. Completing Match Details

refer §1 on score sheet

EXAMPLE

Court No:	5
Tournament:	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.
Start Time:	
Full Time:	
Extra Time End:	

- 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. 28/09/15 or 09/28/15
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
- Umpire 1 & Umpire 2 – family name (surname) and initial
- Reserve Umpire –family name (surname) and initial

2. Completing Team Details

refer §2 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

- 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 Technical Officials Details <i>refer §3 on score sheet</i>	Print both first name and family name ▪ Scorer 1 – record name of person completing Score Sheet ▪ Scorer 2 – record name of person completing Running Score Sheet and Calling ▪ Timekeepers 1 & 2 - record names in appropriate spaces in Technical Officials' details section
4. Recording the initial Centre Pass <i>refer §4 on score sheet</i>	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 or written directly under each other ▪ During the quarter, after each goal, record the Centre Pass alternatively
5. Recording the Match Times <i>refer §1 on score sheet</i>	▪ 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 <i>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 24-27)</i>

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 §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
- Unsuccessful Penalty Pass attempts at goal are shown as **P**
- Other unsuccessful attempts at goal are shown as •
- Successful Penalty Pass 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

*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*

[B] Progressively

refer §5 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 – running score
- By request of Scorer 2 to check score
- At each break / interval

[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 §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 check with your records)
- In the Centre Pass (**Ctr Pass**) column for the **next** quarter write this team

10. Detailing the goal/attempt statistics for a Quarter

refer §6 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	

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

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 15, Section 13B)

Progressive Score

- Record quarter time score on progressive score (*refer §5 on score sheet*) by marking with ¼ 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 §7 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

When a Substitution/Team Change Form is 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. T. Franks 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 §7 on score sheet*

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.				

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

If a player does not take the Court during the quarter, place **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 below in the second diagram)

In the example shown:

- 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 Shooters in scoring columns *refer §4 on score sheet*

Shooter 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		

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 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

[D]

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

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:

- *Either:* mark the last goal/penalty/attempt with red box as in previous examples;
- *Or:* put **red square** around the outside of the box (as shown)

Note – some lines not shown in table

13. Recording the Shooting Statistics *refer §6 on score sheet*

[A] – No Shooter changes made

This example does not have any changes or substitutions 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 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] – Shooter 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
Scrd	1	1	2	0
Q. Scr.	4		2	
Prog. Scr.	11		7	

AFTER THE MATCH – Completing the Match Details

14. Completing the Score Sheet

[A] Time Details *refer §1 on score sheet*

- Timekeeper advises the Start Time and Full Time of the match in **real time** – e.g. 2.30 pm or 14:30 Start Time, 3.47 pm or 15:37 Full Time. Record these on Score Sheet
- 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 24-27)

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

- Check score with Scorer 2
- Write the winning team in the **Match Won by** section
- Record the **Final Score** – winning team score, followed by losing team score
- **Ensure all Technical 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 §8 on score sheet*

- (i) **Record any Discipline Measures taken**
- (ii) **Record any Emergency Stoppages**

- Record any official warnings, suspensions and/or ordering offs in **Comments** section of Score Sheet
- 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 (who may carry out checking of the Score Sheet)
- 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: 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 and completing Running Score Sheet

- Court number e.g. 1
- Match names of both teams
- Event e.g. NWC
- Date - match date in numerals e.g. 28/09/15 or 09/28/15 i.e. DD / MM / YY or MM / DD / YY
- Venue e.g. Manchester Arena
- Team 1
- Team 2

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

← or →

- Enter team taking first Centre Pass on next line

3. Indicate Centre Pass after each goal and at beginning of Quarter

After each goal

- Call Centre Pass as taken.
- 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 — Penalty — In
Unsuccessful goal	Wales — GA — Out
Unsuccessful penalty	Fiji — GS — Penalty — Out

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

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

6. Cross reference scores regularly

Check with Scorer 1 regularly

- Glance at Score Sheet
- Check at each break/interval

7. 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

8. 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
- Write the next Centre Pass (in Ctr Pass column) for the appropriate quarter

9. Fill in Match Shooting details

Complete at end of each Quarter

- Check information with Scorer 1
- Where Statisticians are operating, communicate with them regarding figures

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

Remember to initial Score Sheet as Scorer 2

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

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 – try to use a system similar to the Umpires. 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. 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, this call will be inserted before IN/OUT (refer page 17).
- 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 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 Pass 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 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 penalty**.

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

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

It is recommended that an audible sound is used by the timekeeper to indicate the end of each period of play e.g. air-horn, with umpire alerts used as backup in the event of a malfunction

Each Umpire wears an Umpire Alert Unit and the Timekeeper signals Warning Times and the end of a Quarter as needed from a base unit sited on the Official Bench

- The Timekeeper **must test** both Umpires' Alerts before the match commences
- As there is usually a time lapse, the Alerts must always be activated **2 sec before** The time is due to elapse
- 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

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 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

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
- Signal time at the end of each quarter with an audible signal e.g. air horn or by activating the Umpire Alert Units as needed
- 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)

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
- 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*)

4. 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 page 27)

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

5. 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 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)
 - position of player concerned
- 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 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 an official 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
- Advise reserve umpire when 2 minutes has expired
- Stop, clear and re-set suspension timer

6. 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 page 27)
- Check details of any Emergency Stoppages are entered in the Comments section 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 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/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)	<i>If the scores are close towards the end of the second half, maintain frequent score check with Scorer 2</i> ▪ 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	<i>During Extended Time, maintain frequent score check with Scorer 2 to confirm score</i> ▪ 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/penalties/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'

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)	<i>If the scores are close towards the end of the second half, maintain frequent score check with Scorer 1</i> 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	<i>During Extended Time, maintain frequent score check with Scorer 1 to confirm score</i> ▪ 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 Stoppage 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 the Stoppage 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 audible signal e.g. air horn or activate Umpire Alert Units as needed when 2 sec shows on Half Timer
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	<i>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</i> - At the end of the second half (7 min), the Scorers will confirm if one team is leading. Use an audible signal e.g. air horn or activate the Umpire Alert Units as needed to signal to the Umpires to end the match when 2 secs show - If advised by Scorer 2 that scores are tied at the end of the second half (7 min), do NOT use the audible signal 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 audible signal e.g. air horn or activate the umpire Alert Units as needed to signal to the Umpires to end the match
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.

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 (5 plus a spare) spare batteries
Clock	portable clock with seconds (for 'real time' display)
Umpire Alerts	2 complete sets plus 1 spare set spare batteries
Audible Signal	air horn, bell or other signal (that can be heard easily)

RECORD SHEETS

Score Sheets	3 x International Score Sheets <i>(each consisting of top copy + 3 carbon copies)</i> 3 x Running Score Sheets <i>Extra copies are needed in case of high scoring match or Extra Time (if it applies) or error</i>
Player Changes Sheets	2 x forms
Shooting Statistics Forms	5 x forms
Stoppage Forms	2 x forms
Player & Team Bench Discipline Forms	2 x forms
Substitution/Team Change Forms	12 (single) forms or 2 carbonized pads

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>
Other Stoppage Signal	card/baton

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 body fluid or other major spills that may occur.

MISCELLANEOUS

towels
pens and pencils
ruler
paper clips/bulldog clips
stapler
firm, flat surface for writing on e.g. cardboard/clipboard

REFERENCE MATERIAL

INF 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]**