

## Bench Officials Best Practice – 2019 Points of Clarification

It is important that all bench officials appointed to the 2019 Suncorp Super Netball and Australian Netball League seasons read both the below information, as well as the updated National Bench Officials Manual. There have been a number of amendments made to the manual, and it is critical that all bench officials take the time to read through the manual carefully. If you have any questions at all, please ask your appointed Bench Managers or email: [benchofficial@netball.com.au](mailto:benchofficial@netball.com.au)

SCORER 1	
Inconsistency identified	Correct procedure
<p><b>1. Re-writing of score sheets:</b></p> <p>✗ Some scorers are being asked to re-write score sheets at the conclusion of a match.</p>	<p><b>1. Re-writing of score sheets:</b></p> <p>✓ Score sheets are <b>NOT</b> to be re-written under any circumstances. If advice is given contrary to this, please contact Netball Australia at: <a href="mailto:benchofficials@netball.com.au">benchofficials@netball.com.au</a></p>
<p><b>2. Recording changes of Goalers in scoring columns – Goaler replaced after unsuccessful attempt (has not scored goal); Goaler replaced after scoring goal; Goaler replaced – has made no attempts; Goaler replaced at end of quarter</b></p> <p>✗ There is inconsistency in the recording of all types of Goaler changes, where to mark the change, the type of red box, and the placement of the red box.</p>	<p><b>2. Recording changes of Goalers in scoring columns – Goaler replaced after unsuccessful attempt (has not scored goal); Goaler replaced after scoring goal; Goaler replaced – has made no attempts; Goaler replaced at end of quarter</b></p> <p>✓ The manual has been updated to include examples of when Goalers are replaced mid quarter or at the end of the quarter, when no goals/attempts/penalties have been recorded.</p> <p>✓ <b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>○ When changes occur during a quarter, a small red square is used</li> <li>○ Where changes occur at the end of a quarter, and the Goaler has had goals, attempts or penalties, in Australia we put a red square around the entire box.</li> <li>○ Where changes occur at the end of a quarter, and there have been no attempts, a red square around the entire box must be used.</li> </ul>

	<ul style="list-style-type: none"> <li>✓ <b>The manual should be followed at all times. Refer to 12 A – 12 E for specific examples.</b></li> </ul>
<p><b>3. Match Shooting Statistics Form</b></p> <ul style="list-style-type: none"> <li>✗ Clarify whether or not decimals are required when completing the match shooting statistics form.</li> </ul>	<p><b>3. Match Shooting Statistics Form</b></p> <ul style="list-style-type: none"> <li>✓ When completing the Match Shooting Statistics Form, ensure only whole numbers are used, not decimals.</li> </ul>
<p><b>4. Match Shooting Statistics Form – Goaler Changes</b></p> <ul style="list-style-type: none"> <li>✗ Clarify when to make Goaler changes to the match shooting statistics form – e.g. during the match as it occurs or at the end of each quarter.</li> </ul>	<p><b>4. Match Shooting Statistics Form</b></p> <ul style="list-style-type: none"> <li>✓ Best practice is to make the changes immediately (within reason) as they occur. This ensures that the statistics correctly line up and the chances of error is reduced.</li> <li>✓ Bench Manager to monitor and support in this area as match is in progress.</li> </ul>
<p><b>5. Scorer 1 and Scorer 2 Teamwork</b></p> <ul style="list-style-type: none"> <li>✗ Clarify what to do if Scorer 1 hears a different call from Scorer 2, to what they have seen.</li> </ul>	<p><b>5. Scorer 1 and Scorer 2 Teamwork</b></p> <ul style="list-style-type: none"> <li>✓ As the official scorer, Scorer 1 must have the confidence to record exactly what they have seen on the scoresheet.</li> <li>✓ Bench Manager to monitor and support in this area as the match is in progress.</li> </ul>

SCORER 2	
Inconsistency identified	Correct procedure
<p><b>6. Calling Procedure for Centre Pass</b></p> <p>✗ For Scorer 2, there is confusion as to whether the Centre Pass should be called.</p>	<p><b>6. Calling Procedure for Centre Pass</b></p> <p>✓ The Centre Pass is only required to be called as 'taken' for INF World Ranking matches.</p>
<p><b>7. Calling Procedure for Goals Scored and Goal Attempts</b></p> <p>✗ Guidance has been given that the calling of goals and attempts to start when shooting action is in progress or when the shooter catches the ball.</p>	<p><b>7. Calling Procedure for Goals Scored and Goal Attempts</b></p> <p>✓ The calling procedure should commence <b>when the shooting action is complete</b>. This is because the shooter may actually pass the ball off to another player and then a correction would have to be made if the goal is scored and recorded early.</p> <p>✓ The correct calling procedure is:</p> <ul style="list-style-type: none"> <li>• Successful goal: <b>Singapore — Goal Shooter — In</b></li> <li>• Successful penalty <b>England — Goal Shooter — Penalty — IN</b></li> <li>• Unsuccessful goal <b>Wales — Goal Attack — Out</b></li> <li>• Unsuccessful penalty <b>Fiji — Goal Shooter — Penalty — Out</b></li> </ul> <p>✓ Best practice is that the full terminology is used when referring to positions, e.g. Goal Attack not GA or Attack.</p> <p>✓ Champion Data use colours and not team names to aid the recognition process on the computer screen. It is quicker and allows the data entry technician to continue capturing other statistics quickly.</p> <p>✓ Bench Manager to correct terminology and calling sequence, as soon as it is noticed.</p>
<p><b>8. Record the beginning Centre Pass sequence</b></p> <p>✗ Some bench officials have been advised that they are not required to indicate this on the running score sheet.</p>	<p><b>8. Record the beginning Centre Pass sequence</b></p> <p>✓ After result of Captains' toss is advised: Use arrow to indicate whether Team 1's goal is to the right or to the left of the score bench for the start of the first quarter. <b>THEN:</b></p>

	✓ Immediately enter the team taking the first Centre Pass on the next line.
<b>9. Cross reference scores regularly</b> ✗ There is confusion as to whether the score should be called after each goal.	<b>9. Cross reference scores regularly</b> ✓ Calling the score after every goal can slow down the calling process. Call occasionally for cross checking of score with Scorer 1 and venue score board.

TIMEKEEPERS	
Inconsistency identified	Correct procedure
<p><b>10. Timing Equipment</b></p> <ul style="list-style-type: none"> <li>✗ Clarify how many timers are required.</li> <li>✗ Can the stopwatch for injury time be used for 'time outs' (SSN only)? If so, how does this work?</li> <li>✗ Confusion as to whether to have stopwatches set to count down or count up mode for stoppages.</li> </ul>	<p><b>10. Timing Equipment</b></p> <ul style="list-style-type: none"> <li>✓ Five Timers plus a spare – match timer or Tissot clock when in use; interval/injury timer (x 2); suspension timer; match timer or venue board when in use.</li> <li>✓ Clock – a countdown timer/real clock with seconds (for 'real time' display)</li> <li>✓ The correct division of timing equipment is as follows:</li> </ul> <p><b>Timer 1:</b></p> <ol style="list-style-type: none"> <li>1. Match Timer (quarters) OR Tissot clock when in use.</li> <li>2. Interval Timer/Injury Stoppage.</li> <li>3. Suspension timer.</li> </ol> <p><b>Timer 2 (as back up)</b></p> <ol style="list-style-type: none"> <li>4. Match Timer (quarters) <b>OR</b> Venue Board when in use.</li> <li>5. Interval Timer/Injury Stoppage.</li> </ol> <ul style="list-style-type: none"> <li>✓ The same stopwatch can be used for injury time and 'time outs' (SSN only). Set the stopwatch to 90 seconds – can then either be used for injury time or time out.</li> <li>✓ All timer must be set to countdown mode.</li> </ul>



This is the ideal stopwatch to be using.

**11. Countdown warnings**

- ✗ Clarify whether Timer 1 is required to signal ready to start play by raising arm.

**11. Countdown warnings**

- ✓ In Australia, best practice is to nod discreetly to the umpires to signal play is ready to commence.

**12. Stoppages for injury/illness**

- ✗ Guidance has been provided that when recording stoppage times, it must include milliseconds.

**12. Stoppages for injury/illness**

- ✓ When recording stoppages, the time showing on match timer (i.e. time remaining in quarter) must be recorded. As such, the time must include minutes and seconds.

**13. Umpire alert units/audible sound at the end of each quarter**

- ✗ Confirmation on approach with umpire alert units/audible sound

**13. Umpire alert units/audible sound at the end of each quarter**

- ✓ The Bench Officials manual has been updated to reflect a new practice around ending an interval. The process to be used moving forward is as follows:
- ✓ The Umpire Alert Units must always be activated:

	<ul style="list-style-type: none"> <li>○ <b>2 seconds</b> before the time is due to elapse for countdown warnings.</li> <li>○ <b>At the same time</b> the electronic signal (siren) for the end of each period of play is activated.</li> </ul> <ul style="list-style-type: none"> <li>✓ <b>IMPORTANT: Where an electronic signal (siren) is being used to indicate the end of a period in play, both the umpire alert units and the audible sound must be activated to indicate the end in play – AT THE SAME TIME. The umpires will respond to the audible sound and the umpire alerts will act as the backup. PLEASE NOTE: THIS IS A CHANGE IN PRACTICE FOR 2019.</b></li> <li>✓ When there is <u>no electronic signal (siren) in use</u>, then the umpire alert units must be activated 2 seconds before the time is due to elapse.</li> <li>✓ Bench Officials are to use the umpire alert units only – there is to be no verbal notification to umpires.</li> <li>✓ Umpire alert units are to be set to vibrate only.</li> </ul>
<p><b>14. Umpire Alert Units</b></p> <ul style="list-style-type: none"> <li>✗ Clarification on how many umpire alerts are to be activated and when.</li> </ul>	<p><b>14. Umpire Alert Units</b></p> <ul style="list-style-type: none"> <li>✓ The Timekeeper activates the Umpire Alert Units at the specified times as needed, including when directed by the Scorers due to an incorrect Centre Pass.</li> <li>✓ In Australia it is best practice for BOTH Umpire Alert Units to be activated simultaneously for all notifications.</li> </ul>
<p><b>15. Timer teamwork</b></p> <ul style="list-style-type: none"> <li>✗ Timers are missing the start/stop of play at times, due to completing other tasks.</li> <li>✗ Timers not having stopwatches in their hands at all times, resulting in missing the start of intervals/breaks.</li> </ul>	<p><b>15. Timer teamwork</b></p> <ul style="list-style-type: none"> <li>✓ Best practice is for both Timers to call out when an injury/illness/blood/time out (SSN only) has been called by the umpires.</li> <li>✓ Timers are to ensure that handheld timers are in their hands at all times.</li> </ul>

## GUIDELINES FOR BENCH OFFICIALS – A REMINDER!

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

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

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



### Presentation of the Score Sheet - key competencies

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

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

### Guidelines for Handling Errors

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

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

### **IMPORTANT – times to watch!**

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

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

### **Remain alert!**

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