

## APPENDIX 2

### Additional Technical Officials

At some events, additional technical officials may be used. This will usually be large events where television and other media are involved.

These may include:

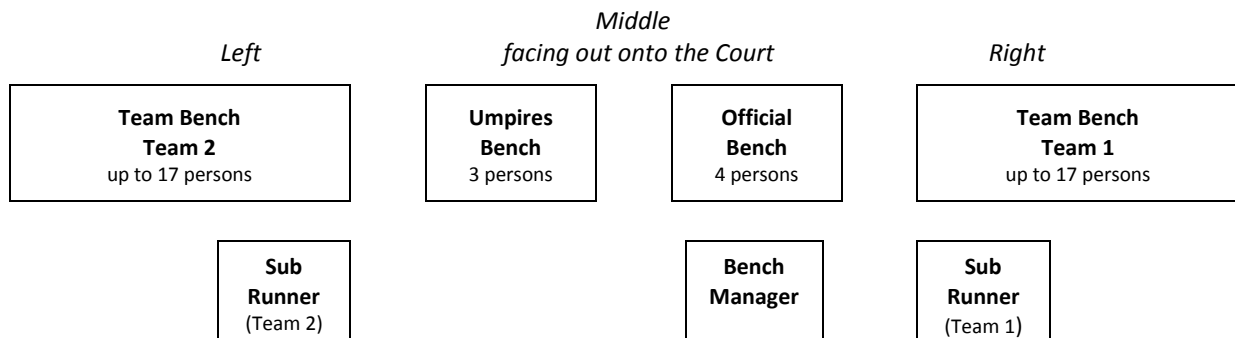
- statisticians
  - bench manager
  - two (2) substitute runners (often called 'sub runners').
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- **Statisticians** are responsible for recording data throughout the match for use by television and other media. No duties are outlined here, as these will be dependent on the particular program being used.

The roles of bench manager and sub runners may vary according to the event.

- The **bench manager** will usually act as a liaison between event officials and will provide support and assistance as needed. The bench manager should be an accredited scorer and timekeeper who can act as a reserve for any of the bench officials if required during a match. The bench manager may also have authorised phone contact to event officials
- **Sub runners** (one associated with each team) may, on instructions from team officials, record team changes and/or substitutions and relay these to the scorers (and to statisticians and media as required)

### Placement of additional Technical Officials

When used, the bench manager and sub runners should be positioned at a reasonable distance behind the official bench and the team benches respectively (as shown below):



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

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

## BENCH MANAGER

### Before the Match

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

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### During the Match

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

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## SUBSTITUTE RUNNER

### Before the Match

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

### During the Match

<b>3.</b>	<b>Remain Alert</b>	<ul style="list-style-type: none"> <li>▪ Be alert for possible changes</li> <li>▪ At any stoppages and intervals, stand behind the team bench and watch for any team changes and/or substitutions</li> </ul>
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<b>1.</b>	<b>Completing Team Change Form</b>	<ul style="list-style-type: none"> <li>▪ The team manager will <i>either</i> complete details of team changes and/or substitutions <i>or</i> will instruct you of the details to be entered.</li> <li>▪ Ensure period of play is marked with circle and team name is entered</li> <li>▪ Enter the player's family name (surname) and initial against the number as per team list e.g. beside number 3 write <b>BROWN T.</b></li> <li>▪ In the 'Position' column write the <b>new position</b> that this player is moving into e.g. alongside name BROWN T. write <b>GS</b> (similarly for KADON B. and SMITH I. (who swap positions)</li> <li>▪ When a player leaves the Court to go to the team bench you do not need to indicate this (the Scorers will assume if a player is not shown as moving to a new position and another player has replaced them on the Court, that the first player will now be on the team bench)</li> <li>▪ Ensure information is written clearly and neatly on the form provided and pass it to the Official Bench</li> <li>▪ If no changes occur at an interval, confirm this to the Official Bench</li> </ul>
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<b>Team</b>	ENGLAND					
<b>Date</b>	25 / 02 / 12					
<b>Quarter</b>	1	②	3	4	ET1	ET2
<b>Player</b>						<b>Position</b>
1						
2						
3	BROWN T.					GS
4						
5						
6						
7	KADON B.					GK
8						
9	SMITH I.					GD
10						

*In above example, Brown T. takes the Court as a replacement GS during the 2<sup>nd</sup> quarter; at the same time, Kadon B. swaps from GD to GK and Smith I. from GK to GD*