

Guidelines for BWHA Technical Officers

- 1. Check all equipment is put out – there should be 1 bag for each Tech Bench (2 x SHC; BP, Red)**
 - a. 3 Stop watches
 - b. Workers register
 - c. Pens, Whistle, Warning Cards, Rule Book, Coin etc
 - d. New Registrations Form
 - e. Div 1: B&F Points & Players Player
 - f. Sub Cards

- 2. Prepare for start of the game**
 - a. Write up a Technical Judges Record (this is to be completed and submitted to BWHA with the top copy of each teams matchbook from each match.)
 - b. Advise clubs when the game is to start, set timer
 - c. Sign Workers Register
 - d. Have club TO's sign Workers Register
 - e. Have umpires sign Workers Register
 - f. If umpires arrive without their umpires shirt, then bibs are available in the bag for them to wear

- 3. Two (2) minutes prior and leading to start time:**
 - a. Sound hooter
 - b. Have umpire toss for start of game with captains
 - c. Have teams come in from warm up
 - d. Prepare stop watches and timer
 - e. Have umpires take to the field
 - f. Have teams take to the field
 - g. Sound hooter to start game & start timer and stop watches

- 4. During First Half:**
 - a. Record time subs go onto field
 - b. Record all Goals, PC, PS, Warning cards on Judge Record and Team & Match Records. All Yellow and Red Warning Card types to also be entered onto Team & Match Record.
 - c. Update scoreboard (if applicable)
 - d. Ensure personnel in Club Bench areas behave in an appropriate manner – they can be asked to leave the area, if their behaviour is unsuitable, but normally a firm but polite reminder will modify their behaviour.
 - e. Personnel – on the team bench only the 11 listed player, up to 5 substitute players, the coach, assistant coach and manager are allowed.

- 5. Half Time:**
 - a. Sound hooter
 - b. Stop stop-watches (don't clear) and timer. At SHC put 5 mins on clock.
 - c. One (1) minute before half time is over, advise clubs so they can prepare to retake the field, sound hooter
 - d. End of half time sound the hooter and restart stopwatches and timer.
 - e. Write half time score on Judge Record

6. During Second half.

- a. Record time subs go onto field if not already noted
- b. Record all Goals, PC, PS, Warning cards including type given
- c. Update scoreboard (if applicable)
- d. Ensure personnel in Club Bench areas behave in an appropriate manner – they can be asked to leave the area, if their behaviour is unsuitable, but normally a firm but polite reminder will modify their behaviour.

7. End of game

- a. Sound hooter
- b. Clear stop watches and timer
- c. If at **SHC** – reset the clock to 13minutes and start, this indicates to the teams playing next how much time is available until they must be ready to take the field for the next game.
- d. Ask teams to clear the bench area as soon as possible to allow next team to enter
- e. Write full time score on Judge Record
- f. Check Club Team & Match Record have the same results on them
- g. Have Umpires Sign the Team & Match Records and check warning cards
- h. Have the Captains sign the Team & Match Records
- i. Ensure the B&F points are completed
 - i. Div 1 by Umpires on the forms provided;
 - ii. Div 2 and below by team captains on the **White Copy Only** of the oppositions Match Book by writing “B&F” beside the players name;
 - iii. collect the Players Player envelope from Div 1 teams.
- j. Clip Match Judge Record and top (white) copies of Team & Match Records together.
- k. If any Warning Cards (Red or Yellow) have been issued, please have umpire complete the Misconduct & Offence types on the Team & Match Records.
- l. If clubs submits any new registrations or other paperwork or forms, please put with Completed Judges Record.

If you are the last game of the day:

- a. Please pack up all equipment and place back in the bag
- b. Put bag back in cupboard
- c. Put all Judges and Team & Match Records, Workers Register, New Registrations, Sports Trainer Logs etc from the days play in the envelope provided and post to BWAH on your way home.
- d. Please note if any forms eg Judges Record, Workers Register are running short.

Special Notes

1. The Sports Trainer cannot go onto the field until called on by the umpires. If a player has the sports trainer come onto the field – then the player must leave the field for a minimum of 5 minutes. **Except Goal Keepers.**
2. No substitutions are allowed on a PC other than for an injured Goal Keeper.
3. Suspensions (Yellow Cards) are timed by the umpires whenever possible.