

FEDERATION OF INTERNATIONAL LACROSSE
2014 Bench Official's Manual



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Bench Officials and their Duties

The Bench Officials for Field Lacrosse are comprised of the following:

1. Chief Bench Official (CBO)
2. Bench Manager (BM)
3. Game Timekeeper (GT)
4. Official Scorer (OS)
5. Two Penalty Timekeepers (PT)

The responsibilities and functions performed by the Bench Officials are very important. Each individual is an integral part of the game, as well as a member of the Officiating team.

As a Bench Official you are required to perform your duties with an unbiased view, and complete your tasks with no favouritism for either team. You must remain neutral, just as the officials on the field do.

General Information for all Bench Officials

1. All Bench Officials are under the supervision of the CBO. The Head Referee is the final authority.
2. Bench Officials should refrain from publicly criticizing the other officials at any time, during or after the game.
3. Bench Officials should report to the scorer's bench 20 minutes before the game, and be at their respective positions promptly at the start of the game and at the beginning of each quarter, and any overtime periods.
4. Appearance is important, as you are part of the Officials team. Look smart but do not wear apparel which may relate to a competing team.
5. Behave professionally. Remember that you can be seen by the spectators and may be recorded by the cameras; including during the intervals.
6. Work as a team, but concentrate on your job and avoid unnecessary conversation.
7. Report any difficulties immediately to the CBO.
8. Maintain your impartiality. Make sure you cannot be criticized for favouring one team in performing your duties or for antagonizing players in the bench area. Definitely avoid cheering of any sort.

Note, the tournament organisers may arrange with the Referee In Charge for other personnel such as stats assistants and announcers to be stationed in the bench area. These people also come under the supervision of the CBO and are expected to adhere to the above conditions.

Mistakes by Bench Officials

When a Game Timekeeper, Official Scorer or Penalty Timekeeper becomes aware that a mistake is being made which would result in a player or a team being penalised, they shall promptly correct the mistake by reporting it to the CBO.

Problems in the Penalty Bench Area

Problems may occur in the Penalty Bench area due to the behaviour of players, team representatives or fans. The most important advice is to do what you can to avoid outright confrontation.

The referees are the final authority in the game and they should deal with any incident involving players, representatives or fans, who will not follow the instructions of the Bench Officials. The referees have the authority to further penalise or eject a player, or may require the removal of a fan or team representative who will not comply.

Chief Bench Official and Bench Manager

The Chief Bench Official and Bench Manager are appointed for each game by the tournament Referee-in-Chief and are part of the pool of referees for the tournament. Their duties are not included in this Handbook

The main roles of the CBO are:

- To be responsible for all the functions provided by the bench officials.
- To monitor players entering and leaving the field of play.
- To help detect offside infringements.

The main roles of the Bench Manager are:

- To replace an injured on field referee.
- To relay signals from the on field referees to the bench
- To signal the end of each period.
- To liaise with the team coaches as necessary.

The Game Timekeeper (GT)

The Game Timekeeper shall be responsible for operating the field clock. The GT is also responsible for the display of the score, and period.

The mechanics of this role are almost impossible to document as they will depend upon the technology available at the pitch. They will vary from tournament to tournament and probably from pitch to pitch within the same tournament.

Duties of the Game Timekeeper

1. Control of the official playing time.
2. Enter the field of play for the last 30 seconds of play in each and proceed to the closest referee or the Bench Manager and count down the remaining time as follows: "30 seconds, 25 seconds, 20 seconds, 15 seconds, 14, 13...3, 2, 1, Time".
3. Time the intervals between playing periods and notify the CBO one minute prior to the start of each period of play.
4. Time the team time-outs and notify the CBO 30 seconds before restart of play.
5. Refer all disputes regarding time to the CBO for resolution.
6. Inform the CBO immediately of any difficulties pertaining to performing your duties.

Pre-game

1. Be at the field 20 minutes prior to the start of the game. Ensure that the CBO and the other bench officials know what role you will be performing.
2. Check that the clocks are on and working properly.
3. Check the displays on each clock and point out any problems (e.g. burnt out lights, low battery) to the tournament office and inform the Head Referee.
4. Ensure that you can start and stop the clock properly, and that you can set and operate the time, period, and score.

5. Where the facility exists and is under your control, ensure that the score board displays the appropriate team names.
6. Make sure that you also have a functioning stop-watch. You will also need this to time intervals and time-outs and in case of clock failure.
7. Run the clock at least 15 minutes before the start of the game and where possible, between the periods.

Practical hints:

- 1) There may be restrictions on when teams can warm up on the pitches and so it is helpful if the main clock can be counting down for as long as practical before the game is scheduled to start. Consider setting it running soon after a previous game finishes.
- 2) Due to the design of the clock controls, it may take several minutes to reset the start time if a suitable default has not been programmed in. You may therefore need to start resetting the clock for example, whilst the teams are lining up prior to the start. Make sure that the CBO is aware if you are not ready to start on time.
- 3) The above limitation may also restrict the ability to display a period break countdown, but every effort should be made to display the half time interval count down. (Be aware of how long it will take to reset the clock if a suitable default has not been set.)

During the Game

1. Regulation time shall be four 20 minute periods, which are running time. The last 3 minutes of the last period as well as ALL overtime shall be stop-time.
2. During stop-time in the last 3 minutes of the last period and during any overtime periods, when the referee blows his whistle to stop play, the clock shall be stopped until a referee restarts play with his whistle.
3. During the last period of regulation time, if the ball is already dead and the clock runs down to 3 minutes, all clocks should stop at this point.
4. Enter the field of play with the Bench Manager each period just prior to the 30 second mark. Turn your back to the play and count down the remaining time to the BM as follows: "30 seconds, 25 seconds, 20 seconds, 15 seconds, 14, 13...3, 2, 1, Time".

- a. You should turn you back to the play so that your counting can not be influenced by a team about to score a goal.
 - b. If the main clock would not be visible from this position then use a stopwatch that has been synchronised with the main clock.
 - c. Stand approximately 5 yards onto the pitch, just to one side of the centre line (so that the CBO can still see the line)
 - d. The BM will be watching the play and one of his jobs is to protect you if the play comes towards the gate area; so listen to his instructions and be ready to move if necessary.
5. Start and stop the clock only on the referees' or CBO's instructions.
 6. Stop the clock during time-outs of any kind, and at the end of each quarter.
 7. Time the intervals using your stop watch as follows:
 - After first quarter, 2 minutes
 - At half-time, 10 minutes
 - After third quarter, 3 minutesLet the CBO know when there is 1 minute left and also 4 minutes left at half time.
- For overtime play there is a 5-minute intermission, then the clock is set for 4-minute periods, stop-time. The Timekeeper shall go on the field for the last 30 seconds of each 4-minute period, as in regulation time.
8. Time Team Time-outs using your stop watch. Team time-outs are 90 seconds; inform the CBO when 30 seconds left and at zero left.
 9. Indicate to the Official Scorer the times at which all goals are scored.
 10. Indicate to the Official Scorer the times at which all penalties start.
 11. Stop the clock for all stoppages of play during the last 3 minutes of the fourth quarter and during all overtime periods. This includes the scoring of a goal. If play is already stopped as the time reaches 3 minutes, stop the clock at 3 minutes.

Practical Hints:

- 1) If there is no wireless remote control for the main clock then arrange for the Official Scorer to work the clock or enter the field in your place.
- 2) Consider wearing a hi-visibility vest when entering the field of play, especially when playing under flood lights.

- 3) If there is no bench manager available then work with the CBO when counting down the last 30 seconds of each period.
- 4) Inform the BM when ten, two and one minutes remain in each period so that he can inform all the players.
- 5) Inform the CBO when the game enters the last three minutes of the 4th quarter; and remind the PTs that the game is in stopping clock play.
- 6) Be prepared to promptly respond to requests for how much time is left in the period; the main clock may be difficult for the coaches to see.
- 7) If you can not clearly see the main clock (for example it is directly above you head) and there is no mimic on the controller then run a back up stopwatch as well.

Post-game

1. Sign the official game sheet as the Game Timekeeper.
2. Report any difficulties with or malfunctions of the timing equipment to the tournament office.

Practical hints:

- 1) Don't clear down the final score immediately after the end of the game as some spectators like to photograph the scoreboard.
- 2) If there is another game that day on the same pitch then leave the clock either showing local time or running a count down to the scheduled start time of the next game.

POINTS OF EMPHASIS

You must work closely and effectively with the Official Scorer and the Penalty Timekeepers. Try to maintain a good rapport and have constant communication.

Keep your concentration throughout the game. Try not to get caught up in the play, but stay focussed on the referees and their calls.

The Penalty Timekeeper (PT)

There should be two Penalty Timekeepers, one for each team. Each PT should be equipped with two stopwatches.

The Penalty Timekeepers shall be responsible for timing any penalty imposed by the referees.

Duties of the Penalty Timekeeper

1. Control of the penalty clocks and time any penalties imposed by the referees.
2. The Penalty Timekeeper shall audibly count down the penalty time to the player penalised and to any substitute who may be about to go onto the field in place of that penalised player, as follows: *“30 seconds . . . 15 seconds . . . 10 seconds... 5, 4, 3, 2, 1, release”*. (In the case of longer penalties, also count the minutes.)

It is important to say the word “release” and no other. This is because it is his team’s responsibility to decide if he can return to the field legally. Also, they may want to send a substitute on in his place.

3. The Penalty Timekeeper shall immediately notify the CBO if the penalised player or his substitute enters the field prior to the expiration of penalty time.
4. Start the penalty time when the penalised player sits in the penalty chair or kneels beside the timer’s bench, or when play starts, whichever is later.
5. Stop the penalty time clocks during time-outs and between periods, or if the player stands up whilst the penalty clock is running.
6. The penalised player is allowed to move up to the sideline, on his team’s side of the half-way line, for the last 5 seconds of his penalty. If another player is substituting for the penalised player, then the substitute goes to the sideline for the last 5 seconds, and the penalised player remains, seated or kneeling, in the penalty area until the penalty time expires.
7. Penalised players may leave the penalty area during timeouts and between periods, but must return to the penalty area by the time play resumes. Their penalty clock does not restart until they have returned.
8. Time multiple penalties in the order they occur, as indicated by the referee (e.g. if a player is assessed a technical penalty followed by a personal penalty, the technical penalty is served first).

Remember:

If a penalised player stands up, or leaves the Penalty area, while penalty time is running, the penalty clock is stopped until he re-sits/kneels back in the penalty area.

Players should be advised if this occurs.

Penalty times are as follows:

Technical Penalty	30 seconds
Personal Penalty	1 or 2 or 3 minutes
Expulsion Penalty	3 minutes

All technical penalties for a team are cancelled upon a goal being scored *against that team only*.

(Thus a goal scored by a team having player(s) serving a technical penalty does not release that team's player(s).)

For example:

Situation "A"

Red team has the ball. Blue 1 commits a Technical foul, then a Personal foul. He begins serving his penalties of 30 seconds, then 1 minute. 20 seconds later his team is scored upon.

Result: The remainder of the Technical penalty is cancelled and player B1 now immediately starts to serve 1 minute.

Situation "B"

Red team has the ball. Blue 1 commits a Personal foul, then a Technical foul. He begins serving his penalties of 1 minute, then 30 seconds. 20 seconds later his team is scored upon.

Result: His entire Technical penalty is cancelled and he has 40 seconds remaining to be served.

Pre-game

1. Arrive at the bench at least 20 minutes prior to the start of the game. Ensure that the CBO and the other bench officials know what role you will be performing.
2. Ensure there are at least two stop-watches per team to record penalties, that they record time in seconds, are working properly.
3. Ensure each side of the Scorer's bench has an area for serving penalties. Each side should contain 2 chairs to be used by penalised players only.

During the Game

1. Players receiving 5 personal penalties in a game are automatically fouled out for the remainder of the game. You can help the OS by alerting him if you know that a particular player has accumulated his fourth personal foul and again if the player receives his fifth personal foul.
2. All technical penalties are cancelled against a team that is scored upon. Personal penalties must be served in their entirety by the player that committed the foul.
3. Players entering the field prior to the penalty time expiring, whether due to the player's error, or by the Penalty Timekeeper's error, must be reported to the CBO immediately. Be prepared to tell the CBO whose error it was!

Practical hints:

- 1) Ensure that you know which player has been sent off and for how long. Inform the CBO if you are not sure or if the wrong player takes a seat.
- 2) The referees may stop all clocks for an official's timeout at the same time as awarding a penalty. They may then request the clocks be restarted before blowing the whistle to restart the game. New penalties do not start on this "start the clocks" command but must wait for the signal to restart the game (and the player is sat down). Any running penalties would be stopped and resumed on these requests.
- 3) Brief the player on how long his penalty is and what will be the count down procedure leading to release. Do not enter into any discussion on the foul itself and do not be swayed by a player who insists that the penalty should be shorter than you have been told.

- 4) Penalties that start at the beginning of a period should be timed on a stopwatch, but where possible counted down using the main clock in case there is any slight difference in their start time. Still use the stopwatch in case the player stands up prematurely which would halt his penalty clock.
- 5) PTs will each be responsible for timing penalties from one team and should be able to manage at least two independent penalties at a time (on separate stopwatches). They should however be prepared to help their colleague if there are multiple penalties and your bench is clear. In practice any bench official including the BM and CBO will help time multiple penalties if needed.
- 6) If multiple players are starting their penalties at the same time:
- 7) All on one team. Still run multiple stop watches if possible in case one player stands up prematurely.
- 8) From different teams, but to be released at the same time. Run multiple watches, but arrange for one PT to call the release count down for both players.
- 9) Call the release count down very loudly. Both team coaches need to hear it not just the player on penalty.
- 10) If you are not timing a penalty, and a goal is scored, you may be able to help the OS by suggesting an “assist”.

Post-game

1. Sign the official game sheet as the Penalty Timekeeper.

Other Duties

It is possible that the tournament organisers may request you to perform other duties such as placing spare balls along the end lines of the pitch before the start of each period. These other duties must not interfere with your primary bench official role, especially if player is starting the period on a penalty!

POINTS OF EMPHASIS

Do not let players and coaches influence your decision as to when players are allowed to re-enter the game.

Any confusion as to the length of a penalty to be served should be cleared up through the CBO.

The Official Scorer (OS)

The Official Scorer shall collect the Official Game Score Sheet from the tournament office. Then use that sheet to record each goal scored, the period, the time, the scoring player's number, the number of any player (if any) being credited with an assist. Also record the penalties, the number of the penalised player(s), the type of penalty assessed, the length of time assessed for each penalty, and the time the penalty began.

The OS shall ensure that all necessary signatures and information are on the game score sheet, and then return the sheet to the tournament office.

Duties of the Official Scorer

1. Keep a record of the goals scored by each team, the name and number of the player scoring the goal, and the number of the player making an assist.
2. Check with the referees at the end of each period to ensure that they have the same score.
3. Keep an accurate record of the number of time-outs taken by each team, and notify the CBO immediately if a team exceeds the number allowed in a half or in an overtime period.
4. Keep a record of the name and number of each player upon whom a penalty is inflicted, the type of foul, the duration of the penalty, and the game time of the penalty.
5. Notify the CBO if any player should incur 5 personal fouls.

Pre-game

1. Be at the field at least 30 minutes prior to the start of the game and collect the official game score sheet.
2. Ensure the bench area is in proper order.
3. Ensure the following items are available:
 - 2 ball point pens;
 - a pencil;
 - a straight-edged ruler;
 - A3 size board (to attach the score sheet);
 - a supply of game balls.
4. Ensure that the CBO and the other bench officials know what role you will be performing.
5. Ensure that the line-up of each team, including the name of the head coach is on the score sheet. This information must be verified and signed by the respective team officials in the section at the foot of the Team list.

In the Official programme, the first-named team will be the “Home” team. Give the game score sheet to the Visiting team first, and then the Home team and have them fill in their list of squad names and sign appropriately. (In practice this is usually pre done by the tournament office, but you will need to check for any last minute changes.)

6. Review the lists for noticeable omissions or errors and bring to the attention of the Head Referee any problems.
7. Ensure that captains and co-captains, and in-homes, are properly identified on the game score sheet.

Before the game, the referees will ask the team coaches to provide the numbers for their captains and in-home. Request this information from the CBO/BM and after the player’s number add:

(C) for the Captain; (CC) for the Co-captains; (IH) for the In-home.
8. Report to the Head Referee any difficulties in obtaining the line-up of the teams.
9. The OS should draw to the attention of the Head Referee any information which may not comply with the rules.

During the Game

1. Record in the appropriate location the time the game begins.
2. Record all goals completely and accurately as signalled and reported by the referees.
3. Where a public address system is being used, announce, or have announced, immediately following the scoring of each goal, the name of the player who scored the goal and, if appropriate, the name of the player who received an assist (the PTs or BM may be able to assist in identifying any assists), penalties, and the reason for any disallowed goals.
4. Record all penalties completely and accurately as signalled and reported by the referees.
5. Keep a pad handy to record information such as multiple penalties, altercations or fights.
6. Indicate the completion of each period with a heavy solid line under the last entry in each of the goals and penalty sections for both teams. (See the game score sheet example on the next page.)
7. Record all team time-outs in the appropriate location.
8. Enter the score at the end of each period in the appropriate section.
9. Players receiving 5 personal penalties in a game are automatically fouled out for the remainder of the game. Immediately alert the CBO when a player has reached his fourth personal foul and again when the player receives his fifth personal foul.
10. Watch for the referees needing game balls, and have replacements ready to give to the officials as they are needed.

Section of a completed Game Score Sheet

Visitor Goals					Visitor Penalties						
No	Qtr	Time	#G	#A	Qtr	Time	#	P-T-E	Dur	Description	
1	1	17:50	12	3	1	18:20	15	T	30	Hold	
2	1	14:37	13	12	1	14:24	18	T	30	Interference	
3	1	8:55	14		1	10:09	30	P	1	Slash	
4	1	3:34	3	68	1	8:02	15	T	30	Pushing	
5	2	16:30	12	5	11	5:55	22	P	1	Trip	
6	2	15:31	10		2	16:55	4	T	30	Interference	
7	2	6:21	10	12	2	13:01	35	T	30	Illegal Pick	
8	3	15:44	11		2	8:51	24	P	1	Un Rough	
9	3	11:01	13	3	2	3:33	2	T	30	Illegal Sub	
10	3	6:55	12	10	3	14:23	37	T	30	Push	
11	3	4:23	10	12	3	10:56	23	T	30	Hold	
12	3	1:22	16		3	3:21	14	P	1	Illegal Bch	
13	4	8:44	10	12	4	15:45	5	P	2	Un Rough	
14	4	5:28	68	5	4	12:34	24	P	1	Unsp Con	
15					4	12:34	5	E	3	Un Rough	
16					4	5:54	22	P	3	Illeg Stick	
17					4	2:03	11	T	30	In Crease	
18											
19											
20											
21											
22											

Quarter by Quarter Scoring

	1	2	3	4	OT1	OT2	SD	Total
Home Team	4	3	5	2	/	/	/	14

Recording Goals

1. Wait for the referee or Bench Manager to inform you of the team colour and player number who scored, prior to marking them on the game sheet.

2. List the quarter, time, scorer and any assist, in consecutive order in the area designated for recording goals.

List the exact time shown on the clock. For example, if the clock showed 9:10 remaining in the period, record 9:10 on the game sheet.

Do not calculate the time gone in the period, i.e. 20:00 minus 9:10 = 10:50

Hint: work with the GT – get them to call out the time of the goal and then to repeat it when it has been confirmed by the Bench Manager and you are ready to record it.

3. Indicate the end of each normal and overtime period with a heavy solid line drawn underneath the last information recorded in that period for each team. The game score sheet has a separate section for goals scored per period, enter the total of goals scored for that period.

Recording of Penalties

1. Watch for the referee or bench manager to inform you of the team colour, player number, penalty being given and length of time to be served.

Hint: The referee will call verbally, as well as signal:

Red 15 – Slash – 1 minute;

Or

Red 15 – Hold – 30 seconds

2. Record as reported by the referee or bench manager penalties given. List in consecutive order in the area designated for recording penalties, as follows:

- (a) List the quarter
- (b) Time that the penalty starts
- (c) Number of the player penalised
- (d) Type of penalty:
 - T - Technical (30 seconds)
 - P - Personal 1 or 2 or 3 minutes
 - E - Expulsion 3 minutes
- (e) Length of penalty
- (f) Reason for penalty

Note: One of the duties of the bench manager is to replace an injured on-field referee. The injured official may be able to take over the role of bench manager. If not, the CBO will help relay the referees' decisions to you.

Multiple Penalties

Record the same start time against each of the multiple penalties.

When a player receives more than one penalty on a play and the fouls are of both a Technical and Personal nature, it is important that the penalties are recorded and served in the order they occurred, as reported by the referee. This becomes a factor if a goal is scored, as follows:

Situation "A"

Red team has the ball. Blue 1 commits a Technical foul, then a Personal foul. He begins serving his penalties of 30 seconds, then 1 minute. 20 seconds later his team is scored upon.

Result: The remainder of the Technical penalty is cancelled and player B1 now immediately starts to serve 1 minute.

Situation "B"

Red team has the ball. Blue 1 commits a Personal foul, then a Technical foul. He begins serving his penalties of 1 minute, then 30 seconds. 20 seconds later his team is scored upon.

Result: His entire Technical penalty is cancelled and he has 40 seconds remaining to be served.

Situations Requiring Special Attention

Five Personal Foul Rule

Any person who is given five personal penalties in the same game shall be 'fouled out' and not able to return to the field (also see Note below).

This should not be confused with an Expulsion Foul.

Expulsion Foul

A player, or any non-playing member of the squad may receive an Expulsion penalty for striking or attempting to strike an opponent, a coach, or spectator, or anyone controlling the play of the game, or acts that are considered unsportsmanlike or for leaving the bench to participate in a fight. An Expulsion foul carries an automatic 3 minute

penalty, in addition to any other penalties assessed, and will be served by the in-home (but recorded against the expelled person).

Note: In all cases, a player or coach expelled or 'fouled out' from a game may not stay, or return to the bench or any area adjacent to the bench. However, they may return as a spectator, as long as they do not disturb the game.

If a player or coach who has been expelled from the game is recognised as creating a significant disturbance, the CBO should be notified immediately. The Head referee may then require that person's removal from the area.

Altercations

In the event of an altercation on the field, the first responsibility is to write down on your pad the numbers of the players involved in the incident.

One of the most important tasks for the Bench Officials is to watch the bench areas to ensure, that should a player go onto the field from the bench, then you should record the number and team of the first player off each bench.

Do not record what the player may or may not be doing, in the event of an altercation. Just record the numbers of the players from each team involved in the incident.

Post-game

1. Record in the proper location the time the game was completed.
2. Indicate the total number of all goals scored for each team in the Quarter by Quarter Scoring boxes.
3. Indicate the total number of time outs by each team in the Quarter by Quarter Time Out boxes.
4. Void all unused rows in each of the sections for recording goals and penalties with diagonal slash marks through the unused areas. (See the example below.)
5. Ensure you and the other Bench Officials have all signed the score sheet.
6. Take the sheet to the referees and have them check and sign it.
7. Ensure the sheet is properly completed.
8. Return the game score sheet to the Tournament office.

Practical hints:

- 1) The referees will want to leave as soon as the game finishes. They only need to verify that the final score is correct. The summary information such as how many goals each player scored can be tabulated after the referees have signed.
- 2) Consider using some scrap paper during the game to keep a tally chart of scorers and penalties to help speed up the tabulation at the end.
- 3) With the increasing tendency for games to be streamed live to the internet will come increasing pressure to provide live stats as well. Unless instructed otherwise by the tournament organiser, the paper Game Score Sheet is the official record and its completion takes priority.

POINTS OF EMPHASIS

Print the information clearly, using a ball point pen.

Do not fill in information before it has been reported by the referee or bench manager.

Be careful to enter information in the correct team area. Entering it in the wrong area may cause confusion during or after the game.

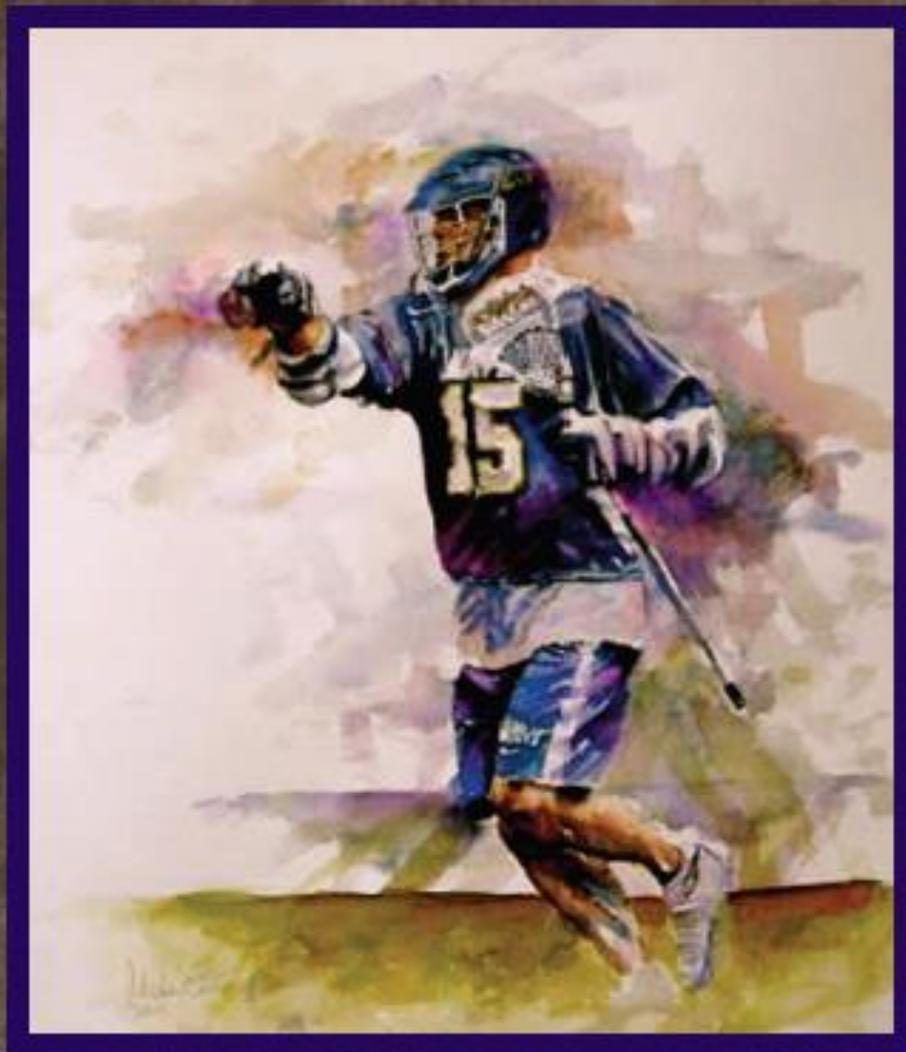
Be sure to record penalties in the order they were assessed, as reported by the referee.

Be sure to record each penalty individually (e.g. two 1 minute slash penalties to the same player should not be recorded as a single 2 minute penalty).

Do not include technical fouls when counting for the purpose of 'fouling out,' or for statistics.

Command Presence

Original Watercolor



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