

## **1. Instructions for Timekeepers (Bench) at a women's game**

### **1.1 Before the Game**

- Check: scoresheet, writing materials, extra balls and at least 2 stop watches at the bench.
- Coordinate with the umpires.

### **1.2 During the Game**

- Fill in the scoresheet carefully and legibly:
  - o write down the start time
  - o write down timeouts (incl. point in time)
  - o mark the score after the 1st halftime (with a line below the scored goals)
  - o write down penalties and the point in time of the penalty
  - o write down goals, assists and the point in time of the goal
- Don't forget to clock
- Timeout: clock the timeout (90 sec) – Each team has **two timeouts** per game!
- Clock the half-time break (10 min)
- Clock time penalties (and tell the players)
- Watch substitution (1st fault: warn the coach/team; 2nd fault: tell the Umpires)
- Show the current score at the scoreboard

### **1.3 After the Game**

- Fill in the final score in the scoresheet
- Captains and umpires have to sign the scoresheet
- Tidy up the bench
- File the scoresheet in the bench-folder

### **1.4 General Information**

- A game lasts **2 x 30 minutes**.
- The half-time break lasts 10 minutes.
- The **last two minutes of each half** have to be clocked strictly NET (**stop clock**): The clock has to be stopped after each whistle. Time starts to run again with the whistle of an umpire.
- A **timeout** lasts **90 seconds**. After 60 seconds, a "thirty seconds" call has to be announced.
- The last two minutes and the last minute of a game have to be announced ("two minutes to play" / "one minute to play").

For the last **30 seconds** of the game you have to walk up to the nearest umpire and **count down the last ten seconds** for the umpire. During counting you should position yourself with your back to the field. (Please ask the umpire prior the game if he or she wants you to do that. Some of them clock for themselves.)

- Yellow card: 2 minutes time penalty (NO sub may replace her)
- yellow/red card (= ONE player is yellow-carded the 2nd time): no sub allowed for 5 minutes, exclusion of the penalised player for the rest of the game (is called by the umpire):
- straight red card: no sub allowed for 10 minutes, exclusion of the penalised player for the rest of the game (is called by the umpire)

## **2. Instructions for Timekeepers (Bench) at a men's game**

### **2.1 BEFORE the game**

- Check: scoresheet, writing materials, extra balls and at least 2 stop watches at the bench
- Coordinate with the Referees.

### **2.2 DURING the game**

- Fill in the scoresheet carefully and legibly:
  - o write down the start time
  - o write down timeouts (incl. point in time)
  - o mark the score after the every quarter (with a line below the scored goals)
  - o write down penalties and the point in time of the penalty
  - o write down goals, assists and the point in time of the goal
- Don't forget to clock
- Timeout: clock the timeout (90 sec.) – Each team has one timeout per half
- Clock breaks (Quarter-time 3 min, Half-time 6 min)
- Clock penalties (Call the player to the penalty bank and release them; time of penalty is called by the referee)
- Watch substitutions (1st fault: warn the coach/team; 2nd fault: tell the referees)
- Show the current score at the scoreboard

### **2.3 AFTER the game**

- Fill in the final score in the scoresheet
- Captains and referees have to sign the scoresheet
- Tidy up the bench
- File the scoresheet in the bench-folder

### **2.4 GENERAL Information**

- A game lasts **4 x 15 minutes**
- Quarter-time break is **3 minutes**. Half-time break is **6 minutes**.
- A **timeout** lasts **90 seconds**. After 60 seconds, a "thirty seconds" call has to be announced.
- The **last two minutes of the game** have to be clocked strictly **NET (stop clock)**: The clock has to be stopped after each whistle. Time starts to run again with the whistle of an umpire.
- The last two minutes and the last minute of a game have to be announced ("two minutes to play" / "one minute to play").

For the last **30 seconds** of the game you have to go to the nearest referee and **count down the last ten seconds** for the referee. During counting you should position yourself with your back to the field. (Please ask the referee prior the game if he or she wants you to do that. Some of them clock for themselves.)

- Durations of penalties are called by the Referee.
- Five personal fouls of one player lead to an exclusion for the rest of the game (is called by the referee).