

TECH BENCH RESPONSIBILITIES

INTRODUCTION:

- Thank you for volunteering to be a Technical Bench Official (TBO)
- You are part of the match officials “team” along with the umpires. You should give them your full cooperation and receive the same in return
- Remember that you must be a neutral person on the bench. Do not discuss umpiring decisions with either team or the umpires during course of the game
- Use common sense and be efficient, not officious

PRIOR TO THE COMMENCEMENT OF THE MATCH

- **ARRIVAL OF TECHNICAL OFFICERS / JUDGES**
 - The appointed TBO should be in attendance at least Thirty (30) Minutes prior to the scheduled commencement of the match
- **TECHNICAL BENCH SET-UP**
 - Set up your area with a bench/table, plus chair for yourself and at least two chairs either side of or behind the bench for cards recipients.
 - You will need Three (3) stop watches (to time green & yellow card suspensions, match time alongside any electronic clock), writing materials and an Air Horn (for backup if the scoreboard malfunctions or siren fails).
- **WATERING**
 - Check that ground watering is proceeding to the agreed schedule
- **UMPIRES**
 - Check that the umpires have arrived (should be there with 15-20 minutes to spare)
 - Check with the umpires and agree on who is keeping official time.
 - Generally; TBO’s at venue with a countdown clock and scoreboard will keep official times. Umpires may also use a watch as backup. In absence of a TBO, time shall be maintained by the officiating umpires.
 - Should call the players to the field Two (2) Minutes before Start Time
- **WARM UP TIME**
 - Suggest start the warmup clock to ensure will finish in warmup period and allow for reset to match period times. (a guide is usually 5 minutes).
 - This will allow for teams to leave the warm up area before the match is to start.
 - A good guide is to allow 10minutes for warmup – subject to Fixture Start Times (Junior J3-8’s is warm-up period is only 5 minutes, except Finals and Challenge Cup, where extra time may be indicated from Association.)
 - Liaise with umpires on new start time of games should game start be later than scheduled time due to extra time from previous games.
- **TEAM LISTS**
 - The TBO should obtain the match card from both teams prior to match commencement time.
 - The team lists should be checked for completeness or any obvious errors. This should include Goalkeepers and Team Captains.
 - Although Team List should be complete when handed in, Teams may add extra names/shirt numbers after this time, up until Match Start Time.
- **UNIFORM AND EQUIPMENT INSPECTION**
 - **Ensure that all players are in correct Club uniform.**
 - If they are not in uniform, inform the team captain that player should change or be reported as out of uniform and this will be dealt with per the By-laws of the Association and write this on the match card.
 - **Ensure that all players who take the field (including subs) are named on the team card.**
 - If a player’s name appears on the card and they are not here, then their name must be removed from the card with a single line through their name & initialled by one of the umpires

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- Ensure the team captain is wearing a distinguishing arm/leg band or ribbon.
- No hard-peak caps to be worn on the field
- No jewellery to be worn on the field.
 - This includes 'rings, watches, dangling ear-rings' or anything that may be considered hazardous to players on field.
 - Request to the captain to have all players remove jewellery before taking the field.
- **ENTRY TO THE FIELD**
- The TBO should ensure the umpires get the teams on to the field ready to do coin toss and start the match by the scheduled time
- Make sure that only official people are on the bench – Coach, Assistant Coach, Manager and interchange substitutes. A physio or sports trainer is also permissible.
- **NO SPECTATORS'**

DURING THE MATCH

- **UNIFORM**
 - In the first minutes of the game do a check of players indicated on the starting line-up to make sure that the players with the corresponding numbers are on/enter the field
 - TBO's should check that each player entering the field of play has the correct shirt number recorded against their name on the match card
- **MATCH REPORT**
 - TBO's to use Match Card or Running Sheet for
 - Record goals scored.
 - Record penalty cards issued.
 - Green, Yellow and Red Cards
 - Injuries
 - Players substituted under the Blood Rule need to be checked prior to their return to the field.
- **SUSPENSIONS**
 - A TBO must ensure that any temporary or permanent suspensions are properly observed.
 - Temporarily suspended players; (green or yellow card) should have the availability of a seat alongside the technical bench
 - May be provided with additional clothing/drink by the team manager.
 - A permanently suspended player (Red Card) should remain outside and completely away from the team bench area (preferably the change rooms). *Due to possibility of these rooms being used by other teams FINALS/CUPS then an appropriate area should be provided for these players,*
 - If there has been an agreed that the TBO is responsible for timekeeping they must ensure there is no break-down in communication between umpires and TBO, particularly as to the duration of time-off periods. Each half will finish on the scoreboard siren, not the umpire's whistle. Where there is a breakdown in operation of a scoreboard clock the TBO should ensure that team benches are frequently advised of remaining playing time (every 5 minutes). In the last two minutes of match give a Two Minute, then One Minute warning.
 - During the half-time break, run a Five (5) Minute Clock. Request Umpires to give a Whistle at One (1) Minute to go to get players back on to field.
 - It is responsibility of TBO to control unauthorised entry on to the field of play. In the case of 'Injuries', only one person (manager, physio or trainer) is allowed to enter the field of play and only when invited by the umpire. On no account will the coach be permitted to enter the field.
 - **REMEMBER** – that teams may not interchange/substitute on a Penalty Corner but may interchange/substitute on a Penalty Stroke (except for an injured or suspended goal keeper)

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- **PENALTY CARDS ISSUED**
 - When a Technical Bench is in place, the TO's will manage all 'temporary suspensions' (Green and Yellow)
 - **In the absence of a Technical Bench**
 - **Yellow Cards**
 - Each Umpires control the length of time for yellow card suspensions and will call the player back on
 - When an umpire gives a player a penalty card watch for indication time of suspension, to assist as may be requested
 - Minimum suspension of Five (5) Minutes shall apply. For more physical abuse then Ten (10) Minutes shall apply.
 - **Green Cards**
 - Receive an automatic Two (2) Minutes suspension.
 - The time is not started until the player is seated and quietly behind/next to the Technical Bench or designated area.
 - TBO's automatically send the player back on at the end of the Two (2) Minutes
 - **Red Cards**
 - Should there be a red card, write notes about the incident as soon as possible after the event. Remind the umpire to send in RED CARD REPORT to EGHA
 - A permanently suspended player should remain outside and completely away from the team bench area (preferably the changerooms).
 - At the conclusion of the game ensure the umpire writes a report regarding penalty cards issued on back of card.
- **TIME-OFF**
 - The Technical Official/Judges responsible for timekeeping must ensure there is no breakdown in communication between the umpires and timekeeper particularly as to the duration of time off periods.
 - **Note –**
 - With exception of Finals and Challenge Cups, there shall be "No Time-Off" for Injury or Time-off calls for issuing of Penalty Cards (Yellow, Red)
 - Time should be stopped for Penalty Strokes, Goalkeeper Substitutions
 - Where there is a break down in operation of a scoreboard clock the Judge/Technical Bench will ensure the team benches are frequently advised of remaining player time (every Five [5] Minutes).
- **AT CONCLUSION OF THE GAME**
 - Have the umpires and team captains sign the card as a true and correct record.
 - Ensure the scores are correct and that any player issued with a card is recorded on the card.
 - Ensure the 1 – 2 – 3 of best and fairest player for each team & the Association voting is completed on the back of the card and complete any Reports to EGHA that may be required (e.g. Red Cards)

Discipline of sideline is your responsibility.

- **If spectators, players/coaches/managers etc. on sideline abuse or threaten any player or official you first must politely ask that they either control themselves or leave the fields.**
- For any major concerns please complete an Incident Report and lodge with Eastern Goldfields Hockey Association –YOU CANNOT ISSUE WARNING CARDS TO TEAM BENCH PERSONNEL.