TASMANIAN NETBALL
league

netball
TASMANIA

TASMANIAN NETBALL LEAGUE
TNL
EST. 1987

SCORE BENCH OPERATIONS

INC. TEAM MANAGER REQUIREMENTS TO FULFIL ELECTRONIC SCORING DUTIES
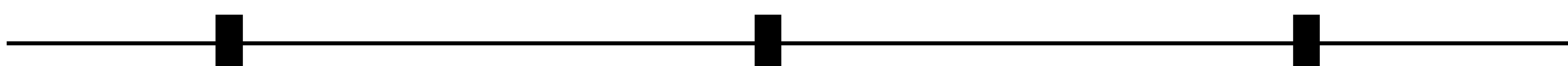
SECTION 1
SCORE
BENCH

netball
TASMANIA

Purpose

OF SCORE BENCH OFFICIALS

RESPONSIBILITY

responsible for ensuring the correct score is recorded, the correct time is played, and other match statistics are captured accurately

TEAMWORK

work with other key stakeholders including competition staff, umpires, team managers, netball australia and each other to ensure smooth match operations

PATHWAY

opportunity to become accredited and work through the levels of score bench official experience, and can be appointed to NNC, ANC, SSN and beyond

Roles

IN 2024

left hand seat

middle

right hand seat
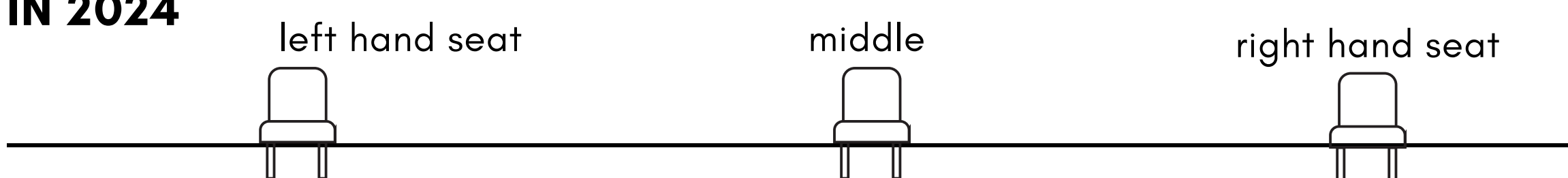
BENCH MANAGER

oversee score bench operations, set up and pack down responsibility, collate final paperwork complete the rolling subs.

BENCH OFFICIAL 1: E-SCORER

operate the iPad by adding goals and misses to individual players and managing the in-app clock

BENCH OFFICIAL 2: TIMER

operate the venue scoreboard, timing devices and umpire alerts in accordance with match times, call goalie stats

Calling Procedure

BENCH OFFICIAL 2: TIMER

call the goals and missed by each GS and GA as follows: CLUB // PLAYER // OUTCOME
"Cavaliers, Blackberry, Goal"
"Cripps, Gunn, Miss."

Bench Official 1: e-scorer

RESPONSIBLE FOR:

operating the iPad, including:

- opening the e-scoring portal (bench manager will help)
- using the inbuilt timer in accordance with match stoppages
- recording the score, by:
  - applying goals and misses to individual players
  - verbally crosschecking score with Bench Official 2: Timer
  - listening to the calls made by BO2: Timer as to team/player/outcome
- submitting the finished match electronically
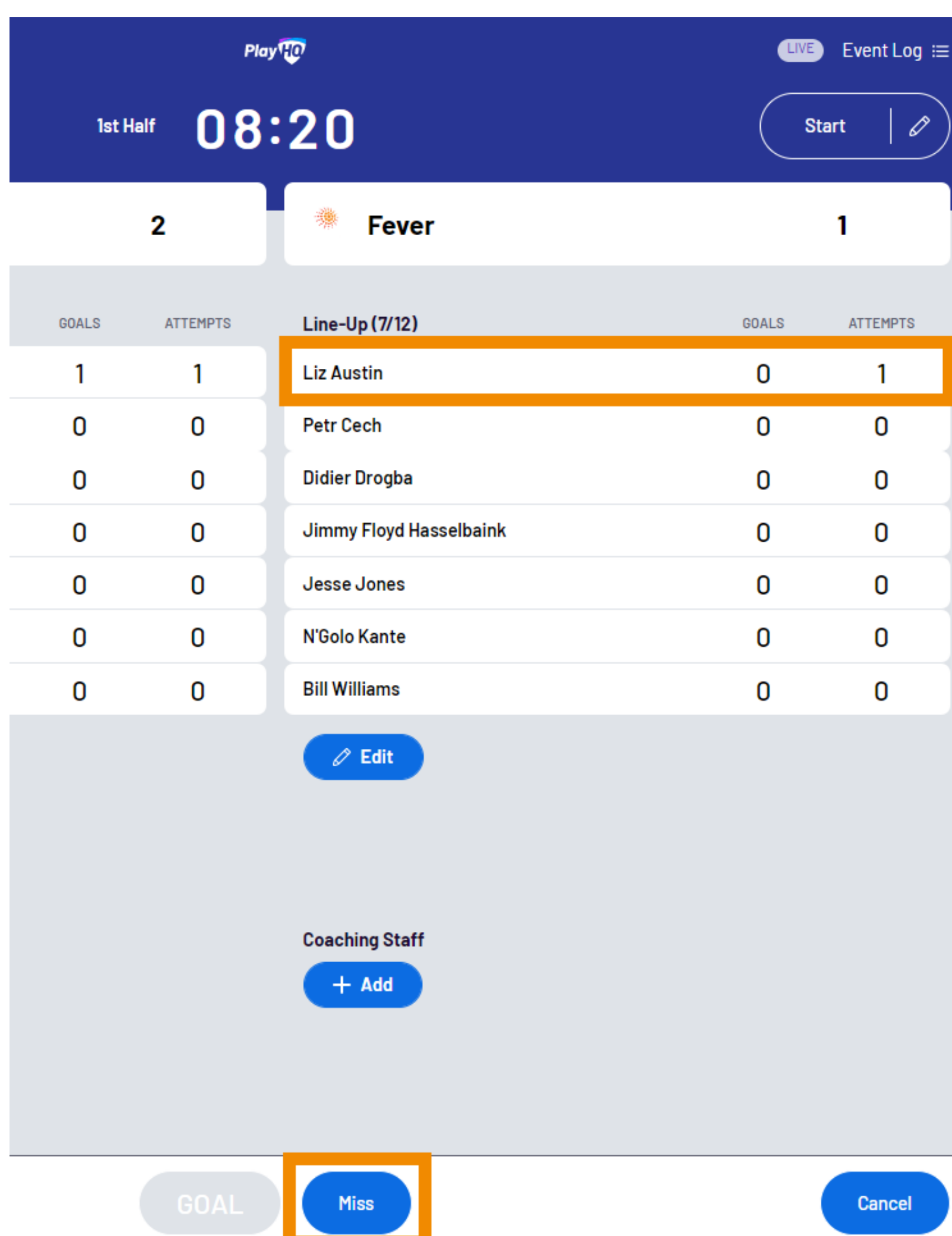
Bench Official 1: e-scorer

STEP BY STEP - MATCH PREPARATION

1.   Connect to internet. If wi-fi already connected, move to step 3

2.   To connect wi-fi, use the venue credentials (may be found in appendix, last page of this guide)

3.   Log into e-scoring portal

4.   Select venue of the match to be scored, by searching venue name

5.   Select day/date of competition

6.   Bench Manager sets the PIN for the upcoming match (this will be needed again later, so make it memorable! 1, 2, 3, 4 is the go-to)

7.   Press 'start session' and if multi-court venue also select court/stadium number

8.   The view will show all games scheduled for the selected venue for the selected day

9. Lock the session to court/stadium and day, to ensure that only the active game is actioned, and the Bench Manager retains the responsibility of authenticating the game (with the PIN that has previously been set)

STARTING THE MATCH - USING THE MATCH CLOCK

1.   At match commencement, press start and use the 'START' button to keep track of the playing time as it counts down

2.   Use the pause button to hold time at umpire direction, and restart on umpire whistle (breaks cannot be timed (injury or quarter/half; this is the responsibility of the Timer: BO2)

IN MATCH - APPLYING GOALS AND MISSES

1.   When a player (GA or GS) puts up a shot and misses, press the player NAME (their position isn't identified in the e-scoring platform YET), then press MISS.

2.   When a player puts up a shot and scores a goal, press the player NAME, then press GOAL.

3.   Continue this pattern each quarter of the match. Team scores will auto fill/update with the application of goals and misses to individuals.

Bench Official 1: e-scorer

CORRECTING AN ERROR

1.   If a goal or a miss has mistakenly been recorded, selecting the Undo button in the bottom left-hand corner will remove the given event.

2.   Multiple events may need to be removed then re-added to rectify the error if it wasn't corrected immediately.

3.   Record errors on a notepad to that they may be corrected in PlayHQ at the next interval break (if necessary)

Bench Manager

RESPONSIBLE FOR: PRE-MATCH

- preparing the score bench for the match, including
  - checking team lists and the starting seven from PlayHQ public one hour prior to the match to ensure both teams have submitted
  - https://www.playhq.com/netball-australia/org/netball-tasmania/35787890
  - opening the e-scoring portal for Bench Official 1: e-scorer
  - supporting the Timer to set up the scoreboard, countdown clocks and the umpire alerts, then support the testing of umpire alerts with officials

RESPONSIBLE FOR: IN-MATCH

- completing the score pad, including:
  - pre-populated team list and transpose the starting seven from PlayHQ public (A)
  - accepting change forms from the team manager
  - tracking rolling subs, with goalie changes made immediately (form supplied immediately), and other positions at each break in play HERE (B), with forms received for positions other than goalies at each break
- verbally advising Bench Official 2: Timer of the goalie changes

RESPONSIBLE FOR: POST-MATCH

- ensuring the game is finalised on the ipad
- photograph rolling subs sheet and email image to enquiries@tasnetball.org.au
- ensuring umpires submit online votes using the QR code (see appendix)
- retain subs sheets and rolling subs master in club kit in case reference is needed or photograph fails/isn't of sufficient quality for Netball Tas to use.

Bench Manager

PAPERWORK SAMPLE

1. Record starting line-up for each quarter
2. Record all rolling substitutes throughout each quarter
3. Confer with Scorer   that they have recorded all changes during quarter, i.e red square at last action of a GS or GA
   & other positional changes at the start of the next quarter.

TEAM: Cavaliers				DATE: 15/2/2023	
SURNAME alphabetically	Initi	1	2	3	4
1 ARCHER	C				
2 CARSTENS	D	-/GD	GD		
3 HEAZELWOOD	S	WD / -			
4 HOARE	B	-/ WD	WD		
5 LESTER	D	GD/-	-/C		
6 MARGETTS	E	GK	GK		
7 MCDOUGALL	H	GS	GS/-		
8 MILLER	S	WA	WA		
9 MORRIS	O		-/GS		
10 SANDERS	A				
11 SANDERS	P	C	C/-		
12 WADLEY	D	GA	GA		
13					

TEAM: HAWKS				DATE: 15/2/2023	
SURNAME alphabetically	Initi	1	2	3	4
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Bench Official 2: Timer

RESPONSIBLE FOR: PRE-MATCH

- preparing the score bench for the match, including setting up
  - the scoreboard, including the minimum warm up time counting down to match start
  - countdown clocks
  - the umpire alerts

RESPONSIBLE FOR: IN-MATCH

- operating devices in accordance with match stoppages
- timing the break periods
- timing any suspension and/or 'ordered off' periods in accordance with the rules
- alerting umpires to the various countdowns according to match timings
- confer with Bench Official 1: e-scorer to confirm timings, noting that the Bench Official 2: Timer is the official record, and Bench Official 1: e-scorer is to edit to match if necessary
- calling the goals and misses for shooters using the CLUB // PLAYER NAME // OUTCOME process (see more about tracking changes to goalies below)
- note that is is no longer necessary to complete a stoppage from in 2024.

MATCH TIMINGS – TNL

- 4 x 15 minute quarters
- ¼ & ¾ time = 3 minutes
- ½ time = 5 minutes
- Injury time = up to 30 seconds

Bench Official 2: Timer

KEEPING TRACK OF GOALIES

1.   For consistency around the state, Bench Official 1 may use a headshot guide to support tracking changes, by placing a sticker with GS or GA on the page (see below)

2.   For those confident in knowing player names and putting faces to those names, or with great eyesight to read which name is on the back of the dress, the headshot guide may not be necessary

3.   In this position, the less time eyes are off the game, the easier it is to maintain focus. In line with Netball Australia's direction, taking written notes is strongly discouraged. Changing stickers while mid-court play is occurring is recommended.

GS

GA

MCDOUGALL   WADLEY   CLARIDGE

SECTION 2
TEAM
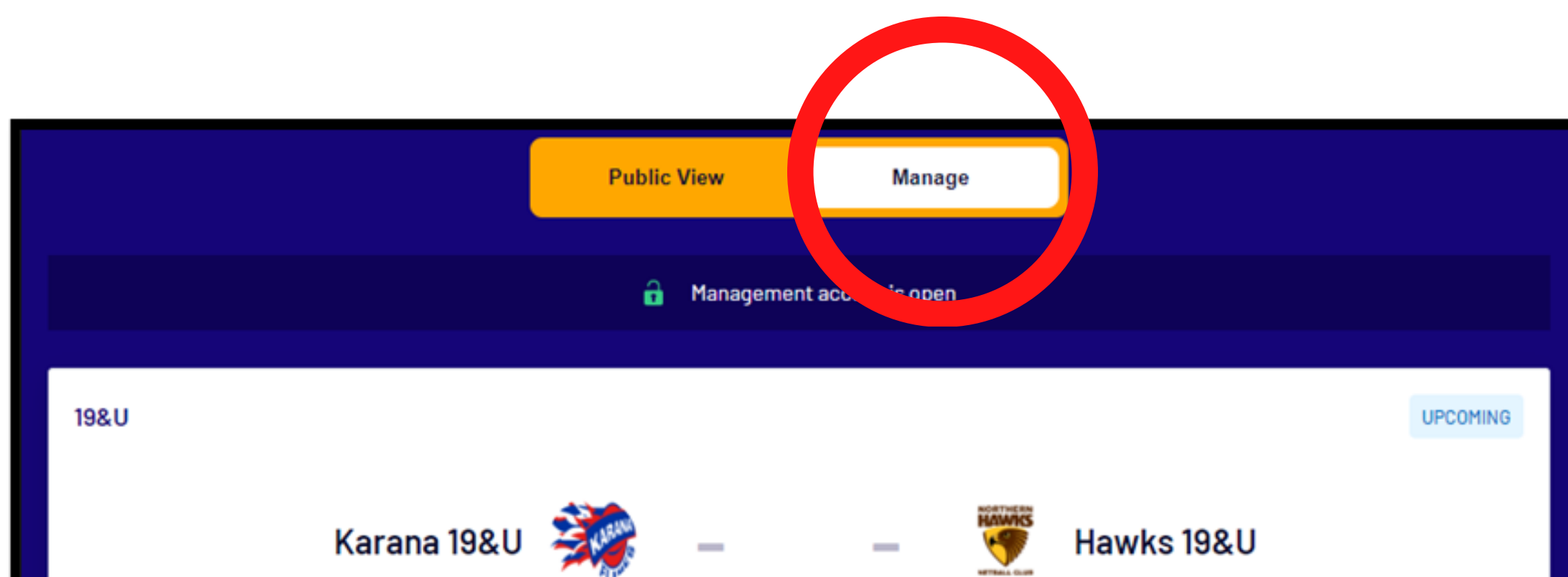## MANAGERS

Team Managers

ACCESSING PLAYHQ

- log into playhq.com

- click/press on your name in the top right, and choose 'my account'

- see the below screen, with my teams showing your state age team
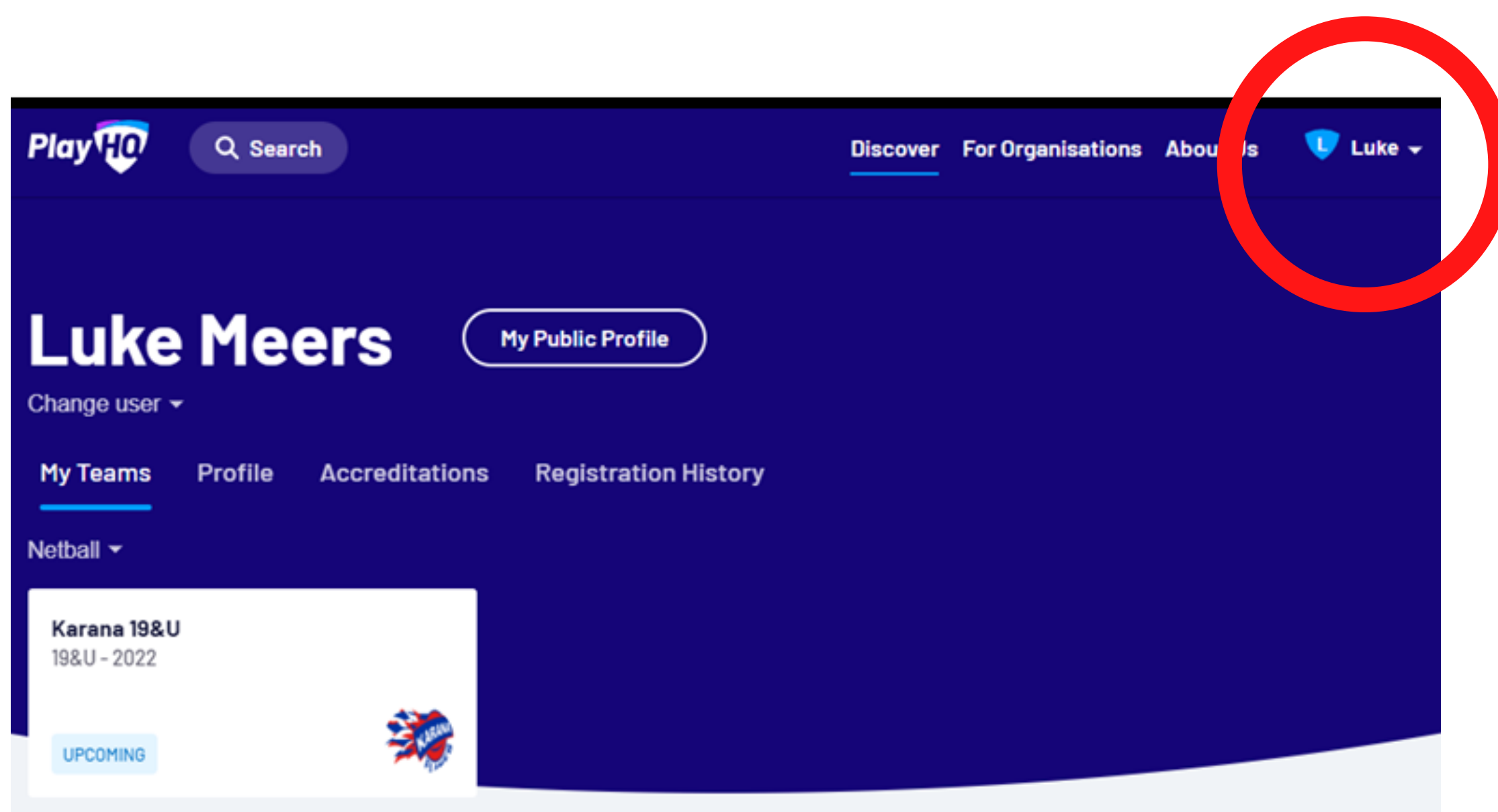
CLICK/PRESS ON THE TEAM AND SELECT 'MANAGE'

- select team, including positions of the starting 7, and list remaining players on the interchange

- select a captain

- ensure that coaches are correctly allocated (head and assistant coaches will auto-fill, but may need to be edited. team staff will be added on the next page)

Team Managers

ADDING ADDITIONAL TEAM STAFF

- on the next page after confirming coaches, you will add remaining team staff

Volunteers

Name	Role
First and last name	Scorer
First and last name	Scorer
First and last name	Timer
First and last name	Timer

- on the next page after confirming caches, you will add remaining team staff
- this includes team manager, primary carer, statisticians, apprentice coaches
- please list full name, followed by role in brackets as per the below image
- there may be an occasion where multiple persons need to be listed on one line, which must be separated by a comma

Name	Role
Ann Pearce (Team Manager)	Scorer
Lynne Pickett (Stats), Michael Ghattas (Primary Carer)	Scorer

75

PRESS SAVE TO SUBMIT

- this process MUST be complete no later than 75 minutes prior to match commencement
- it can be done earlier, and edits made up to this time by pressing the pencil icon.

Appendix

NEED HELP?

- reach out to the following staff for support:

  - **Kirstin 'Palf' Palfrey - TNL Competition Lead / Netball Tasmania**
  - kirstin.palfrey@tasnetball.org.au
  - 0422 077 831

  - **Michelle Cooley - Bench Officials Coordinator**
  - michcool31@gmail.com
  - 0418 322 285

VENUE WIFI DETAILS

- South East Sports Complex, Sorell
  - Network Name TBC
  - Password TBC
- Hobart Netball & Sports Centre
  - Network Name TBC
  - Password TBC
- Silverdome, Launceston
  - Network Name TBC
  - Password TBC
- Kingborough Sports Centre
  - Network Name TBC
  - Password TBC
- Ulverstone Sports and Leisure Centre
  - Network Name TBC
  - Password TBC

Appendix

PlayHQ
Electronic Scoring Guide
NA.SCORE.PLAYHQ.COM

LAPTOP TABLET

Scoring platform recommended for desktop, laptop or tablet devices.
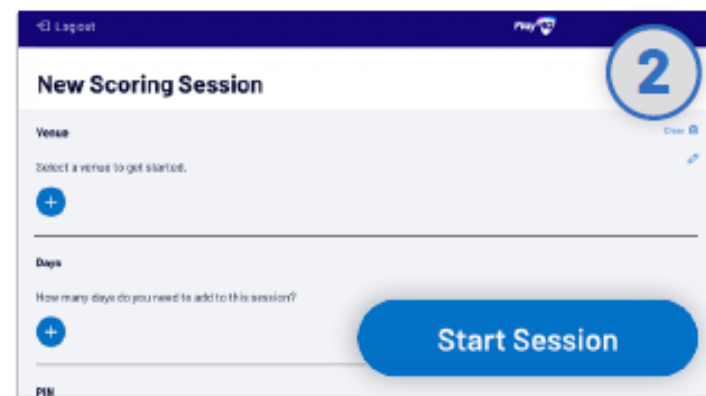
09:35 Q1 LIVE

Scores will be LIVE on game centre if device is connected to internet.

Download & Score Game

If you run out of battery you can take over scoring on a secondary device.

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1 Venue — Search / Recent / PlayHQ Netball Centre
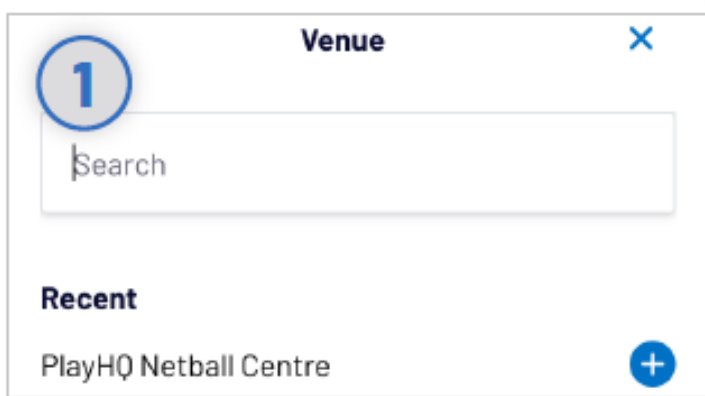
Select Venue
Login to score.playhq.com, search and select the venue you wish to score from.
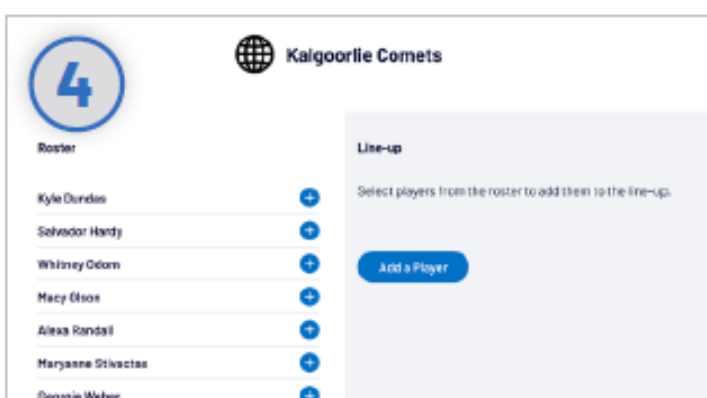
2 New Scoring Session — Start Session

Enter Session Details
Select which day(s) you would like to download games for and create a pin to secure the session. Click **START SESSION**.

3 Home — PNC Court 1
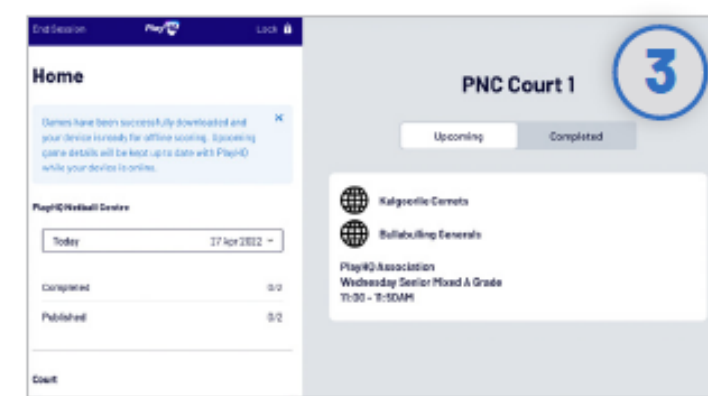
Select Your Match
Now that you're in a session, select the **day** of your match as well as the **court**. Select the **upcoming match** you want to score.

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4 Kalgoorlie Comets — Roster / Line-up

Add Players To Line-Up
Click **+ Add** to bring up the lineup editor. Click on ⊕ or ⊖ to move players in and out of the line-up. To add a fill-in, click **ADD A PLAYER**. Once you've finished selecting your line-up, click **DONE**.

5 Event Log — Start
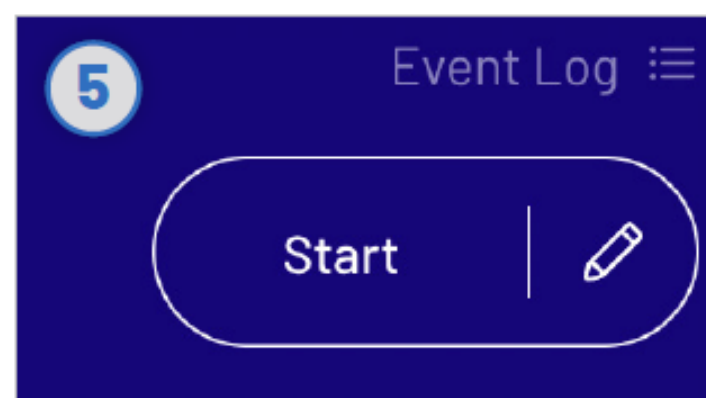
Start Game
Do a final check of the team line-ups and ensure there is the correct time on the clock (if need be, you can adjust the time by clicking ✎ which is next to **START**).

6 Line-Up — Salvador Hardy — GOAL / Miss
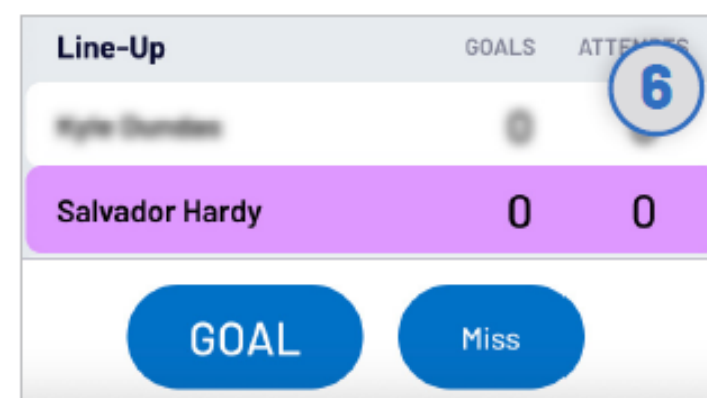
Start Scoring
There are two events that can be recorded, a goal or a missed shot. When this occurs in the game, select either the **player** or **team** then hit **GOAL** or **MISS**.

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7 Event Log — 1st Quarter — Mullingar Meteors Goal 05:00
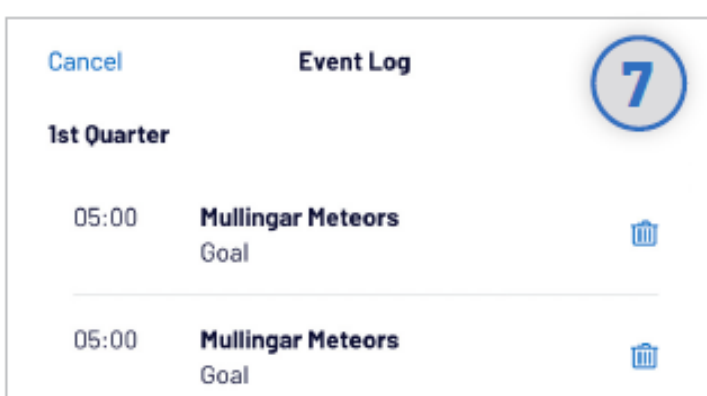
Undo Score Event
You can click the ↩ button to undo the previous event or alternatively, you can click the 🗑 next to the **EVENT LOG** (top right) to remove any event from the game.

8 End Period / End Game / Forfeit Game
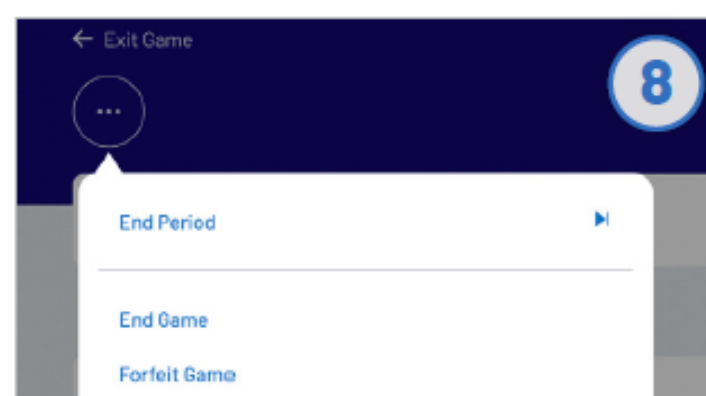
End Quarters
To manually end a quarter prior to timer running out, click the ✎ and then **END PERIOD**.

9 Game Complete — Kalgoorlie Comets 10 / Bullabulling Generals 5
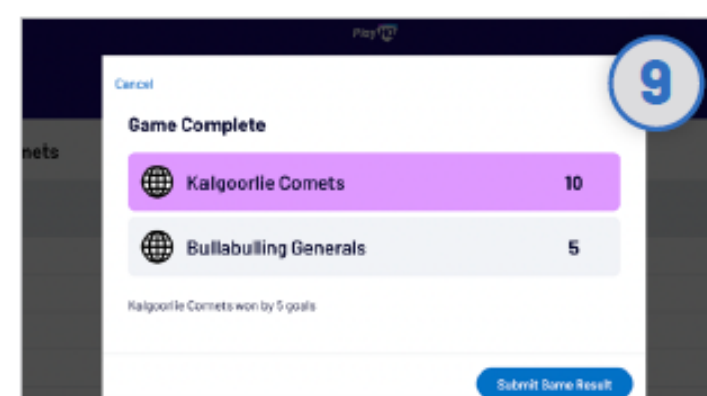
Submit Game Result
Once the game is complete you'll be prompted to **SUBMIT GAME RESULT**, ensure that the scores are correct. Navigate to **END SESSION** in order to finalise scores.

Appendix

QR CODE FOR UMPIRE 3/2/1 VOTES POST MATCH

TNL Best & Fairest Voting