

DUTY TEAMS

FIRST DUTY

1. **CHECK COMPLEX WILL BE OPEN, if in doubt CHECK WITH OWN CLUB TO ARRANGE KEY HOLDER TO OPEN.**
2. **PICK UP -**
 - **GAME CARDS - for the day for your field.** (Cards can be found on the table outside the office. If cards are not on the table, they can be found in the fixtures pigeon hole near the canteen door).
 - **ICE & 1st Aid Box & Umpire Vests - table outside office.** (Ice esky can also be found in the freezer, in corner of stadium near canteen roller door).
3. **TURN ON SCOREBOARD** (switch lower left end of scoreboard)
4. **Score Board Timing Console** (in cupboard in duty room / Tech Bench. Key needed to open cupboard.) The Duty room / Tech Bench is the small room between dugouts. Follow instructions in duty room for timing of games.

LAST DUTY

1. **Lock** timing console in cupboard in duty room.
2. **Return** 1st Aid Kit / Umpire Vests & Esky to bench outside office.
3. **Collect** all cards, put into Registrars pigeon hole (or leave with 1st Aid box)
4. **Turn off** lights in team dugouts.
5. **Lock**-all gates; 1) small gate – adjacent to G.K. field. 2) small gate near canteen
6. **Field lights – TURN OFF**

Check there is a key holder to alarm complex, and someone to accompany them off the complex

7. Lock and alarm stadium & front gate

If you are last to leave and there is no key holder to alarm complex –
LOCK ALL DOORS & GATES (& notify Sue Abba 0409 286.706)

UMPIRES

- To wear official pink / green shirt or fluoro vest. Must be clearly visible to other umpire & players
- Covered foot wear must be worn at all times
- Check scores etc. write name & sign card. (Division 1 umpires – if your name is not clearly written on the card, NO payment).
- Record on game card reason for any warning / suspension cards given.
- Confer with other umpire & captains before stopping match for injury, watering, lightening (Thunder Storms).
- Be prepared to umpire the whole game. Do not leave the field early to get ready to play. ONLY SWAP UMPIRES IF INJURED.

Duty Team Responsibilities

ALL DUTY TEAMS

- **Minimum age of duty person – 14 years old.**
- Be prepared to umpire if required due to umpires not showing up or become injured during games.
- Be prepared to control suspended players. This includes timing of the suspension. (Stop watches supplied by IWHA).
- Be prepared to control players / teams in dugout area.
- Signatures - check all player signed card prior to taking field
- Team numbers correspond with card. Each team to have no more than 16 players, with a minimum of 7 players and a maximum of 11 players on the field at a time. This includes a fully padded goalie.
- TEAMS ONLY in dugout area
- **Ensure games are timed as set down in draw (even if teams are not ready) 10 Minutes between games, & 5 minutes ½ time**
- Teams ARRIVING/ LEAVING move in & out quickly please
- **ACCIDENTS - Please record detail on back of card & incident book in 1st Aid box - even if player retakes field.**
- Arrange watering of the fields between games if needed. Turn on field lights when needed.

What to record on game cards:

- Scorers name and number
- Injuries (Players and / or Umpires)
- Green, yellow and red warning / suspension cards with players name and number. Note the time the card was given. Please record all cards. Ensure that the Umpire records a reason for each card. (Reasons can be recorded at ½ time or at the end of the game).
(For further information about cards and suspensions please refer to rule clarification handout).
- Other important information if required – e.g. Umpire didn't turn up.

NOTHING ELSE NEEDS TO BE RECORDED ON THE CARD.