

GOULBURN DISTRICT HOCKEY ASSOCIATION

DUTIES AND GAME DAY RESPONSIBILITIES

Umpires

DEVELOPMENT PROGRAM UMPIRES ARE APPOINTED TO AS MANY JUNIOR GAMES AS POSSIBLE, HOWEVER TEAMS NEED TO DOUBLE CHECK EACH WEEK AS THEY MAY BE REQUIRED TO PROVIDE AN UMPIRE

WITHOUT 2 UMPIRES WE CANNOT PLAY

SENIOR TEAMS NEED TO DOUBLE CHECK THEIR ALLOCATED UMPIRING TIME AND ENSURE THEY HAVE SOMEONE AVAILABLE

Registration

MUST BE COMPLETED PRIOR TO ANY PLAYER TAKING THE FIELD IN ANY ROUND

FILL - INS MUST BE ENTERED ON SCORE CARD, AND ONLY AS PER GRADING ALLOWANCES

Player points (3,2,1)

PLAYER POINTS WILL BE UTILISED IN U15, U18 AND SENIOR GRADES, BEGINNING FROM ROUND 2

THESE NEED TO BE INPUT INTO THE IPAD AT THE CONCLUSION OF GAMES, THE WINNING TEAM WILL RECEIVE 3 AND 1 POINTS WITH 2 POINTS GOING TO THE LOSING TEAM

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Duties and game day responsibilities

To ensure the smooth running of our Saturday comps especially, it requires help from everyone, we in no way want to inconvenience anyone with these duties and greatly appreciate all the help to ensure our kids can get on the pitch each week!

GRADE	MUST DO THINGS FOR EACH TEAM EVERY GAME	DUTY TEAMS ROLE	WHAT NEEDS TO BE DONE
u11	<p>Prior to game, each team manager must enter centre dugout and fill in game card on iPad (instructions below)</p> <p>Following the game, they need to re-enter the centre dugout and finalise the score and goal scorers in conference with opposition manager</p> <p>U11 teams need to sub from the sidelines of the relevant pitch they play on, not the dugouts</p>	<p>Duty team as rostered per facebook and pdf draw needs to ensure clock is set and game runs to time (instructions below)</p> <p>Game times are located on wall in centre dugout and below</p>	<p>ALL u11 teams on the <u>BLUE</u> are responsible for the removal of bumpers and goals at the conclusion of games</p> <p>ALL Teams on the <u>GREEN</u> field need to remove goals, however leave the bumpers</p> <p>Goals need to be returned to either the ends of each field or the carpark, bumpers stacked neatly on the sideline on halfway</p>
u13	<p>Prior to game, each team manager must enter centre dugout and fill in game card on iPad (instructions below)</p> <p>Following the game, they need to re-enter the centre dugout and finalise the score and goal scorers in conference with opposition manager</p>	<p>Duty team as rostered per facebook and pdf draw needs to ensure clock is set and game runs to time (instructions below)</p> <p>Game times are located on wall in centre dugout and</p>	

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		below	
u15	<p>Prior to game, each team manager must enter centre dugout and fill in game card on ipad (instructions below)</p> <p>Following the game, they need to re-enter the centre dugout and finalise the score and goal scorers in conference with opposition manager</p> <p>Player points need to be decided between both coaches/managers and input into the ipad before the results are finalised and locked</p>	<p>Duty team as rostered per facebook and pdf draw needs to ensure clock is set and game runs to time (instructions below)</p> <p>Game times are located on wall in centre dugout and below</p>	
u18	<p>Prior to game, each team manager must enter centre dugout and fill in game card on ipad (instructions below)</p> <p>Following the game, they need to re-enter the centre dugout and finalise the score and goal scorers in conference with opposition manager</p> <p>Player points need to be decided between both coaches/managers and input into the ipad before the results are finalised and locked</p>	<p>Duty team as rostered per facebook and pdf draw needs to ensure clock is set and game runs to time (instructions below)</p> <p>Game times are located on wall in centre dugout and below</p>	<p>ALL u18 teams are responsible for the setting up of the bumpers and goals for the u11 games on saturday morning</p> <p>Duty team on the <u>GREEN</u> field is responsible for the packing up of ipad and returning it to the blue pitch</p> <p>The duty team on the BLUE field is additionally responsible for the closing of the facility (instructions below)</p>

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1st grades	<p>Prior to game, each team manager must enter centre dugout and fill in game card on ipad (instructions below)</p> <p>Following the game, they need to re-enter the centre dugout and finalise the score and goal scorers in conference with opposition manager</p> <p>Player points need to be decided between both coaches/managers and input into the ipad before the results are finalised and locked</p>	<p>Duty team as rostered per facebook and pdf draw needs to ensure clock is set and game runs to time (instructions below)</p> <p>Game times are located on wall in centre dugout and below</p>	<p>The duty team of the last game is responsible for the closing of the facility (instructions below)</p>
2nd & 3rd grades	<p>Prior to game, each team manager must enter centre dugout and fill in game card on ipad (instructions below)</p> <p>Following the game, they need to re-enter the centre dugout and finalise the score and goal scorers in conference with opposition manager</p> <p>Player points need to be decided between both coaches/managers and input into the ipad before the results are finalised and locked</p>	<p>Duty team as rostered per facebook and pdf draw needs to ensure clock is set and game runs to time (instructions below)</p> <p>Game times are located on wall in centre dugout and below</p>	<p>The duty team of the last game on the BLUE field is responsible for the closing of the facility (instructions below)</p>

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GAMES DURATION

Keep game time on Tablet/Scoreboard
Do QTR and HALF time on stopwatch/phone

Division	Game Format	Durations
SENIORS	Qtrs	15min Qtrs 2min Qtr Time 5min Half Time
U15s	Qtrs	15min Qtrs 2min Qtr Time
U18s		5min Half Time
U13s	Qtrs	13 min Qtrs 2min Qtr Time 5min Half Time
U11s	Halves	20min halves 3mins half time

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CLOSING DUTY HOW TO:

1. Unplug iPad and cords from both fields (if in use), place in the relevant protective box and place both iPad in centre dugout of blue field next to the fridge
2. Replace all bird repellent items back out onto fields (blue = whirlies, owls) (green = cones, owls and hats)
3. Turn on the bird sounds
4. Lock both the complex gate at the top and the bottom gate near the road

TECH DUTY HOW TO:

- Tech duty roster can be found on the pdf draw on Facebook
- **YOU MUST HAVE A TEAM REPRESENTATIVE IN THE CENTRE DUGOUT FOR TECH DUTY**
- Your responsibility includes: ensuring game runs to time, scoreboard displays accurate game information and that both teams have completed game sheets prior to beginning of game
- **STEPS:**
 1. Ensure game time is set to accurate minutes (1 below)
 - a. To change this, use the 'set' button and select correct timing
 2. Make sure quarters are reverted to '1' for a new game (2 below)
 - a. To remove quarters swipe right to left across the quarter number
 3. Make sure goals are reverted to '0' for the beginning of the game (3 below)
 - a. Remove these the same as the quarter number by swiping right to left across the number of goals
 4. To start the game use the 'play' button (4 below)

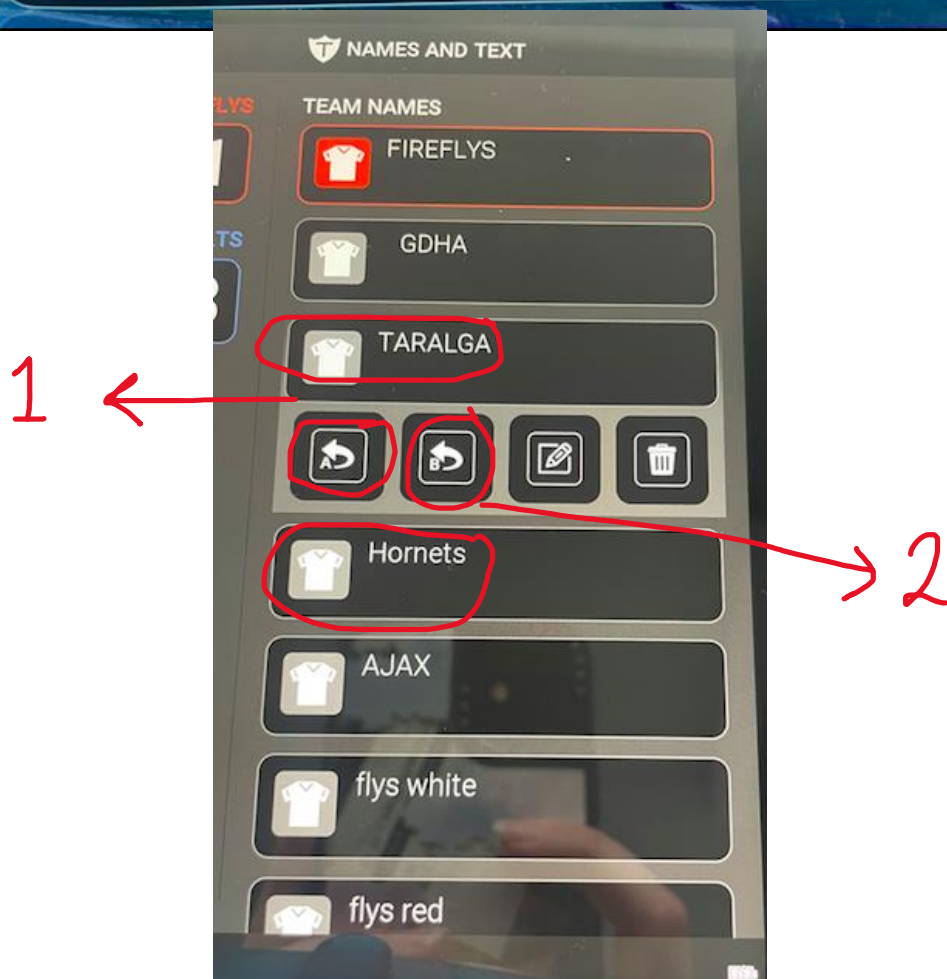
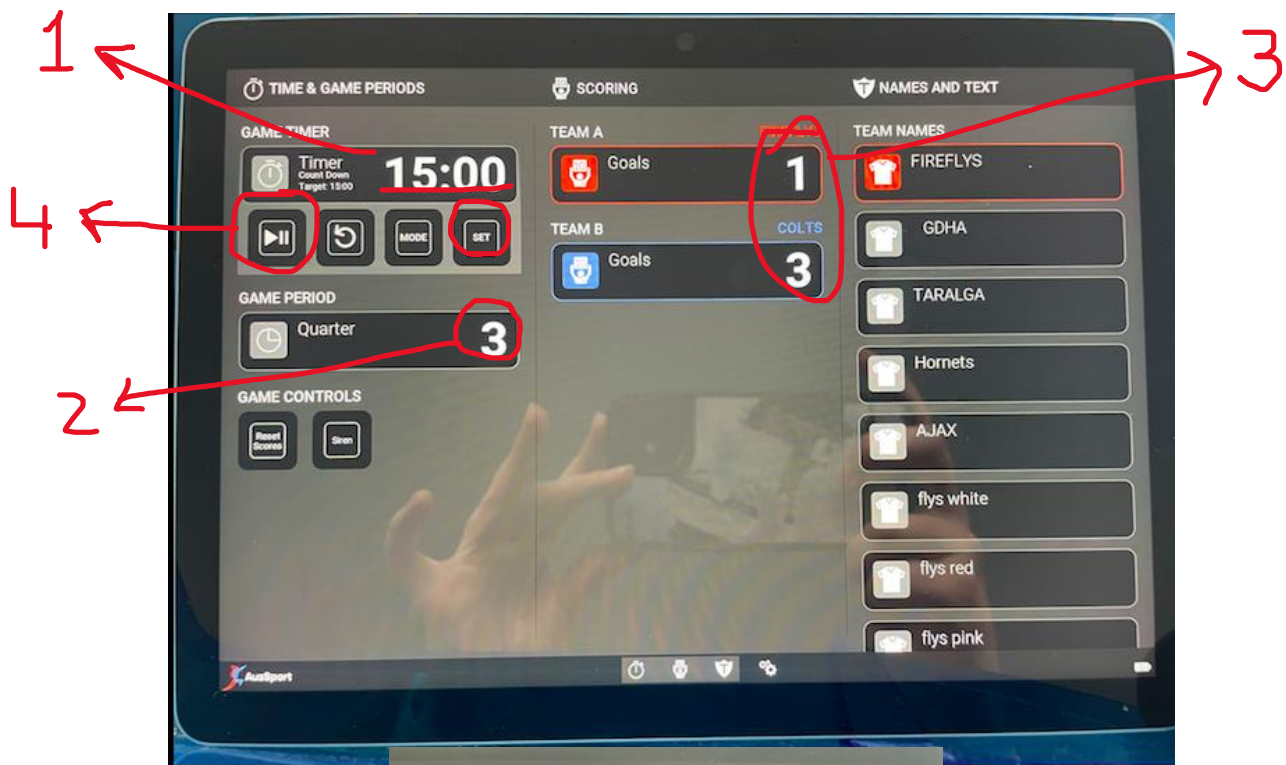
BLUE FIELD

Changing team names: (2nd photo)

- Select the team name you need from list on far right, then further select the 'A' button (1 below)
- Select the second team you need from list on far right, then further select the 'B' button (2 below)

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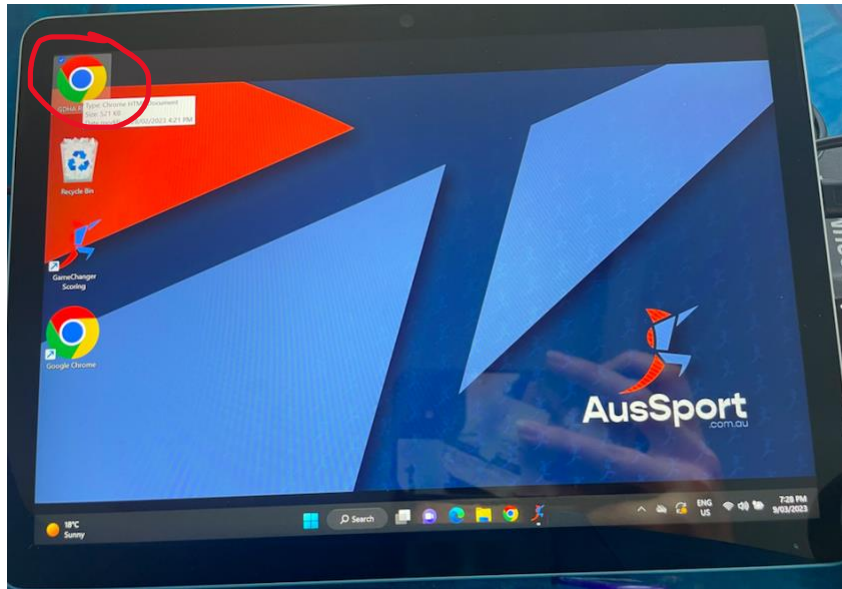


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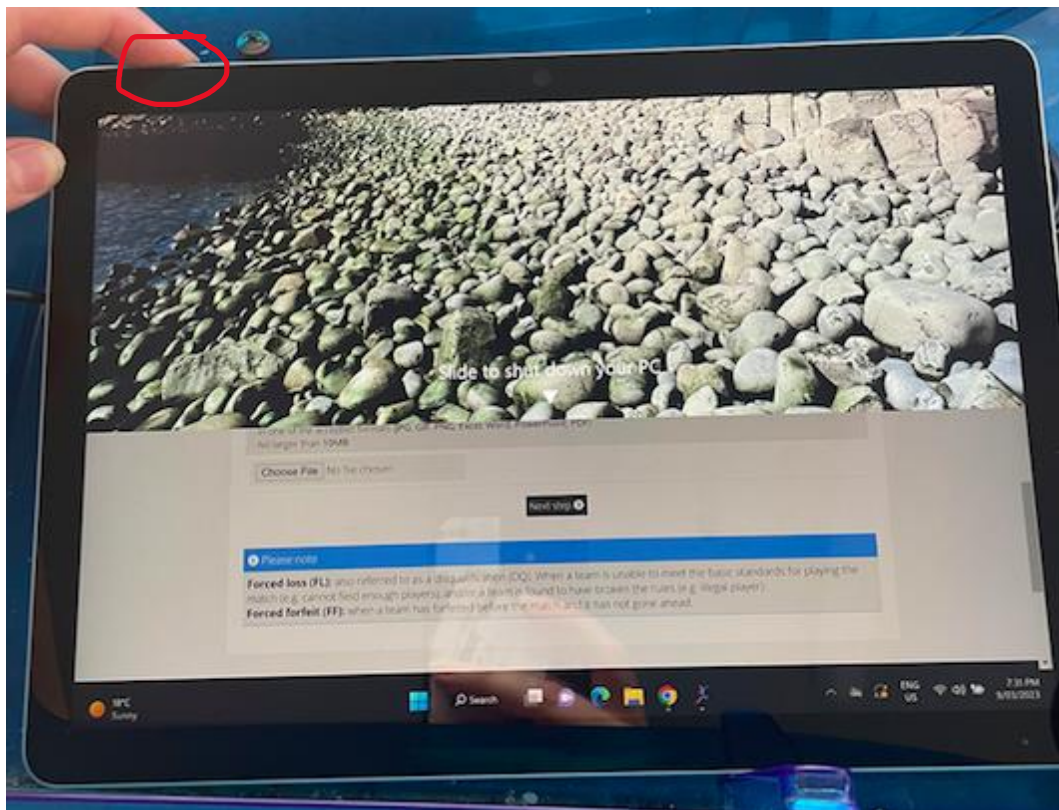
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SCORE CARD HOW TO:

STEP ONE: open 'GDHA Results'



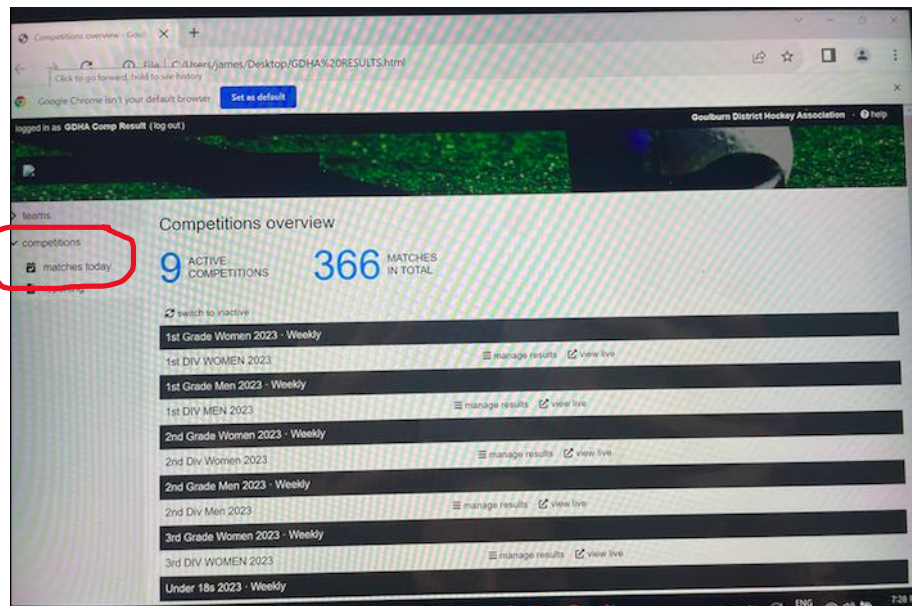
IF PAGE IS ALREADY ON SCOREBOARD: hold down far left button on top of ipad until you see the below screen, then click off into the game card



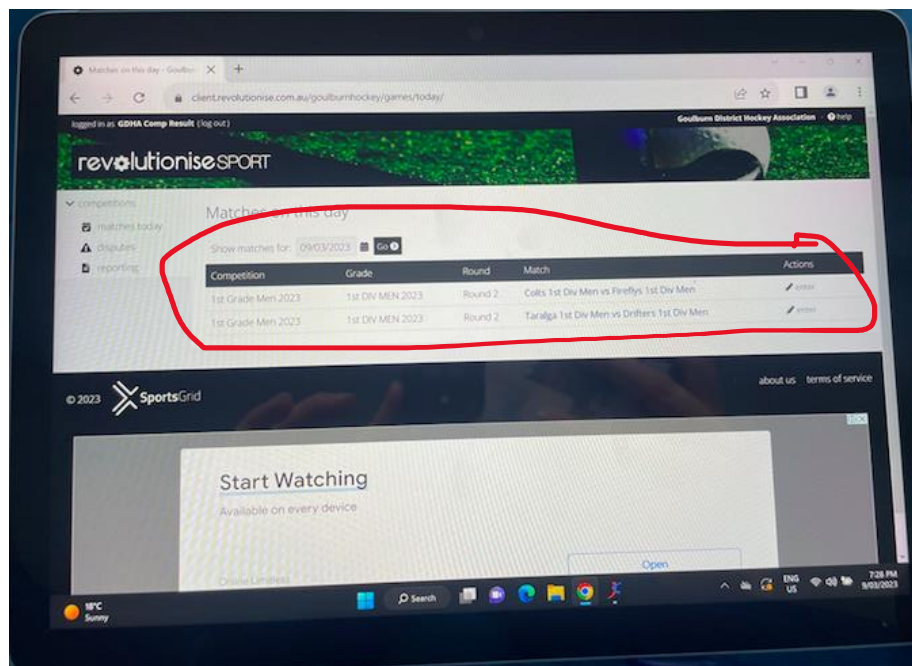
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STEP 2: HEAD TO 'MATCHES TODAY' tab on the left hand side



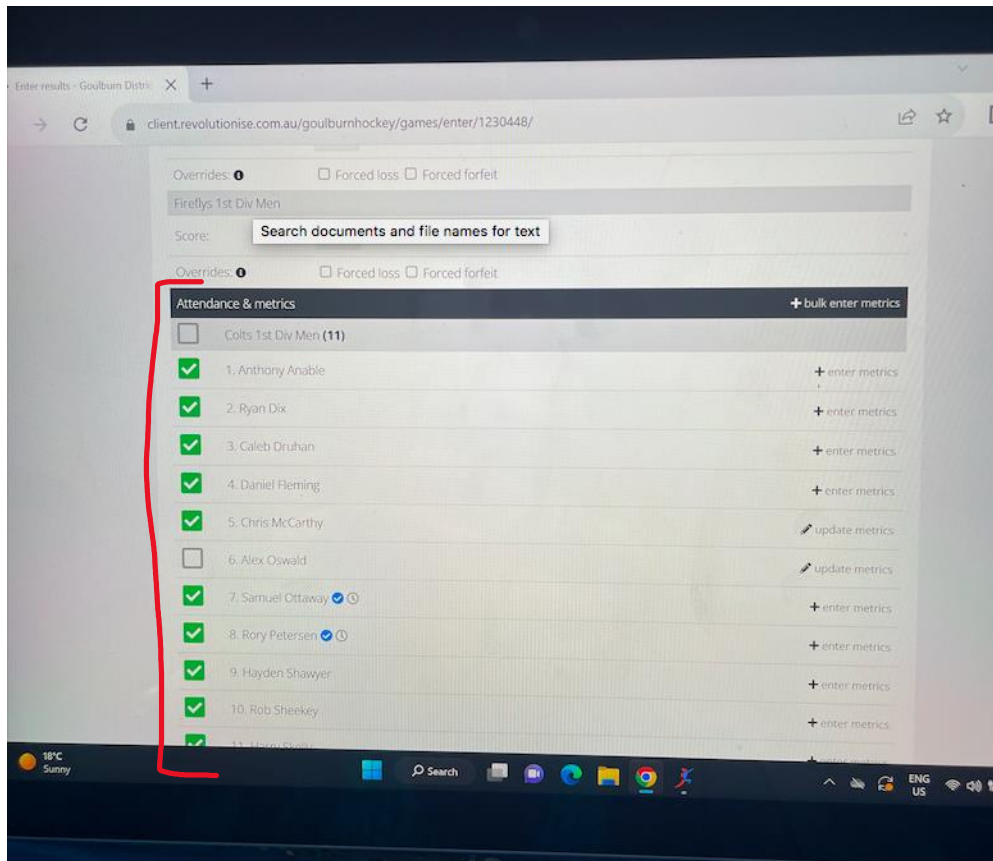
STEP 3: Select your match from the list of matches for the day



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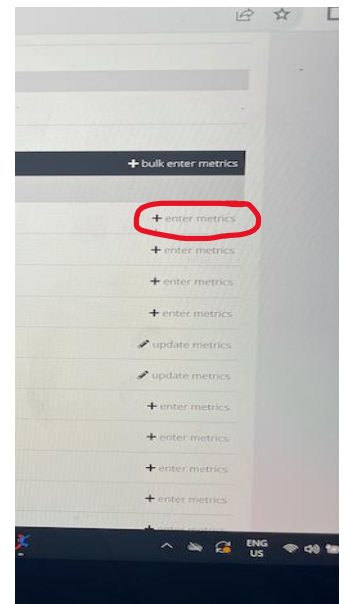
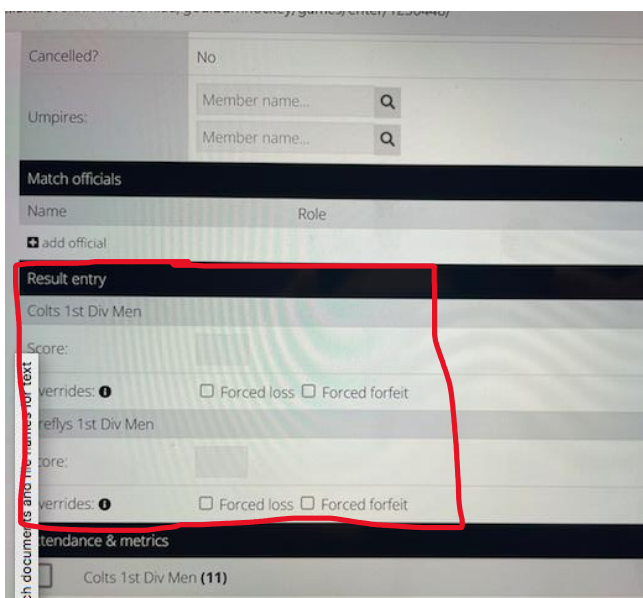
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STEP 4: Tick the box next to all of your present team members for the day, this automatically saves in the system so there is no need to do anything else at the beginning of the game (make sure to add any fill-ins by typing their name into the '+ fill-ins' section)



AFTER THE GAME:

STEP 5: return to the centre dugout to fill in any goal scorers and the final score (use '+ metrics' button for goal scorers)



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STEP 5: AWARD PLAYER POINTS IN u15 and above grades

Winning team = 3 and 1 points

Losing team = 2 points

Enter this by clicking the '+ metrics' button next to the players name and typing the points awarded

A screenshot of a web form titled "Enter metrics for Jack McEntee". The form has a dark header bar with a close button (X). Below the header, there are several rows for entering metrics. The first row is for "Goals:", with a minus sign, a text input field, and a plus sign. The plus sign is circled in red, and the numbers "3,2,1" are handwritten in red next to it. Below this is a row for "321 points (indicate 3 2 or 1 point):" with a similar minus, input, and plus structure. Then there are rows for "Red Card:", "Green Card:", and "Yellow Card:", each with a minus, input, and plus structure. At the bottom right of the form is a "Save" button with a right arrow icon.

STEP 6: Once all names have been ticked, points have been awarded and final score has been recorded scroll to the bottom of the page and select 'next step' this will automatically save your results in the system

A screenshot of a web page showing a "Next step" button circled in red. Above the button, there is a text area with the placeholder "No file chosen" and a list of supported file formats: "(JPG, GIF, PNG, Excel, Word, PowerPoint, PDF)". Below the button, there is a blue horizontal bar. At the very bottom, there is some text about disqualification (DQ) and forfeit (F).