



### DUTIES OF THE CONTROLLING CLUB ON MATCH DAYS

The following guide is a draft copy of the Controlling (Organising) Clubs duties on match days, [contact us](#) if you feel that it needs improving or if anything has been missed out.

- Duties of the Controlling Club.
- Contents of the Admin Box
- Scoreboard Guide

The fixture list contains details of which club is nominated as controlling club on match days.

If your club is nominated as controlling club, you are responsible for all aspects of running the day. Larger clubs may be able to cover all the jobs, but smaller clubs are advised to seek help before the day arrives if they feel that they may have problems. Some clubs may make arrangements to 'share' the duties but ultimately the controlling club is responsible for the day.

#### DUTIES OF THE CONTROLLING CLUB.

- 1 Before the day arrives make sure that you have the ADMIN BOX, or, are confident that you have arranged that it will be at the venue in time for the first match.
- 2 Check the contents of the box to ensure that you have everything that you need for the day. Check the contents against the CONTENTS LIST paying particular attention to the following items, SCORE SHEETS, GOALIE SHEETS AND PUCKS. All referees shirts and officials polo shirts must be washed before the day.
- 3 You should be in possession of the MULTI SPORTS TIMER (SCOREBOARD), if not find out where it is and make sure it is at the venue in good time for the first match. Familiarise yourself with the operation of the SCOREBOARD before the day arrives.
- 4 Your club is responsible for providing all the Officials/Parent Helpers to run the day.  
The are as follows :  
SCORER - To fill in the Official Match Report(Score sheet)  
TIMEKEEPER - To operate the Multi Sports Timer (Scoreboard)  
PENALTY TIMEKEEPER - To run the Penalty Box  
GOAL JUDGE - To record the shots on goal, and the times the goalies are on the pitch on the GOALIE ANALYSIS SHEET. (Also record the time the net is empty).
- 5 The controlling club must ensure that the matches run to schedule and that all matches are completed in the time that has been booked. (We cannot run over at Ebbw Vale).
- 6 The controlling club should contact the club scheduled to run the following match day to hand over the Admin Box and Scoreboard. They can the familiarise themselves with the operation and procedures in time for their turn. Both clubs should fill in a League Property Equipment Handover Sheet.
- 7 All Score sheets and Goalie Sheets should be delivered by hand to the Leagues Statistics Officer within 24 hours of the matches. DO NOT POST UNDER ANY CIRCUMSTANCES
- 8 NO CASH IS TO BE COLLECTED ON THE DAY.
- 9 Print out three copies of the latest FULL FIXTURE LIST. These must be displayed at the following locations in Ebbw Vale. At the top of the Seating Area, in the Timekeepers/Officials Box, in the corridor outside the changing room
- 10 If you are uncertain how to fill in the paperwork correctly seek advice.

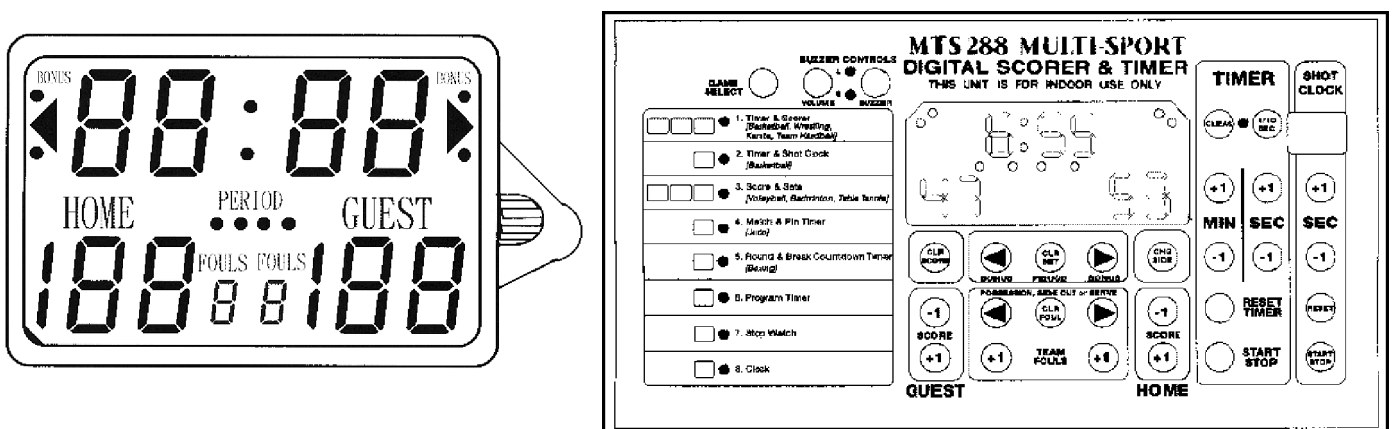
GOOD LUCK!

## CONTENTS OF THE ADMIN BOX

1. Grey File with documentation for 2004 – 2005 Season.
2. Blue file with documentation for 2004 – 2004 Season.
3. Two Referees Shirts.
4. Ten white Pucks.
5. 2 black pucks.
6. 9 clip boards.
7. 1 large tin containing: cello tape, raffle ticket., spare screws, safety pins, pencil case, scissors, 1 stapler and staplers, 2 screw drivers, 4 bull dog clips, 1 tube containing fuses and screw drivers for stop clock, 4 stop watches.
8. 2 league officials polo shirts. ( please could shirts be washed after use for next league day.)
  9. score sheets.
  10. Goalie Analysis Sheets
  11. Fixture List

please check contents before and after use.

## THE MULTI SPORTS TIMER (SCOREBOARD)



### OPERATING INSTRUCTIONS - GAME TIMER

1. Switch on and the timer will automatically select the GAME TIMER & SCORER functions.
2. Select game time by pressing the MINUTE +/- button until it reaches the correct time (eg 15 minutes). Press START to begin timing, then press STOP, then press RESET. This will enter the time into the timers memory.
3. You can now time the game in the START/STOP button. At the end of the period the buzzer will automatically sound.
4. Press 1/10th SECOND button for a more accurate clock in the final minute
5. Press RESET TIMER to reset the time to 15 minutes

### OPERATING INSTRUCTIONS - GAME SCORER

Use the GUEST & HOME +/- BUTTONS to add or subtract goals.