

Manual for the hall watch

What you should do and what you should be done on a Arriba gameday

A manual could never tell what to do in every possible case so first a few rules on the how and why. Because the manual does not give a definite answer on what is expected or should be done, you should follow these rules.

A hall watch is an important function to ensure that both the external teams and referees and their own teams enjoy playing their matches. In essence, it is primarily an organizational and coordinating function. In the past, the hall watch was asked to perform those tasks during the entire period of competitions. Nobody does that with great pleasure, however, since it meant a very large time load, while relatively little had to be done. That is why the room watch duties are now divided differently. The first playing Arriba team of the day takes care of the construction of the court and the last playing Arriba team takes care of the taking down of the court.

The organizational side must be taken care of by the tabling team. That means that at least 1 table agent must be present at the half an hour before the start !!

Practical guide:

Where in this manual reference is made to cabinet 1, the Arriba cage containing the balls with a key lock is meant. With cupboard 2 the following Arriba cupboard is meant the locker recognisable by a pair of Arriba stickers on the cupboard doors. The cupboards are located behind the rolling door at the entrance to Sporthal 1. Keys for both cupboards are on the key ring that can be collected from the doorman (with ball pass), at the front desk of the sportcentrum. The keys must always be present on the table of the table seekers if not used!

Playing teams:

Although every team that can arrange internally is not meant to build or break up or to move an individual, it remains a team responsibility.

- The bunch of keys is collected from the porter with the bunch of keys 8. You also ask in which room the match is organized and when that is in Sports hall 1 while Sporthal 1 or Sporthal 2 is free then you ask whether we can play in Sporthal 1 or Sporthal 2. If we play in Sporthal 1 or Sporthal 2, you also ask for the aluminum case with the clock for the scoreboard from the doorman. For playing in Sportzaal 1 you need the remote control for the baskets from the porter or you can ask the porter if he wants to lower the baskets. If there are problems with the electronic scoreboard and / or clock, you can also get old-fashioned analogue scoreboard from the porter.

- If Ladies 1 and or Gents 1 play the same evening, you also need to set the 24 second shot clock when the court is being constructed. The clocks are in cabinet 2. The clocks have different cable lengths and must be arranged diagonally opposite to each other. This always fits when the right cord is placed in the right corner! The clocks also include a control element which is located in cabinet 2.

- If you play in the Sportzaal 1, you use the score clock that is in cabinet 2.

- The plastic box with the things for the tabler and the arrow are in cabinet 2.

- When the baskets are placed on the playing floor, they should be locked so that they remain standing if someone bumps into them and the arm remains stable during play.
- If you are the last Arriba team, please take the court down and the table elements.

Tabling team / tabler:

- Be on time !! The main task is to check that everything is going as planned and that the playing teams are warming up undisturbed. This means that you are present at least half an hour before playing time.
- Make sure the teams fill in their players and coach in the right place on the competition form.
- Referees must be present 20 minutes in advance, if not, try to solve it with attendees (room, grandstand, canteen) and if that fails, call the match secretary.
- All tables must also be on time. If not on time then you call your teammate where he / she is and arrange replacement if necessary! Your colleague tablers must react early so that you have been able to arrange a replacement before the competition starts if complications arise!
- Make sure that the competition form is fully completed after the game (signatures of referees, names of table-goers and your own name with the commissioner).
- Text the results of the competition to the match secretary! Provided he is not present at the competition.

In the event of problems and / or irregular progress, always contact the match secretary, not the following week but immediately. If the match secretary is not available, then try to reach another board member.

Phone numbers:

Match secretary, Jan Kröger	+4917646683395
Chairman, Guus Janssen	+31 6 37225704
Treasurer, Ronja Cremer	+49 1578 2795943
Secretary, Kiki van den Oosterkamp	+31 6 34344251