

# ESPOO LIIKKUU TOURNAMENT 2023

## OFFICIATING INSTRUCTIONS

If any issues occurs during the tournament, please contact the tournament result service: +358 40 363 1502

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### LIVE SCORE TABLE

The game monitoring will be done through **TorneoPal Live Score** on an iPad, that is provided by the tournament. (Can be used on a mobile phone or a laptop if needed). Directions below.

#### Preparations

Make sure that the iPad has a working internet connection. The iPads either have a **sim-card with data** or they need to be **connected to Wi-Fi or shared 5G mobile** data.

Wireless connection instructions are taped on the pads.

#### Signing In

Sign into the system at <https://extranet.torneopal.fi>

(Shortcut has been saved on the home screen of the iPad by the name Tallink LiveScore)

The system requests a name and a password:

Nimi:

Salasana:

#### ATTENTION!

If you wish to practice using Live Score BEFORE the tournament, use the sign in directions attached to separate instructions!

#### Choosing the game

The easiest way to find the correct match is by the court.

Press 'Kentät' ('court') on the upper corner and select the correct court from the dropdown list.

Then select the correct match by clicking the match number.

#### Beginning Live Score

The player lineup is automatically filled on the live score table. The roster is available for viewing behind the 'pöytäkirja' ('game table') button.

### Checking the roster

Check if the list is correct with the team coaches or the team managers. The players in the roster of each match are marked on the 'P' column. If a player hasn't played during the entire match, the 'P' will be deleted of them.

### Adding a player to the roster

After the beginning of the tournament, the teams **cannot** change the player lists with their own login information. It must be done with the result service's account.

Adding a player on a singular game table is possible to do at the player's game location before the game. Player added on a singular game table is shown in red. This addition **must always be informed to the tournament result service** by text +358 40 363 4119, so the player can be joined with their team, and their statistics will be saved correctly.

After the necessary changes have been made, move forward by pressing 'Tallenna' ('Save').

To begin monitoring the game, first write your name and phone number, where you can be reached during the match. This way the tournament office can reach the correct person directly in case something to do with the score sheet needs to be managed.

The referees of the game are shown on the start screen. Make sure that the marked referees are in fact at the game. If needed, change the referees present because earnings are paid according to this information. Cross off the 'Tarkistettu' ('Checked') box on both referees to begin the game monitoring.

**ATTENTION! Some of the games/divisions only have one referee present.**

When everything is ready, press 'Aloita otteluseuranta' ('Begin game monitoring').

### Live Score

All functions for game monitoring are done in one view. If desired, it's possible to change the shirt color of a team from a box next to the team's name.

### Entering Scores

The teams' scores are written to the system by pressing the correct score amount (1 point, 2 points, 3 points) from under the team's name. The scorer is then chosen from an opening window.

### Entering Fouls

Fouls are entered by pressing 'henkilökohtainen virhe', 'tekninen virhe', 'epäurheilijamainen virhe', or 'erottamiseen johtava virhe' ('personal foul', 'technical foul', 'unsportsmanlike foul', 'foul leading to disqualification') from under the fouling teams' name. Then choose the fouling player.

### Using Timeout

Timeout is entered by pressing 'Aikalisä' ('Timeout') under the team's name. The button turns red after a team has used their timeout of the period.

### Changing the period

When a played period ends, it is switched to the next round by pressing 'vaihda erä' ('change period'). A new period is chosen from the popup window.

## Monitoring Events

Seen on the monitoring view are

- the game score
- period
- team fouls as yellow circles, they turn to red after full fouls (two free throws are shot starting from seven team fouls)
- personal fouls next to each players' name (in red in case of full personal fouls)

When a player's personal fouls are full, a notification of this pops up on the top of the screen.

## Editing An Event

In case of a mistake when entering events/information, the event can be edited by pressing the event's row on the 'Ottelutapahtuma' ('Game event') list.

For example, a fouling player is changed from a dropdown list, then press 'Tallenna' ('Save'). Misinformation can also be deleted by pressing 'Poista' ('Delete') on the same window.

## Ending A Game

When a match is finished, press 'Päätä otteluseuranta' ('End game monitoring') on the top. A confirmation window shows up, because this system is used to mark the game score and the series/division list is being updated.

## Game View

Return to the game view after the ending of a game. There the game events are shown in summary. This is equivalent to the public view.

Returning to the match list is possible by pressing 'Tulospalvelu' ('Result Service') from the left corner. A new match can be chosen from there.

## Problematic Situations

If the service can't be reached, a notification of this will pop up on the screen. Inputting events can be continued. The events are sent automatically after the connection is returned.

## OPERATING TIME

Differing between age groups, the game times in the tournament will go accordingly:

2005-2011 (U19-U13) 2 x 15 min minutes of efficient game time

2012-2015 (U12-U9) 2 x 12 min minutes of efficient game time

2016 (U8) 2 x 10 min minutes of efficient game time

Efficient game time means that the game clock is stopped whenever the game stops. When there are two or less minutes left of a game, the clock is also stopped after a game situation basket, until the game is continued from a behind the line pass.

### **The timer should start the clock, when**

- The jumper has correctly hit the ball in the beginning jump
- The ball touches a player on the court after a first missed free throw or a second missed free throw/ made free throw.
- The ball touches a player after on the court after a basket.

The timer should stop the clock, when

- A period ends (unless the clock stops automatically)
- Referee whistles while the ball is alive (the game is on on the court)
- The opponent of the team who requested timeout makes a basket
- There are two or less minutes left of the game and a basket is made

Duties of the timer and the scorer also include turning the alternating position arrow after throw-ins. In addition, the game officials will lifting the team foul sign in the air, when that team's fouls for the period are full (after six team fouls).

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