

Balance Bench

The coach's guide | Less clock-watching. More coaching.

Your first game in six easy steps

- 1. Build your team.** Open Your Teams and choose New Team. Pick the sport, add your players and set the usual game format.
- 2. Do the Pre-Game Check.** Confirm game details, mark who is available and add any fill-in players.
- 3. Pick your starting bench.** Choose the required players to start on the bench. Set the goalkeeper plan where available.
- 4. Choose your Magic Plays style.** Use a button on each tile, double-tap a tile, or switch the feature off.
- 5. Start the game and coach.** Start the clock, use SWAP for changes and keep player statuses up to date. The app adjusts time allowances as the game changes.
- 6. Save the story.** At full time, open VIEW GAME REPORT / ADD NOTES or choose SAVE & EXIT.

Find your way around

Your Teams: Pre-Game Check stays visible. Tap Menu for Training Plan, Edit Team, Game Log, Player of the Match Log, Magic Plays, Share Team and Print Backup Plan.

Training Plan: build timed sessions and a Saved Drills library. Print a plan, share its PDF or send an editable copy to your assistant.

Sharing: share your original team first so both coaches use the same player IDs. Import game files to add playing history and Magic Plays to your records.

Live Game: tap a player for options; use the cog for live settings.

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Get the team ready

A little setup before the whistle makes game day easier.

Create and edit teams

Choose **New Team**, then enter the team name, sport, players on the field or court, game format and minutes per period. Formats include halves, quarters, three periods and custom. Add player names and optional shirt numbers. Use an initial or surname to distinguish players with the same name.

Make it yours. Choose team colours and, if you like, a second colour for the striped background.

Update the roster. Open the team's triangle menu, choose Edit Team, make your changes and Save.

Put your favourites first. Tap Reorder on Your Teams, drag the handles into your preferred order and tap Done. The order is saved.

Game Details in Pre-game Check

Check the number of players on, format and period length for today. You can adjust these for the fixture without rebuilding the team. Turn on **Track Extra Time** if you want the option to continue beyond regulation.

Manual breaks. You decide when to start the next period.

Automatic breaks. Set the break lengths, including the half-time break. The next period starts when the break countdown finishes, so keep an eye on it if the real game is delayed.

Players Today

Mark each player as available or unavailable, or use the all-players control. Select the starting bench; the app checks that the numbers fit before starting. If you are short, follow the short-player prompt.

Fill-ins welcome. Use Add Temporary Player for someone joining today. Temporary players appear at the top so they are easy to find and select for the starting bench. Being at the top does not automatically put them on the bench.

Why this order? After the fill-ins, regular players are ordered using recent playing-time target percentages from saved games. This helps you consider who has had more time recently. You still choose the starting line-up.

Need a correction? Use the player editing controls to fix a name or remove a temporary player before starting.

Coach's call: the suggested order is a useful starting point. Pick the starters and starting bench that suit today's team, then let Balance Bench help you keep track.

Goalkeepers & Magic Plays

Plan the gloves. Celebrate the moments.

Set your goalkeeper plan

For sports with goalkeeper support, open the Goalkeeper section in Pre-game Check and enable the goalkeeper option. Your starting goalkeeper must begin on the field.

Four-quarter games. Select a goalkeeper for each quarter. You can choose different players or keep the same keeper using Same as previous quarter.

Other supported formats. Use the whole-game or half-time choices shown, with a second-half goalkeeper where available. The four separate selectors appear for a four-quarter setup.

How their time works. Time selected as goalkeeper counts as playing time, with no bench time allocated during that period. Any bench allowance comes from the rest of the game.

When the plan changes. If a future goalkeeper becomes unavailable, a reminder lets you Choose Replacement Goalkeeper for that upcoming assignment. This updates the plan; it does not immediately swap the players.

Goalkeeper tip: an upcoming keeper can move ahead when the rotation priorities are otherwise equal, helping them take a break before their turn in goal. They do not get a separate priority category.

Choose how to record Magic Plays

Open Magic Plays in Pre-game Check. Enable the feature, then choose your preferred control. You can change it later from the live-game cog.

Button on Tile. Each tile has a wand button and the player's current-game tally. Tap the button to open the actions.

Double-Tap Player Tile. Double-tap a player to open the same actions. The smaller tile shows a little wand and tally in the top-right corner. A single tap still opens player options.

Switch it off. Hide the controls when you do not need them. Turning it off does not erase recorded plays. The enabled setting and control style apply across teams on this device.

Give the good stuff a little sparkle

Choose **Record Magic Play** to add one, **Undo Magic Play** to remove that player's latest entry in the current game, or **Add Note to Magic Play** to describe their latest entry. Undo and note need an existing entry. Opening the menu alone does not add a play.

What counts as magic? You decide. A great pass, smart defence, backing up a teammate or having another go after a mistake. It is your team's little celebration, not another scoreboard to chase.

Read the game at a glance

The numbers help you plan. The whistle is still yours.

Two columns, one clear picture

ON shows the players currently on the field or court. **BENCH** shows the players off. Tap the **SWAP** button between two tiles to exchange those players, or use **Choose Replacement** from a player's options for a specific choice.

SWAP ALL. Rotates eligible players using the current order. Goalkeeper and Key Player protections affect who is included, so check the line-up after a change.

Touch and drag. Drag an eligible player onto a player in the other column to swap. Within-column rearrangement is limited by the timing and protection rules; the app continues to rank players as the game progresses.

What the bar and numbers mean

The left side relates to the player's playing-time allowance; the right side relates to their bench allowance. The time printed on the bar is the **time remaining** against that allowance. The percentage underneath is the **allowance already used**.

50% means halfway through that allowance. For a 10-minute allowance, five minutes used means 50%, with 5:00 remaining. It is not half of the whole match.

100% means the allowance has been reached. A + time shows how far over the allowance the player has gone. Percentages can exceed 100%. With no allowance, the display can show a dash or Over.

Colours are a prompt. Playing progress uses green and bench progress uses blue. Orange signals an approaching target and red can indicate an exceeded allowance. Player status can also change the tile's appearance.

Why the bars and list can move

Allowances are recalculated when the available players or game situation change. Goalkeeper plans, late arrivals and players leaving can all affect the targets. The bar split and percentages can therefore shift even while the clock is ticking normally.

On-field order. Considers playing and bench progress together. Players who have already used their bench allowance move lower in the substitution order; protected players are treated separately.

Bench order. Prioritises available players who have used more of their bench allowance, with playing progress and time used helping break ties.

Use it to plan, not to panic. You can spread a player's break across two shorter spells or wait for a suitable stoppage. The app tracks the result; it does not require a substitution just because a target changes.

Keep coaching when plans change

Injuries, late arrivals and the occasional accidental tap: covered.

Clock and breaks

Use the live clock controls to start, pause and resume. At a period break you can make substitutions before continuing. Use the skip/end-period control when needed and check the confirmation. With automatic breaks enabled, the countdown starts the next period for you.

Extra time. If enabled, choose START EXTRA TIME at regulation end before saving the completed game. RESET TO REGULATION END is available during extra time, with confirmation.

Undo. Use the short-lived Undo option when it appears after an action. It is for recent corrections, not a complete game rewind.

Tap a player to open their options

The available actions depend on their sport, current status and whether they are on the field or bench.

Choose Replacement. Pick the bench player you want to bring on, rather than using the displayed pairing.

Key Player. Delay Substitution 5 Minutes, Keep On Until Half-Time where available, or Keep On Whole Game. Cancel the protection when you want them back in the normal rotation.

Mark Injured. Take an injured player out of the available rotation, choose a replacement when prompted and use the return option when they are ready.

Sit Out. Record a coach-directed timed sit-out. This time is credited towards the playing-time allocation, so it does not create extra playing entitlement later.

Sin Bin. Use the timed penalty option where available. Choose the duration and follow the return controls when the penalty is over.

Sent Off / Left Game. Record a player who cannot continue. Follow the replacement or play-short options offered. The available players' time allowances adjust.

Basketball: Fouled Off. Removes the player for the rest of the game and redistributes their remaining time. It is not a timed sin bin. Use Undo Fouled Off if it was selected by mistake; the report records Fouled Off.

Player notes. Add or edit a note from the player options to carry the observation into the game report.

Late arrivals and early exits

Use **ADD PLAYER** to choose a saved player not already in the game or add a fill-in. For a player leaving, record Left Game. To leave the live screen yourself, use EXIT and choose whether to save or discard when prompted.

Still your team, still your decisions. Use statuses to record what actually happened. The app helps share the remaining time around; it does not decide whether a player should return or which competition rules apply.

After the final whistle

Save the game, remember the highlights and get ready for next week.

Save and review the game

At completion, choose **VIEW GAME REPORT / ADD NOTES** or **SAVE & EXIT**. If you close the panel, tap **GAME COMPLETE - OPTIONS** to reopen it. Opening the finished report saves the game first; choose extra time before this if you intend to keep playing.

Game Log. Open a team's menu to see its saved games. General Settings also provides access to Game Reports. Open a report for game details, player totals, notes and Magic Plays.

Player details and sharing. Open Player details for the time breakdown, goalkeeper time and recorded events. Add or edit player notes, and use the share icon to share the report image.

What does the report percentage mean? Target Reached = credited playing time divided by the final playing-time target, multiplied by 100. It is not calculated from bench time or total match length. Coach-directed Sit Out time is included in that playing-time credit.

Last 5 Games. Saved reports contribute to recent player averages. Deleting a report removes it from that history and those averages.

Revisit the Magic Plays

Open Magic Plays from the team menu, or from a game report for that game's entries. Players with more Magic Plays appear higher within their team. Open a player to see dated entries and notes. Tap an entry to edit its note, or use the delete control to remove an incorrect record.

New season, fresh start

Open **Edit Team > Season Reset**. Choose **Save Season & Reset** to name and archive the outgoing season, or **Reset Without Saving** if you do not want to keep it. Read the confirmation before proceeding.

What stays? The team setup, colours and player names and numbers remain, ready for you to edit the new roster.

What clears? That team's active game reports, associated notes and Magic Plays are cleared, along with its saved pre-game preferences. Other teams and existing season archives remain.

Compare seasons. Open Saved Seasons to review archived games and Magic Plays, and compare archived playing time and Magic Play counts with the current season. Save the season before clearing if you want that comparison later.

Settings and keeping your records

General Settings offers appearance, language preference, haptics, Pause Reminder and Target-Time Reminder controls. Team setup and colours are managed per team; Magic Plays control preferences are shared across teams on this device. Reports and season archives are stored locally: saving a season is not a cloud backup. Edit Team also offers Clear Saved Logs and Delete Team; check their confirmations carefully.

Ready for the next one? Check who is here, choose your line-up and enjoy coaching. Balance Bench can mind the minutes while you mind the team.

Print Backup Plan

A paper checklist so you can keep coaching if your phone is unavailable.

Open it from Your Teams

Open **Get Your Team Ready**, find your team and tap its small triangle to show the menu. Choose **Print Backup Plan**, alongside Edit Team, Game Log and Magic Plays. It is not in Pre-Game Check.

The plan includes **every saved player** and uses your latest saved game details, falling back to the team settings. Check the player count, number on the field or court, format and period length shown before printing. Update Game Details in Pre-Game Check if needed, then reopen the backup plan.

Choose what goes on the sheet

Tick boxes per player: choose 1-8 boxes. Four are shown by default. This gives you room for extra breaks; leave unused boxes blank.

Extra blank lines on sheet: choose 0-10 lines, with two by default. Each has a blank name and tick boxes. Write fill-in players in by hand; this does not change your saved team. Row numbers continue through the blank lines so you can count players quickly.

Tap **Print**, choose your printer and confirm. The numbered checklist prints first. **Break lengths by player count** starts on a separate page. Large lists may use more pages.

Read the break-length table

Choose the row for the **actual number of players**, then the column for the **number of bench breaks per player**. The time in each cell is minutes:seconds **for each break**, not the total time on the bench. The table includes counts for the optional blank lines as well as fewer players.

Example: for a 40-minute basketball game with five on court, eight players and two breaks each, use **7:30 each break**. If only seven arrive, cross out the absent player and use about **5:43 each break**. With five players, everyone stays on and no bench breaks are needed.

Use it during the game

Keep cycling through the players and tick one box after each bench break. Choose the starting bench yourself; the printout does not assign it. If someone joins, write their name on a blank line and use the matching player-count row.

The table gives rough equal-time targets for a full game, excluding period breaks and extra time. If switching to paper partway through a match, mark breaks already taken and adjust for time already played; the sheet does not recalculate the live game.

Soccer and hockey

One goalkeeper and one field position are reserved. The remaining players share the other positions and bench time. With 10 on the field, nine positions rotate. Player counts in the table include the goalkeeper. Coaches manage goalkeeper swaps and which boxes to tick; the paper plan does not follow individual goalkeeper assignments.

Training Plans & Saved Drills

Build your session, reuse drills and keep track of training.

Open and save your plans

Go to **Your Teams > Menu > Training Plan**. Open a name under **Saved Plans**. The last plan you selected, edited or newly saved moves to the top; that order stays when you reopen the app. Tap the library headings to expand or collapse their lists.

New Training Plan starts with six 10-minute sections. Opening it and closing without changes does not save it. Edit its name or drills to save automatically. Keep every drill named and at least one section. Check for **Saved**, then tap **Done**.

Choose or create a drill

Tap **Add Drill** in a section. Saved drills appear as names with expand arrows; open one and tap **Use This Drill**. Its instructions and pictures fill that section, keeping the section's planned minutes. The button then says **Edit Drill** and reopens the picker.

To make a new library drill, tap **Create a New Drill**, enter its details and tap **Save**. You return to the new drill at the top, expanded with **Use This Drill** visible. Tap it to use the drill in the section you came from. You can also edit names and instructions directly in a plan.

Insert and rearrange

Tap **Insert Drill** beside a section heading to choose or create a drill for that gap. Beside Drill 2, it inserts between drills 1 and 2. Cancelling adds nothing. **Add Section** at the bottom adds a section at the end.

Under each drill's **Options**, use the up/down arrows to reorder, the bin to remove, **Planned time** to adjust minutes, or the picture controls to add diagrams. The total updates automatically.

Save an individual drill for reuse

In any plan, including an imported one, open the drill's **Options > Save to Saved Drills**. It saves the name, instructions and pictures to this team's library. Dated coaching notes stay in the plan; the library copy does not carry the section's planned time.

Saving an identical drill again reuses its library entry. A changed version saves as a separate copy without overwriting an existing drill. Expand **Saved Drills**, then a drill's name, to see its details, edit or share it. Library edits do not change copies already in plans.

Timers and screen sleep

Tap the **play button** beside an activity to time its planned minutes. Use **Pause**, **Resume** or **Stop**. Starting another drill replaces the timer. At zero, the hooter sounds; choose the next drill yourself.

An open training plan or an unfinished live game stays awake; other screens use normal auto-lock. A started training timer continues if you leave the plan or lock the phone. Reopen its plan for controls. Allow notification sounds for the lock-screen hooter; Silent Mode or Focus may mute it.

Run history and dated notes

Starting a timer ticks **Done Today**; you can tick or untick it manually. Earlier dates stay, and the tick resets each day. **Last run** shows elapsed time, such as **3 weeks, 2 days ago**. Use the plan's **Menu > Mark as Run Today** to record the whole plan separately.

Use **Options > Add Notes** and **Save** for dated coaching observations. Entries stay with that drill in the plan, newest first.

Print & Share Training Plans

Send an editable session or a PDF, with or without coaching notes.

Send an editable training plan

Open **Your Teams > Menu > Training Plan**, then tap the saved plan. Inside the plan, open **Menu > Share Training Plan > Share for Import into App**.

Choose **Include Notes** or **Without Notes**, then send the **.benchshare** file through Messages, email or AirDrop. The file includes the plan's activities, durations, instructions and pictures. The receiving coach needs a compatible version of the app.

Choose whether to include notes

Include Notes includes saved coaching notes and dated drill notes. **Without Notes** removes those notes from the exported copy. Drill descriptions and instructions are included either way. Your original notes remain saved in the app.

The same choice appears when sharing a printable PDF. It applies to that export only.

Import a received plan

Save the received **.benchshare** attachment to Files on your iPhone. On the training screen, tap **Import Training Plan** and choose it. You can also open the received file with the app when your phone offers that option.

Review the preview and tap **Import Training Plan**. Find the plan under **Saved Plans**. If the same plan is already saved, **Update Training Plan** replaces its details with the sent version; check before confirming.

Imported drills stay inside the plan; they are not automatically added to **Saved Drills**. To keep one for reuse, open its **Options > Save to Saved Drills** (see page 8).

If its team is missing, importing creates a team heading. A plan file does not include the player roster or separate Saved Drills library. Use **Share Team** for team information. File sharing does not automatically sync later changes.

Share a PDF for reading or printing

Inside the plan, choose **Menu > Share Training Plan > Share PDF (Printable Layout)**, choose whether to include notes, then send it from the sharing window. The recipient can read or print it without the app.

A PDF, photo or ordinary document cannot be imported as an editable training plan. Use **Share for Import into App** when another coach needs to edit the session or use its timers.

Print one plan or several

Inside a plan, use **Menu > Print Plan**. From the main training screen, use **Print Multiple Plans**, select your plans and tap **Print**. Each plan has a training page with activities, instructions and pictures, followed by a notes page.

Choose two-sided printing with long-edge binding to put notes on the back. If the app says the content will not fit legibly, shorten it or split the plan. To choose whether coaching notes appear, export a PDF with the desired notes option and print that PDF.

Share Teams & Game Logs

Let your assistant record a game, then bring it into your history.

Send your team first

In **Your Teams > Menu**, tap **Share Team** and choose how to send the file. It includes team and player names, shirt numbers, colours, usual game settings and saved training plans. It keeps the IDs that connect players to their records.

The other coach opens the **.benchshare** file with Balanced Bench, or saves it to Files and uses **Your Teams > Import Team or Game**. Review the preview and tap **Import Team**. Both phones need the updated app.

For an existing shared team, **Update Team** updates its settings and matching players and adds or updates the included training plans. Local-only players and plans are kept. Existing games, Magic Plays, Saved Drills and a training session in progress remain unchanged.

Send a completed game back

Save the game as usual. Open it in **Game Log** and tap **Share Game Log** to send the importable file. The share icon at the top still sends a report image, which cannot be imported as game data.

On the receiving phone, open the file, review the players, times, notes and Magic Plays, then tap **Import Game**. It joins the team's existing Game Log. Player times feed into their history and Magic Plays add to the correct players' tallies. The roster, settings, other games and training plans stay unchanged.

If the same game is already saved

A matching copy is not added again. If the same game ID has different details, the preview shows your version and the sent version, including changed times, notes and Magic Plays.

Keep My Version: leave your saved game untouched.

Replace With Sent Version: review and confirm. The entire sent version replaces that game's player times, notes and Magic Plays. Notes or plays that exist only in your version are removed. The game is still counted once.

Other games, the roster and training plans are unchanged. A game in a saved season is updated **inside that season**, without adding it to current-season totals. If your game changes while the comparison is open, review the latest comparison before trying again.

Avoid recording the same match twice

If both coaches record a match independently, the recordings have different game IDs and are treated as separate games. They are not automatically combined. Have one coach record the match and share that log.

Likewise, independently created teams can have the same name but different IDs. Share the original team first so records match reliably. Removing a team or game on one phone does not remove it from another; file sharing is not cloud sync or an automatic backup.

Player of the Match

Recognise effort and give every player a turn.

What the feature does

Record one Player of the Match award for each game. The app keeps the recipient with the game report and recommends players who have not received an award in the current round. You can recognise effort, improvement, teamwork or a great performance.

Choose an award at full time

1. On the **Game Complete** screen, look under **Player of the Match** for recommended names, then tap **Choose / Review Award**.
2. Tap a player under **Recommended - awaiting a turn**, or choose someone under **Other players - coach's choice**. A tick marks your selection. Each player shows their previous award count and, where available, their last award date.
3. Tap **Save Award**. Then save the game using **SAVE & EXIT** or **VIEW GAME REPORT / ADD NOTES**. For a game not yet saved, the award is stored when the game is saved.

How fair turns work

Recommendations include players in this game who are on the current team roster and have not received an award this round. Players already awarded remain available under coach's choice; they are not blocked.

Once everyone on the current team roster has received an award, a new round starts automatically. An absent player can still be waiting for a turn, even if everyone playing today has already received one. Fill-in players can be chosen, but do not count towards completing the regular roster's round.

The rotation uses this team's recorded awards, including games in saved seasons. Changing the roster or an earlier award can change who is recommended.

Add, change or remove an award later

Open **Your Teams > Menu > Game Log** and select the game. Under Player of the Match, tap **Choose Player of the Match** or **Review or Change Award**. Select a player and tap **Save Award**.

To clear the award, choose **No award for this game**, then **Save Award**. Tap **Back** to leave the picker without saving your selection.

See the team's award history

Open **Your Teams > Menu > Player of the Match Log**. **Waiting for a turn** lists current players still awaiting an award this round. **Awards by player** shows each current player's total and whether they have already been awarded this round.

Award history shows recipients and game dates, newest first, including saved-season games. Tap an entry to open its game report. Totals cover all recorded awards, not just the current round.