

Oxfordshire Netball League

Duty team guidance & responsibilities

For each session, 7.00 and 8.30, a different club/team has been allocated the responsibility for running the proceedings. There should be **2 to 3 club members** to cover the duty. The duty team members are match officials and **should not be involved in playing or umpiring** during that session. If a club fails to cover its allocated duty, points will be deducted from the team :

- no show or late arrival after half time - 3 points deducted
- late arrival during second quarter – 2 points deducted
- late arrival after 6.45/8.20 or during the first quarter – 1 point deducted

Time of arrival is to be written on the results sheet.

We anticipate at least one ONL officer will be present, playing or umpiring, each evening but this cannot be guaranteed. They should be consulted if necessary.

The **courts and Community Arena** will be opened by the site staff to allow teams enough time to warm-up.

If the weather is extreme, matches will be cancelled by 4.30pm and information posted on the Oxfordshire netball website, but **should there be a deterioration during the evening, the duty team, in consultation with umpires, will be responsible for deciding on abandonment. This should be recorded on the results sheet, which should still be scanned and placed in the dated envelope with completed cards. The cancellation should be reported to the ONL Chair onlchair@hotmail.co.uk (see League rule 33)**

The first session duty team should arrive no later than 6.30pm to prepare the master results sheet and match cards. The equipment boxes are **stored in the Duty team shelter, key code : 2057A**

- mobile phone – **07729 705 680** : switch it on and check for messages
if it's not in the box, it is probably charging in Reception
- 2 stop watches
- Acme hooter
- siren
- game schedule grid sheet for the season
- results sheet which is dual use : a checklist for the duty team role, registering the arrival of teams and umpires and match results for the evening – **first duty team should insert the clubs playing both sessions**
League Republic will tell you the umpires' assigned courts
- match cards (1 per court, per match) with clipboards and pens to be collected and returned by the first named team - **first duty team should insert date/division/club names on the cards for both sessions**
if there are insufficient cards in the crate, stock up from the cardboard box in the cupboard – ensure they are Senior cards
- emergency procedures
- accident/incident file
- club & umpire contact lists
- dated envelopes – for the match cards & the check list/results sheet, which will to be collected weekly by the ONL Results Secretary
- ONL season's rules
- England Netball rules book

Please let Lesley Williams know if anything is missing/damaged

07982 439 828 ONLViceChair@gmail.com

The duty team is responsible for keeping the evening to schedule

- the rules allow for a delay in the start time of up to 10 minutes but only if there is an extreme traffic situation, delaying lots of players/umpires.....not just for one club having left too little time for the journey. **(see League rules 27, 29, 24)**
 - sound a **5 minute** (5 blasts/hold up card), **2 minute** (2 blasts/hold up card), **30 seconds** (1 blast/hold up card) warning hooter/siren
 - start the matches (1 **long blast**)
 - time the quarters and the breaks, using the hooter/siren to keep all games running to order. At the end of each quarter: sound the hooter/siren, time the interval (3 minutes after first & third quarter; 5 minutes at half time) and sound the hooter **30 seconds** before the start of the next quarter to allow teams to take to the court; sound the hooter again to re-start the game
- NOTE** : breaks and play may be shortened in the event of a late start and inclement weather, following discussion with the umpires and captains **(see League rule 24)**
- there is no injury time; injured players should quickly remove themselves/be helped from the court and substitution made for the game to continue – **duty team members should be prepared to support/phone an ambulance etc. as necessary (see League rule 34)** and inform **Kamen/OCFC on 07961 276 797**
 - ensure the accident record is completed**
 - the match card for each court should be brought to you when signed; if you have time prior to playing , **complete the checklist/master result sheet** and place them in the **dated envelope**
 - add any comments about the session to inform the League committee**
 - umpires** will record the details of any **caution/official warning/suspension/sending off** they have needed to administer **on the back of the sheet**
 - give a **photographer registration form** to anyone requesting one – leave the completed form in the file – **check that anyone filming/taking photos has completed a form**

The **second (8.30pm) session duty team** will arrive by 8.10pm to ensure a smooth hand over (unless playing in the 7.00pm match, in which case report by 8.20pm)

- all match duties as for session 1, above
- enter the results on **League Republic**, immediately, and upload
note that 5 points for a win, 3 for a draw are entered automatically; only enter manually 1 for a loss but over half; 2 for a loss within 5 goals
- photo or scan the **results section** of the master sheet to **onlresults@hotmail.com**
- if there are **umpire reports** on the back, email those to **onlchair@hotmail.co.uk**
- place it with the match cards in a **dated envelope** for **Sophie Andrews** to collect from the box file
- report any missing/damaged crate stock to **Lesley Williams 07982 439 828**
ONLViceChair@gmail.com
- switch off the mobile phone, check all the equipment *tidily* back into the labelled box files/crates and return them to the storage unit – **ensure the keypad is locked**
- if the mobile battery is low, hand it to the **Arena duty staff** with the charger and ask them (very nicely!) to charge it & keep it at Reception
- check the courts for litter, ensuring all teams clear their rubbish into the bins

With many thanks for your support. We are sure it will all go smoothly!

NOTE THAT POINTS WILL BE DEDUCTED IF YOU FAIL TO FOLLOW THIS GUIDANCE
see rule 21

Oxfordshire Netball League committee