

LTNL Handbook 2018

APPENDIX D

Responsibilities of Duty Team

Arrive at least 10 minutes before start of play.

1. Committee member on duty will open the box in the rear stairwell. The Duty Team to assist committee member in taking out:
 - Kit bags and balls for both courts
 - Scoreboard controls
 - Proforma and team envelopes

AND - Setting the score board.

2. Write the team names on the white board prior to each match.
3. Ensure scorers are in place for ALL matches.
4. Update the scoreboard during matches. This MUST be a separate person to the Scorers.
5. Ensure that both Scorers and Duty Person sit together on the bench in order to agree score.
6. Ensure all matches start and finish on time. The start of each match is as the times on the proforma.

Starting times are dictated by the sports hall clock regardless of interval between matches.

The timer should be started at specific match times whether or not teams are ready.

7. Sound the hooter approximately one minute before each match to allow teams to be on court at the start of the game. Also approx 30 seconds before the start of the next quarter.
8. Time 2 minutes at quarter time and 3 minutes at half time.
9. Check Envelopes:
 - a) Check that players of the match have been listed and sportsmanship box ticked.
 - b) If any changes have been made during the game, make sure they have been put on the envelope.
 - c) Check that proforma and umpiring cards have been signed by both umpires and that they have agreed the scores for all 4 quarters.
 - d) Check that all envelopes have been returned.

The committee member on duty will collect the envelopes and proforma at the end of the afternoon.

10. **Last two matches (both courts) - ensure that all items mentioned above are collected up and assist the committee member to put back in the box marked NETBALL in the rear stairwell.**
11. **Collect all litter at the end of the afternoon.**

NO LITTER SHOULD BE LEFT IF EACH TEAM CLEARS THEIR OWN LITTER AWAY!!!