



LTNL Handbook

1. Title

The amalgamation of the clubs shall be called **The Loughborough Town Netball League (LTNL, and referred to in this document as 'the League')** and shall be divided into divisions as deemed appropriate by **The Loughborough Town Netball Committee (referred to in this document as 'the Committee')**.

2. Mission Statement

LTNL will develop and promote the sport of netball for all levels of ability, enabling equal opportunities to all for personal development and enjoyment within the sport.

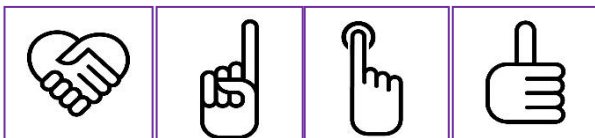
Values:

Fair play: Operate within the spirit of the rules, making informed and honourable decisions at all times.

Aim high: Be enthusiastic and motivated to play to the best of your ability.

In control: Be disciplined to be in control of your actions at all times.

Respect: Treat all others with respect and dignity at all times.



Fair play

Aim high

In control

Respect

3. Rules of the game

The rules of the game of Netball are the current rules laid out by England Netball (EN).

4. Code of Conduct

Players

- Play by the rules – EN Domestic Rules Guidance, World Netball
- Never argue with an umpire or other official - without these people you can't play netball.
- Control your temper - verbal abuse of officials and other players doesn't help you enjoy or win any games and will not be tolerated.
- Be a team player - it's a team game, treat it that way.
- Treat all players as you would like to be treated - fairly.
- Co-operate with the umpires, your team-mates, and your coach.
- Play for your own enjoyment and to improve your skills.

Supporters, Officials and Parents

Remember that you are there for the participants to enjoy the game.

- Umpire and officiate to the best of your ability and be impartial.
- Encourage participation, but don't force it.
- Never ridicule mistakes or losses - supporters are there to support not downgrade.

- Lead by example and respect all players, coaches, umpires and spectators - verbal abuse will not be tolerated and may result in your being asked to leave the sports hall.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise umpires.

5. Membership

Players must be affiliated to their Club through England Netball via the Membership Engage and comply with their rules and regulations. Clubs wishing to change the name of their club must notify the General Secretary. Any clubs wishing to resign from membership of the League must give notice prior to the AGM in writing to the General Secretary. Once a team has registered and wants to withdraw either before or during the current season, they will be responsible for all outstanding match fees.

Checks will be made on England Netball membership throughout the season. A club may be fined £5 for defaulting.

6. Subscriptions

A new team entering the League will need to pay a one-off deposit of £20 when registering for the first time. At the start of a new season each team must pay the League an affiliation fee of £14 (per team) for membership for that season. Failure to pay the affiliation fee will mean the team will not be eligible to play in the League.

7. Registrations

At the start of a new season a fee of £1 will be charged per player to register with the League. Any re-registrations will also incur a fee of £1. No player shall be eligible to play in any fixture unless they have been registered by the club with the League and the EN (registration number must be provided). The minimum age to play in the LTNL adult League is 16 years old. Age banded players can take part in the League providing they are aged 14 or 15 if they have been given permission by the Leicestershire Netball Safeguarding officer. Registration will NOT be accepted for a player under the age of 14.

Registration form and fee must be received by the Registration Secretary seven days prior to the player taking part in a league, cup or plate match.

JUNIOR PLAYERS - a parental consent form must be signed by a parent or guardian before a junior player (under 18) is eligible to play. In addition, the '*Application for Young Person to Play in Adult League*' form must be completed for junior players aged 14 or 15, the Registration Secretary must have notification that this has been signed-off, before being eligible to play for a team in their assessed Division only (or below). Players at age 14 years are not eligible to play in the LTNL Premier Division. There is a maximum limit of 3 x aged 14 and/or age 15 players on court at any one time. Failure to do this will incur a deduction of all match points (minimum 4 points), as per clause 15. Please refer to our [Young Persons Guidelines](#) on the website for further details.

A player may register with the League throughout the season. A player may transfer from one club in membership of the League to another club (unless within six match weeks from the end of the season – as per clause 15), providing that the registration form and second claim EN registration form has been completed, signed and received by the Registration Secretary, together with the appropriate fee, seven days prior to that player taking part in a league, cup or plate match. Failure to do this will incur a deduction of all match points (minimum 4 points), as per clause 15.

A player can re-register from one team to another team within the same club if written instruction is received by the Registration Secretary, giving a minimum of four days' notice and in line with clause 15. Failure to do this will incur a deduction of all match points (minimum 4 points), as per clause 15.

8. Committee Members

The officers of the League shall be the Chair, General Secretary, Minute Secretary, Treasurer, Fixtures Secretary, Registration Secretary, Umpires Secretary, Leicester Liaison Officer, Social Media Secretary,

Web Master, Compliance Officer and Ordinary Members. The Committee, each fulfilling their respective position, shall govern the League in conjunction with the Constitution. They shall have the power to fill any vacancy, which may occur during the season at their next consecutive meeting. A Committee member missing three consecutive meetings will be considered to have resigned unless an explanation satisfactory to the Committee is received.

The Committee shall meet as the occasion demands. The Annual General Meeting shall be held at the end of the season. Notice of this meeting, together with the agenda shall be sent to all clubs at least four weeks prior to the date of the AGM. The meeting shall elect members for the forthcoming season. All nominations must be proposed and seconded before election can take place. Existing Committee members may re-stand without nomination if unopposed. There must be a quorum of five at each Committee meeting.

9. Start of play and incomplete teams

All matches must start as per fixture list at the designated venue. Time will be taken from the sports hall clock. Each match will commence and finish on the umpire's whistle. The duty team on court 1 will be the timekeeper. There must be a minimum of five players per team on court at start of play. If a team cannot field five players at the START TIME, the points and goals will be awarded to the opposition – eight points and 30 goals. A player arriving late may take to the court in the vacant position, at the umpire's signal after a goal or injury. Positions may then be changed at each break. Each team must provide a scorer for their league, cup or plate match. Teams will be required to drop a player on court to provide a scorer if necessary.

For LTNL Scorers requirements please see Appendix C.

10. Umpires

Each team entering the League **must** provide at least one qualified umpire for the season. The minimum age to umpire in the LTNL is age 18. Umpires should carry the latest EN Rule Book. There must be two qualified umpires present at every match before the match can commence. Umpires can only cover a maximum of two LTNL matches on one day. **Umpires must wear suitable clothing for all umpiring fixtures.** Umpires should ensure that they arrive with enough time before the match is due to start to check players' nails are short and that no jewellery is worn. (Wedding rings may be taped). If a player is wearing a leg support with a metal hinge, the metal must be covered. **If an umpire arrives late, they should take over from the stand in umpire only after a goal has been scored.** If a player or spectator behaves in an unreasonable manner, the umpire will speak to the captain of the team concerned and follow the Game Management protocol. If the same player continues to behave unreasonably, the umpire will forward her name to the Committee, who will investigate the matter. The LTNL will not tolerate any aggressive or intimidating behaviour towards any umpire that contravenes the LTNL values (see clause 4. Code of Conduct).

In all matches the umpires' decision is final. Both umpires from each match must enter the quarters and final score on the proforma at the desk and agree the score with the scorers. No verbal complaints or criticism shall be accepted by the Committee regarding umpires.

Any team booking an umpire to cover their umpiring commitment will pay the umpire fee of £15. If the request is made within 24 hours of the match, the fee will be £30. Any team failing to fulfil their umpiring duties or fielding an unqualified umpire (without prior permission) will lose all points for their game (minimum four points deducted) and a £30 umpiring fee. This rule still applies if the umpire that fails to turn up was an umpire that the club had sourced to cover their umpiring duty, the club is responsible, not the umpire. The 'stand in' umpire is responsible for letting the Committee know of any default, in writing on the proforma, including the umpire's name and the club.

Into Officiating assessed Umpires are allowed to umpire for specified League matches in Divisions 2 & 3, only with the support of a mentor. They or their club will pay the mentor £10 of the fee normally given to the umpire (the resulting £5 will be given to the Into Officiating umpire).

Clubs are responsible for their spectators. Any spectator behaving in an unsporting manner will be warned by the umpire, and if they continue, will be asked to leave.

11. Fixtures

Each team shall play fixtures as specified by the Committee. The Fixtures Secretary will inform each club secretary of all fixtures. In the event of a match not being played to the finish owing to circumstances over which neither team have control, a decision on the outcome will be made by the Committee. If a match is cancelled in advance by one of the teams, the **defaulting team** will be required to pay the cost of that match (both teams match fees plus umpiring fees where necessary), if notification of cancellation is not received in advance, they will also **be deducted four points**. The non-offending team will be awarded **eight points and 30 goals**. If a team does not turn up for three consecutive matches they will automatically be banned from the League and ordered to pay the total cost of all their unfulfilled matches for the rest of the season and forfeit their deposit.

Procedures for re-arranging fixtures see Appendix A.

Procedures for cancelling a match see Appendix B.

12. Club duties

The club secretary must ensure that all players are fully affiliated before they play in any fixtures. They must inform the League of any changes such as names, addresses etc. that may occur in their teams during the season. The club secretary must inform all their team(s) members of minutes of all meetings, important events, fixtures, tournaments etc., and is required to attend secretaries' meetings when requested. Failure by any club representative to attend any secretaries' meetings or the AGM will incur a £20 fine for the appropriate club.

13. Team duties

Each team will, on a rota basis, run league matches (cup and plate matches are the responsibility of playing teams). **The team on duty should arrive at least 10 minutes before the start of their first rostered match in order that the desk, score board and courts are ready on time** using the Leisure Centre Clock. They shall time matches (court 1 only) and ensure that all matches start and finish on time. The team on duty must alter the score on the scoreboard during matches and ensure that **both** umpires from each match sign the proforma and enter the quarter and final scores. The home team on the scoreboard must match the home team named on the proforma (first team named). At the end of the afternoon, they should help pack away, the pro-forma should be handed in to the duty committee member who will be on hand to help and advise.

Teams are required to:

- Provide scorers for ALL league matches plus cup/plate matches according to guidelines in Appendix C
- Cover duty for their own match for Cup/Plate fixtures.
- Cover umpiring commitments at the Loughborough Schools Tournament as required.
- Cover additional ad-hoc duties as required on request of the Committee.

Teams failing to undertake their team duty will lose four points.

For responsibilities of Duty Team see Appendix D.

14. Captain's duties

Captains must check that her teams' nails are short (tape is not allowed) and that all jewellery has been removed (wedding rings taped).

The captain must toss the coin with the opposing captain to decide the first centre pass before the match is due to start. **Only the captain** may approach an umpire at quarter or full time to query a rule. The captain is to report to the umpires before the match begins.

Captains must print team sheet and score sheets and ensure they are fully completed and a photo sent to: results@ltnl.co.uk by 8pm on the evening of the match; failure to do so will result in one

point being deducted from their team. Any substitutes playing or positional changes must be recorded on the team sheet also.

15. Players

A minimum of seven players must be registered for each team throughout the season. Where a club has more than one team entered in the League, a player registered for the higher designated team may not play for teams with lower designations without re-registering. Once re-registered down to the lower designated team, they may not play up again (or be re-registered up) for the remainder of the season. Players may re-register to a team within their own club or to another team in the League. Each player has a total of three 'lives' throughout the season, irrespective of re-registration up to a higher designated team with the same club. A player may not re-register down (or re-register from another club) within six match weeks from the end of the season. A team who plays a player that is not registered with the correct team in the LTNL will pay the following penalty:

The defaulting team, whether it wins, loses or draws its match, will incur a deduction of all match points (minimum 4 points). When points are not at stake, such as the League cup and plate competitions, the defaulting team will forfeit the match.

As per Regional League ruling, a player cannot play in the LTNL if they have played more than 16 quarters in the National Premier League (checks will be made with the Regional League to monitor this). In addition, any player in a Super League team squad, cannot play in the LTNL.

All issues regarding the safeguarding of young people and vulnerable adults remain the responsibility of the club that they play or umpire for. To take photos or videos of a match, the photographer needs to ensure that any players that are under 18 have parental permission to have any images recorded. They must complete the Image Capture Permission Request Form to seek permission from both umpires and team captains.

Pregnancy

Pregnant players are not eligible to play in a match after the 12th week of pregnancy. Umpires beyond the 20th week. Players/ umpires will be instructed to leave the court immediately.

16. Substitutes

The rule, as stated under rule 6 in the Official Netball Rules, applies. Please note that a player who has been previously substituted may return to a game at a later stage. A team can have five substitutes in the team with any number of substitutions during the game. When completing the team sheet at the end of the match, any substitutes and the position played, must be named if they took part in the match.

17. Championship

To decide the championship, four points will be awarded for a win, two points for a draw, one point to the losing team if they score 50% or more of their opponent's total goals. One point will also be awarded to the team scoring the most goals in a quarter (i.e. winning the quarter), or ½ point for each team if they both score the same goals in the quarter. The team with the greatest number of points at the end of the season shall be declared the division winners. In the event of two or more teams having the same number of points, then the goal difference shall decide the division. In the event of the goal differences being equal, the teams concerned shall play a deciding match(es), as the Committee may determine. The winners and runners up of the first, second and third divisions **will qualify for promotion** to the division above. Teams finishing in the last two places of the premier, first and second Division will be demoted to the division below. In the event of new teams entering the League or a team(s) resigning from the League, the Committee will make the cut forming the division for the following season. In this case, the situation will be fully discussed at the pre-season Committee meeting. Completely new teams will automatically be placed in the lowest division. A new team will be a team that contains less than five players from an original team from the previous season.

18. Finance

The League Committee will decide the level of payments applicable. All league members are requested to support all the fund-raising activities arranged by the Committee throughout the season. A statement of the financial situation of the League will be presented at the AGM. All monies owed to the League must be settled seven days prior to the AGM.

The treasurer will issue invoices periodically to all clubs for match fees and for any fines/penalties, payment should be made via BACS transfer within 14 days from the date of the invoice.

19. Trophies

Division winners.....	Premier, First, Second, Third
Division runners up.....	Premier, First, Second, Third
League Cup winners	
League Cup runners up	
League Plate winners	
League Plate runners up	
Player of the year.....	Premier, First, Second, Third
Sportsmanship Trophy.....	Premier, First, Second, Third
Best Defensive Record.....	Premier, First, Second, Third
Camilla Mather Umpiring Award	
Sue Jones 'Above and Beyond' Trophy	

All trophies shall remain the property of the League and cannot be won outright. No club shall engrave or interfere with them in any way; but must keep them clean. (Goddard's Long-Term Silver Polish recommended.) Any trophy returned to the League damaged will be repaired and the cost of any such repair will be invoiced to the club that returned the trophy. Individual awards won by players may be kept. Any trophy not returned will be invoiced to the club/player for a replacement.

20. League cup / plate

All teams affiliated with the League will automatically be entered into league cup (unless requested to be excluded). This will be drawn at a committee meeting before the season starts. Up to three teams from the top of the premier division from the previous season may automatically go into the second round of the cup. The first-round draw will separate these premier division teams, and the remainder of the premier division teams will be drawn against the first, second and third division teams. From the second round the League cup and plate will run on a luck of the draw basis.

Each round of the League cup / plate will be drawn at a committee meeting after the previous round has been played. The League plate will operate for those teams who are knocked out / lose in the preliminary or first round. From then on, the League plate will operate in the same manner as the League cup. When byes are needed to balance the competition, there will be only one bye per team allowed where possible.

Players must play a minimum of four LTNL matches for their CLUB (including league and cup) to be eligible to play in the cup and plate matches from the quarter-final rounds onwards. The Committee will consider extenuating circumstances. If a player not meeting this requirement has played, the defaulting team will forfeit the match. If unsure regarding lives of players contact the registration secretary beforehand.

If a team does not fulfil a cup/plate fixture, they will forfeit their right to enter the competition the following season. They will be liable for costs of the match and umpiring fees. If a team does not fulfil their umpiring commitment for a cup /plate fixture, they will be withdrawn from the current competition plus incur a £30 umpiring fee, this will be payable to the stand-in umpire.

League cup and plate matches must be played on the designated dates and venue provided by the Committee. Rearrangement of these matches is not permitted.

21. Kit

Clubs must state their team colours at the beginning of the season. The colours of the kit i.e. tops, skirts, sports shorts, dresses and bibs must be adhered to without deviation, as this can confuse opponents and umpires. Tracksuit trousers and cycle shorts may be worn providing that a skirt/dress is worn over them, and providing **they are the same colour as the team kit**. Tracksuit tops and sweatshirts may be worn providing that they are the same colour as the team tops. Bibs must be worn by all players, which must have their positions on the front and back to comply with the EN rule regarding the size of letters. Should a clash of colours occur, a coin toss will be taken and the losing team will change bibs. Jewellery and activity trackers are not allowed to be worn during a match; wedding rings may be worn if covered with tape. **Nails must be short** to ensure the safety of opponents. It is the responsibility of the player to remove jewellery, tape wedding rings and cut nails short before the match begins. Long hair should be tied back when playing to ensure safety to opponents. There should be no sharp adornments worn in the hair. Teams should be on court in full kit at all times. Umpires have the right to refuse to let a player on court who is not suitably attired.

22. Timing

League matches

Each match will consist of four quarters of 15 minutes, a two-minute interval at quarter time and three minutes at half time. All matches should start as per the fixture list time (according to the Leisure Centre clock).

Cup and Plate matches

The cup and plate matches will consist of four quarters. The Committee has the right to alter the time as deemed necessary and the Committee member on duty will notify the captain of any team concerned of any changes. The duty team will time keep each match and will notify the umpire when each quarter-time and full-time is up.

Should the match end in a draw, a further five minutes each way will be played. Should the match still end in a draw then there will be a penalty shootout.

The captains will toss a coin, the winner deciding whether to go first or choose which end the shootout is to take place.

The umpires will place a marker in the chosen goal circle approximately in the centre and approximately three feet away from the top of the circle. The two teams in turn will then take five shots using only 5 players from their team who were on court at the end of extra time. The best of five goals wins the match. Should there still be a draw at the end of five goals, there will be a sudden death shoot out. This will begin with the remaining two players who were not involved in the five goals shoot out, and who were on court at the end of extra time and continue with the five previous players in the same sequence as before. This sequence continues until a result is reached.

23. Sponsorship

The League offers a minimum of five percent of the balance recorded at the AGM as sponsorship money to be available to playing members of the LTNL. Application forms for sponsorship will be issued at the start of each season and must be returned to the Treasurer by the specified date. The Committee has the sole right to award and refuse sponsorship after consideration of application forms.

24. Disputes, complaints and appeals

Any dispute or complaint regarding a match and/or its result must be submitted **in writing** to a member of the League Committee within twenty-one days of the matter. The League Committee will then decide whether or not the matter is deemed serious enough to adjudicate upon at the following Committee meeting.

If it is deemed serious enough for the League to adjudicate upon, the League Committee will endeavour to deal with the complaint /dispute within the next two Committee meetings.

The League Committee will have the power to determine the penalty to be imposed on teams and players who are in breach of these rules/regulations/code of conduct, regarding the playing of matches in the League. Such penalties include but are not limited to reprimands, the deduction of league points, fines, suspensions, and expulsion from the competition.

If any team wishes to appeal against the decision of the League Committee, they must notify the League Chair within fourteen days from the date of the notification of the decision. In this event, the matter will be considered by an appeals panel to be convened. The decision of the appeals panel will be final and binding on all parties.

24. General

The Committee has the power to deal with any matters arising that are not provided for in the aforementioned rules, and teams failing to comply with any of the rules. This will result in all or part of the deposit being forfeited.

If you have any suggestions, ideas or points you would like to be discussed at a Committee meeting, email the Committee (comments written on team sheets will not be accepted). All serious comments will be raised at the next Committee meeting.

RULE INFRINGEMENT PENALTIES		
5	England/ LTNL Registration	A £5 fine may be incurred by the club for defaulting
6	Non-payment of affiliation fee	Team cannot play in the League for that season
7	Non-registered player	All match points (minimum 4 points) deduction
7	4 or 7 days' notice not given re player registration	All match points (minimum 4 points) deduction
9	Less than 5 players at start of match	Match awarded to opposing team – 8 points & 30 goals
10	Non-provision of umpire	All match points (minimum 4 points) deduction & £30 umpiring fee
	Fielding an unqualified umpire	All match points (minimum 4 points) deduction & £30 umpiring fee
11	Non-attendance of a team for a match	4 point deduction & full cost of court fees (both teams) & umpires fees
11	Non-Attendance of a team for 3 consecutive matches	Banned from league & payment required for all outstanding matches & forfeit of deposit
12	Non-Attendance of secretaries' meetings & AGM	£20 fine
13	Non-attendance for team duty	4 point deduction
14	Incomplete/ non completion of team/score sheets	1 point deduction
15	Player not registered in correct team	All match points (minimum 4 points) deduction
	Player defaulting on 3 lives rule	All match points (minimum 4 points) deduction
	Playing a non-registered player in a cup/plate match	Forfeit the match
	Playing/ umpiring whilst pregnant	Must leave the court immediately and not play/umpire until end of pregnancy
19	Non-return or damage to trophy	Invoice club for replacement/ repair
20	Player not played 4 matches from quarter final stage of cup/plate	Team forfeits match if they win
20	Team non-fulfilment of cup/plate fixture	Forfeit entry to next year's competition
20	Non-fulfilment of umpiring duty for cup/plate fixture	Team withdrawn from current competition. £30 to be paid to stand in umpire

LTNL Handbook

APPENDIX A

Re-arranging fixtures

- Each team will only be able to re-arrange a maximum of three league matches throughout the season. Cup and Plate matches must be played on the designated dates.
- There are usually no spare fixtures, therefore you will need to identify a swap with another team.
- Permission **MUST** be sought from the opposing team.
- Contact all teams concerned, at least **TWO WEEKS** prior to the fixture.
- If all teams agree – an email must be sent to the Fixture Secretary, Umpire Secretary, Registration Secretary, Chair and all teams concerned.
- Inform all umpires, umpiring commitments will have to be met for both teams.
- Check that none of the teams concerned are on team duty. If they are, you must make arrangements to cover.
- **Matches must always be played if a team has five or more players.**

NOTIFICATION OF CHANGE OF MATCH

Checklist:

1. Advise Fixture Sec that you wish to swap your match, discuss any possible options.
2. Contact opposing team and teams you wish to swap with to request swap, detailing dates/times.
3. If all teams agree, confirm swap via email to relevant teams.
4. Agree about umpiring commitments – usually teams agree to swap duties. Responsibility of swap team to ensure all umpiring commitments are covered.
5. Check to see if either team has duty cover. If affected by swap, responsibility of swap team to ensure duty is covered.
6. Send notification email to advise of match swap to:
 - Fixture Secretary
 - Umpire Secretary
 - Chair
 - Secretaries of relevant teams
 - Relevant umpires

APPENDIX B

Cancelling a match

- **Consider there may be an option to swap the match?**
- **Inform opponents and Fixture Secretary by phone and via email preferably at least seven days prior the match.**
- Notification must also be sent to the Umpire Secretary, Treasurer and Chair.
- Inform umpires who should be umpiring the cancelled match.
- Inform duty team.
- Provide umpires for both your team's and opponents umpiring commitments.
- Pay costs of both teams' court fees.
- If opponents are on duty, you must cover their duty.
- If your team is on duty you must cover your team duty.
- **Matches must always be played if a team has five or more players.**

NOTIFICATION OF CANCELLATION OF MATCH

Checklist:

1. Advise the Fixture Secretary that you wish to cancel your match, discuss any possible alternative options.
2. Contact opposing team, preferably by phone to advise of cancellation – follow with email confirmation.
3. Agree about umpiring commitments. It is the responsibility of the cancelling team to ensure both umpiring commitments are covered, costs must be covered by the cancelling team.
4. Notify umpires of cancelled match to confirm NOT required to umpire.
5. Check to see if either team has duty cover. If opponent team or cancelling team are on duty – it is the responsibility of the cancelling team to ensure duty is covered.
6. Send notification email to advise of match cancellation to the League Committee:
 - the League Committee Fixture Secretary
 - the League Committee Umpire Secretary
 - the League Committee Chair
 - Secretary of opposing team and teams responsible for umpiring the cancelled match
 - Relevant umpires

LTNL Handbook

APPENDIX C

LTNL scorers

Please ensure that players participating in ALL divisions of the LTNL are aware of the requirements detailed below (which may be different from other leagues and England Netball).

What Match?	Each team MUST provide one scorer for their own match. Teams will be required to drop a player on court to provide a scorer if necessary.
Who can be a scorer?	A supporter, a family member, a substitute (they do not need to be a qualified umpire or affiliated to EN) but they must concentrate on the game at all times and accurately record the score. If the scorer is needed on court as a substitute, the player leaving court should replace the previous scorer.
Scorer Responsibilities	Arrive in good time for the start of the game. The scorers will sit by the “desk” with the duty team and complete the score sheet (each team to provide their own team sheet), accurately recording each score and ensuring the score board and centre passes are correct. If the scoreboard is not working, one scorer must call the score after every goal - loud enough for all on court players to hear. The quarter time score and centre pass must be agreed with the umpires at the end of each quarter. Keep a record of centre passes if an umpire requests confirmation and be prepared to confirm the score to an umpire at any time during the match. If both scorers think that the umpires have allowed an incorrect centre pass, IMMEDIATELY signal the closest umpire to stop the game by raising an arm and shouting UMPIRE . Do not coach, make comments or shout encouragement during the game.
Umpire Responsibilities	Umpires should ensure that two scorers are in place prior to the start of the match. Umpires will enter the scores on the proforma after each quarter. The umpires must sign the proforma at the end of the match and agree the scores.

If you have any questions or need clarification on any aspect of scoring in the LTNL, please contact either:

Jodie Coppin – jodiecoppin8@gmail.com Umpire Secretary
Elaine Spary – e.spary100@gmail.com Chair

LTNL Handbook

APPENDIX D

Responsibilities of duty team

Arrive at least 10 minutes before start of play.

1. The 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 and tables for both courts
- Proforma folders & first aid kit

AND

- Collecting Scoreboard controls from Reception
- Setting the score board

2. Write the team names on the white board prior to each match. The home team is the first team named on the proforma.
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 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 two minutes at quarter time and three minutes at half time.
9. Record 2 minutes time if a player is suspended off court by the Umpire under Game Management.
10. Check that proforma has been signed by both umpires and that they have agreed the scores for all four quarters.

The Committee member on duty will take a photo of the proforma and send to the LTNL Committee via WhatsApp and email to results@ltnl.co.uk at the end of the afternoon.

11. 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.
12. Ensure the scoreboard is reverted back from showing 15 mins to the normal clock time.
13. Scoreboard controls to be returned to Reception for charging.
14. Collect all litter at the end of the afternoon.

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