

LOUGHBOROUGH TOWN NETBALL LEAGUE 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 and that both scorers and duty person sit together on the bench to agree score.

4. Update the scoreboard during matches. This **MUST** be a separate person to the scorers.

5. 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.

6. 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.

7. Time two minutes at quarter time and three minutes at half time.

8. The team on duty shall ensure that any **warning/suspension/ordering off** is recorded by the scorer on each Score Sheet.

9. If a player is **suspended**, time the 2-minute suspension period (begins when play re-starts) and advise the umpire when the time has elapsed. The suspended player **MUST** sit on the score bench for the 2 minutes. The player or substitute may return to court at next break of play.

10. If a player is **ordered off**, time the 4-minute ordered off period (begins when play re-starts) and advise the umpire when the time has elapsed. The ordered-off player **MUST** sit on the score bench for the 4 minutes. After 4 minutes a substitute may return to court at next break of play.

11. 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.

12. 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.

13. Ensure the scoreboard is reverted back from showing 15 mins to the normal clock time and return scoreboard controls 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!!!