

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 clubhouse** 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 22)**

The first session duty team should arrive no later than 6.30pm to prepare the master results sheet and match cards. They should collect the equipment crate from **the storage unit on the courts – padlock code 065** ; it contains:

- 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**
- 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 cupboard in Community Arena Reception office, under the front shelf
- neutral umpiring guidance
- emergency procedures
- accident/incident file
- club & umpire contact lists
- envelopes – **to be dated** for the match cards & the check list/results sheet to be collected by the ONL Results Secretary
- ONL rules
- England Netball rules book

Please let Jacqui Arthur know if anything is missing/damaged

07879 418 944

jacqui.arthur@gmail.com

The duty team is responsible for keeping the evening to schedule

- **register clubs and umpires** as they arrive
- note that this season umpires do not necessarily officiate on the next court – they are all assigned - confirm that each knows which court s/he is on
- **log in to www.oxfordshirenetball.co.uk** – click the big red button to reach League Republic – matches – umpires
- 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 17, 18, 19)**
- 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 15, 19)**
- 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 23, 24, 25)**
- **ensure the accident record is completed**
- the match card for each court should be brought to you when signed; record the result and score and place them in the **dated envelope**
- **if you have time, complete the checklist/master result sheet and add any comments about the session to inform the League committee**

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
- check the courts for litter, ensuring all teams clear their rubbish into the bins
- photo or scan the results section of the master sheet to **onresults@hotmail.com**
- place it with the match cards in a **dated envelope** for **Becky Dearlove** to collect from the box file
- enter the results on **League Republic, immediately or within 24h – see separate instructions**
- report any missing/damaged crate stock to **Jacqui Arthur 07879 418 944**
jacqui.arthur@gmail.com
- switch off the mobile phone, check all the equipment *tidily* back into the crate, and return it to the storage unit – **ensure the padlock 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

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

Oxfordshire Netball League committee