

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; 3 would be best for 7.00 matches, with the need to open and close the car park gate at the end of the games. 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 may 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 may 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 through WhatsApp**, 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**)

Information from conceding teams, travel delays etc must be posted on the WhatsApp group for the day. There is no longer a duty team mobile phone.

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

- 2 stop watches + car park gate key in plastic box
- Acme hooter
- siren
- game schedule grid sheets 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 on the back– **first duty team should insert the clubs playing both sessions**
- **League Republic will tell you the assigned umpires for each court**
- 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** – OJNL ones are there too*
- emergency procedures
- accident/incident file
- (club & umpire contact lists)
- dated envelopes – for the match cards & the check list/results sheet, which will be collected weekly from the labelled plastic box by the ONL Results Secretary
- ONL season's rules
- photography permission file with register, forms, stickers

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 26, 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 – ensure it can be heard
 - 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 for each break, quarter and 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 the **OCFC duty manager 07889 565 951**
 - **ensure the accident record is completed**
 - **open the car park gate** (key in the stopwatch plastic box) for 7.00 teams to exit; **relock it and return the key**
 - 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** - other wise the second duty team will do that
 - **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 a sanctions sheet** (in the boxfile)
 - **check that anyone filming/taking photos has completed a form – record name/club/reason on the register** – leave the completed form in the labelled file
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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 but within 5 goals
 - photo or scan the **results section** of the master sheet to **onresults@hotmail.com**
 - photo the **sanctions umpire reports** sheet, email that to **onlchair@hotmail.co.uk**
 - place both with the match cards in the **dated envelope** for **Sophie Andrews** to collect from the labelled plastic box
 - report any missing/damaged crate stock to **Lesley Williams 07982 439 828**
ONLViceChair@gmail.com
 - check all the equipment *tidily* back into the labelled box files/crates and return them to the storage unit – **ensure the keypad is locked**
 - check the courts for litter, ensuring all teams clear their rubbish into the bins
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With many thanks for your support. We are sure it will all go smoothly!

BUT NOTE THAT POINTS MAY BE DEDUCTED IF YOU FAIL TO FOLLOW THIS GUIDANCE

Oxfordshire Netball League committee