



MKINL 2017/18 Duty Procedure

MKINL Duty procedure:

- One Team or Club per venue, per evening
- Duty Teams/Clubs are teams that are NOT playing that evening
- Three people from the Team/Club (including associates) need to be on duty each evening (all three duty members must arrive before the first match commences and must remain on duty until after the final match has been completed and the paperwork has been finalised).

Duty to include:

1. Collecting duty box & score boards
2. Accurately completing all information on to the duty pad ****NB**** umpires are to sign against the match they are umpiring
3. Receiving cheques and posting them to the Treasurer Gemma Loud (stamped envelopes provided)
4. Posting the results to Results Secretary Sara Parsons (stamped envelopes provided)
5. Email scores to Results Secretary & post paperwork to the correct person within 24 hours
6. Getting teams to sign in & ensuring all team members who have taken court have signed in
7. Collecting Master Registration Forms and EN Confirmation emails from teams (if applicable) and posting to Sara Parsons
8. Scoring all games at the venue ****NB**** Please note that injury time will now be timed – please see separate note
9. Timing all games (although umpires are responsible for instruction to start and re-start matches)
10. Timing of injuries (as per the injury time policy)
11. To manage the movement of people during the evening as described in the Court Etiquette Procedure

The Duty teams will be known when the fixtures are released.

PLEASE MAKE SURE THAT YOU ATTEND ALL OF YOUR DUTY EVENINGS 10 MINUTES PRIOR TO THE FIRST MATCH & WITH THREE PEOPLE FROM YOUR CLUB.

We expect ALL teams to comply fully with the Duty procedures.

Failure to comply

- 2 POINTS will be deducted for each person from the duty team who is late (where it adversely affects the start of the match). “Late” is defined as any time after the first



MKINL 2017/18 Duty Procedure

match starts and if other people have to help with any item that duty teams are responsible for.

- Teams that do not complete duty by leaving paperwork incomplete, will be deducted 1 point.

Examples of incomplete paperwork are:

- Not filling in the full names of those doing duty, or the team name
- Not putting scores on the duty form
- Not transferring umpire's details to the duty form
- Not recording cheques being paid and confirming other forms of payment
- Not filling in the duty team name on the sign in sheet

A Guide to Undertaking MKINL Duty

1. Collect duty box & score board from reception at the venue.
-If anything is missing please write a comment on the duty pad under the appropriate section.
2. On the duty pad, write the names of members doing duty.
3. Collect cheques from the teams playing, write the amount on the duty pad & put the cheques in the correct envelope addressed to the Treasurer (Gemma Loud).
4. Ask the playing teams to sign the Player Sign In sheet and ensure that the number of players playing in a match equals the number of players that have signed the sheet.
5. Check if teams have any players transferring, playing up or new players & ask them to note this on the Player Sign In sheet AND the duty pad under Affiliations/Transfers.
6. Set up the score board. Please note that whilst using the score board, teams should keep the same side of the scoreboard for the whole game (scores must not be swapped when teams change ends).
7. Set the time in line with the umpire's direction & score all the matches making sure the scores match at the end of each quarter & in line with usual scoring protocols.
8. Ensure that umpires put their umpiring numbers and print their name on the back of the scorecards. You can help the umpires find their numbers from the list in the duty box.
9. Encourage umpires to complete the fair play scores & pick a player of the match.
10. Transfer scores and umpire numbers from the scorecards to the duty pad.
11. If you need to make a note of anything that happens during the evening e.g. injury to players, late teams, umpires not turning up, etc. please put these in the Comments section.
12. At the end of the evening return duty box to reception and:
 - Email results to the Results Secretary (Sara Parsons: mkinlresults@gmail.com)



MKINL 2017/18 Duty Procedure

- Send cheques and bottom (yellow) copy of duty pad to Gemma Loud, Treasurer (envelope provided in duty box).
- Send top (white) copy of duty pad, Player Sign In sheet, scorecards & any other paperwork to the Sara Parsons, Results Secretary (envelope provided in duty box).

THANK YOU