



MILTON KEYNES INDDOR NETBALL LEAGUE DUTY PROCEDURE 2023/24 SEASON

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. Duty teams should use the score cards and duty sheets in the packs provided by the MKINL Committee to score the games on the night and complete the duty sheet.
2. Accurately completing all information on to the duty sheet & umpires are to sign against the match they are umpiring.
3. Scoring all games at the venue. Please note that injury time will now be timed – please see the MKINL 2022/23 Injury Time Procedure. This should also be recorded on the duty sheet.
4. To manage the movement of people during the evening as described in the MKINL 2022/23 Court Etiquette Procedure. Duty teams must use their duty sheet to record the number of players taking court for each team, and any players who are playing up/transferring.
5. Duty teams must record the score on their duty sheet & any additional notes.
6. A clear photo of the duty sheet & **both sets of score cards front & back from every match** must be emailed to the following, mkinlduty@outlook.com, mkinresults@outlook.com, mkinaffiliations@outlook.com & mkinfixtures-venues@outlook.com & mkinofficiating@outlook.com at the end of the night or within 24 hours. Once the photo is sent, please destroy the hard copies.
7. Duty teams should pass the scoreboard to the relevant team at the end of the night, this is noted on the fixtures by SB next to the team that should take the score board at the end of the night.

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

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

Please send a copy via email to the Duty Officer / Results Officer / Affiliations Officer / Fixture Officer / Officiating Officer & Treasurer, by the end of the nights duty (Clear photo attachments are acceptable)



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- ❖ Duty teams should write their names and team clearly at the top of their duty sheet.
- ❖ All payments are paid online by the teams, no cash or cheques are accepted.
- ❖ Timing all games (although umpires are responsible for instruction to start and restart matches) duty teams must time the quarters using a timer/phone of personal use. The quarters are timed 13 minutes each with 1 minute between quarters 1-2 & 3-4 and a 2 minute break for half time between quarters 2 & 3.

- ❖ 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.
- ❖ Please shout out the scores at the end of each quarter.
- ❖ Ensure that umpires put their umpiring numbers and print their name on the back of the scorecards.
- ❖ Transfer scores and umpire numbers from the scorecards to the duty pad, once completed please hand the 1 scorecard to each team captain.
- ❖ Encourage teams to complete the fair play scores & pick a player of the match once they collect the score cards from the duty teams. Teams can use the MKINL 2022/23 Fair Play Award & Player of the Match Guidelines on the website.
- ❖ 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.
- ❖ Team sign in forms must now be submitted by each team electronically on game night. Links to be found on the MKINL web site, under the **Members Area**. Teams must include any play up/transfers on the sign in and notify duty teams of the player's name.
- ❖ Teams who fail to comply with deadlines for team sign in forms will be deducted -1 point in line with both 5.3 Duty rules & 3.3 Players affiliation rules.

Please send a copy of the Duty Sheet to the MKINL Duty Officer/ Results Officer/ Affiliations Officer / Fixture Officer & Treasurer. (emails can be found on MKINL Website)

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