



MKINL 2021/22 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. 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 ****NB**** umpires are to sign against the match they are umpiring.
3. Scoring all games at the venue ****NB**** Please note that injury time will now be timed – please see the MKINL 2021/22 Injury Time Procedure.
4. To manage the movement of people during the evening as described in the MKINL 2021/22 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 must be emailed to the fixtures Officer & Affiliations Officer at the end of the night or within 24 hours. Once the photo is sent please destroy the hard copy.

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.



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A Guide to Undertaking MKINL Duty

1. Duty teams should write their names and team clearly at the top of their duty sheet.
2. All payments are paid online by the teams, no cash or cheques should be accepted on the night.
3. Check if teams have any players transferring, playing up or new players so you can note it on the duty sheet under **Affiliations/Transfers**.
4. Timing all games (although umpires are responsible for instruction to start and re-start 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.
5. 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.
6. Please shout out the scores at the end of each quarter.
7. Ensure that umpires put their umpiring numbers and print their name on the back of the scorecards.
8. Transfer scores and umpire numbers from the scorecards to the duty pad, once completed please hand the 1 scorecard to each team captain.
9. 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 2021/22 Fair Play Award & Player of the Match Guidelines on the website.
10. 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.
11. Email the duty sheet to Fixtures Officer & Affiliations Officer within 24 hours.
12. If you, the duty team, need to raise a concern by the Cause for Concern form, please email it directly to the Chair chairofmkinl@gmail.com
13. Team sign in forms must now be submitted by each team electronically before 5pm on game night. Links to be found on the MKINL web site, under the **Members Area**.
14. Teams must include any play up/transfers on the sign in and notify duty teams of the player's name.
15. 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.

THANK YOU