



## MKINL 2024/25 Duty Procedure

### Duty procedure:

- One team will be allocated Duty Team per week per venue
- Three members related to the Duty Team must be in attendance 10 minutes prior to the start of the first match.
- You must use the correct paperwork.
- All documentation must be printed off the MKINL Members Area on the website prior to attending.
  - Duty Sheet
  - Scorecards
- Duty team will need to bring two timing devices (one for match, one for injury)
- Duty team will need to be aware of how the SB is getting to them and who they need to give it to

### Pre-match

1. Complete the Duty Sheet: Date, venue, your team name and the individual names of the people on duty.
2. List the team names in the Team Name column.
3. Enter the umpire number in the No. column (ask the umpire for their number).
4. Print the umpires name in the Name column (ask the umpire for their name).
5. Enter the team names on the scorecards.
6. Check with umpires, who won first centre, enter E in the box on the umpire card and O for the other team.
7. Set the scoreboard to 0-0 and quarter 1.
8. Ensure the team benches only have a maximum of 8 people when teams are on court.
  - Duty teams must enforce this rule and ask surplus people to leave the courtside.

### During the match

1. Timer - Set the clock for 13 minutes (for each quarter)
2. 2 scorers – Mark each goal on the scorecard as the teams score, these must be numbers not a tally. Ensure you agree after every goal.
3. Change the scoreboard to agree with your scorecard.
4. As the quarter is coming to the end, make sure you are near to an umpire when you call time.
5. Set a timer to time quarter time (1 min / 2 mins / 1 min), let umpire know when it is 10 seconds left.
6. Check the team benches do not exceed the 8 persons limit.
7. If there are any incidents during the match please complete the details on the duty sheet.

Incident	Involving	Team	Umpire Nos:	Cause for Concern
- e.g. Sprained ankle	Geva Mentor	Leeds Rhinos	200 and 233	N/A
- e.g. Warning	Jade Clarke	Team Bath	222 and 185	N/A

- e.g. Non-signed scorecard N/A Mavericks 158 and 162 Team advised
- 8. For any complaints or issues please refer member to complete the Cause for Concern form which can be located on the MKINL Members Area on the website. This must be received by the committee within 7 days.

#### Post match

1. Check your scorecards agree.
2. Ensure the umpires enter their numbers and sign their names on the back of the scorecards.
3. Ensure the captains sign the scorecards if in agreement with the score
4. Ensure captains write Oppositions Player and mark Fair Play on the scorecards.
5. Enter each teams score against their name on the duty sheet  
e.g. Saracens Mavericks 24

#### End of the evening

1. Pass the scoreboard to whoever is listed to take it (it maybe you!)
2. Take clear photos of the duty sheet and front and back of scorecards.
3. Email to be sent to the MKINL Results Officer [mkinlresults@outlook.com](mailto:mkinlresults@outlook.com)

#### Non-compliance

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
  - “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 to ensure the matches start on time.
- 1 POINT will be deducted for late or incorrect duty paperwork,
  - “Late” is defined as anything after 2 days from the date of the match (so no later than Thursday).

**Please send a copy of the Duty Sheet and scorecards to:  
MKINL Results Officer [mkinlresults@outlook.com](mailto:mkinlresults@outlook.com)**