

AYLESBURY & DISTRICT NETBALL LEAGUE – 2011/12 SEASON
TEAM ROTA DUTY RESPONSIBILITIES

FOR EACH OF THE TWO LISTED DUTY TEAMS, THERE MUST BE AT LEAST ONE PERSON ON DUTY FOR THE EVENING. IT DOES NOT HAVE TO BE THE SAME PERSON ALL EVENING, BUT CONTINUOUS COVER MUST BE PROVIDED BY EACH TEAM
'THE PERSON FULFILLING THE ROTA DUTY ROLE CANNOT BE FULFILLING ANY OTHER ROLE I.E. UMPIRING AT THE SAME TIME.'

GENERAL

- Be at the venue at least 10 minutes before the start of the first match.
- Distribute any documents to appropriate teams.
- Write out the scorecards and match record sheets for the next week.
- Ensure checklist is completed
- Be aware of any ADNL rules which may be called into use during the evening e.g. how many times can a player play up or down? How long is allowed for injury time?
- Ensure that the bag is either given to one of the teams on duty the following week or make arrangements for it to be at the venue for 10 minutes prior to the first match the following week.

AFFILIATING A PLAYER & TRANSFERS

- **A player must be affiliated to England Netball and their payment cleared prior to playing. Please also email the ADNL affiliations secretary as soon as possible. Confirmation of online affiliation is also sent to the Affiliations Secretary by England Netball. Payment must be sent directly to England Netball. No payment will be accepted on the night.**
- On the night please write the players name, date of birth and address on the venue record sheet and ask them to sign the teams 'player registration form' in the rota folder. New names are picked up weekly when the umpiring cards are checked
- . The Affiliations secretary must be notified in writing in advance of transfers from one club to another also the same is required if transferring to a team within the same club. Players cannot be transferred on a match night.

- **IF THE ABOVE IS NOT CARRIED OUT THE PENALTY CLAUSE WILL BE APPLIED (SEE ADNL RULES).**

MATCH INFORMATION

- Hand out the scorecards to the umpires for each match.
- Ensure the appropriate number of signatures from each team is on the scorecards (signatures must be made prior to the end of each match). The umpires should also print their name on the venue sheet.
- Before a match commences, record the details of any players playing up or down and ensure they sign against the date on the Player registration form.
- **Record the details required on the ADNL record sheet and send off 2 copies (1 Copy to results secretary with all scorecards and checklist. 2nd copy to Affiliations secretary), envelopes are in the match folder. Friendly results should not be recorded.**
- **Telephone 01296 581139 or E-Mail (soniqueah@aol.com) match results to Sonia Holford by 5pm Thursday evening.**
- Record any injuries on the EN Accident Report Form

MATCH TIMING

- Make sure all matches start promptly.
- Sound the bell/hooter one minute before the start of each match as a warning for the teams and umpires to assemble on court. Sound the bell/hooter to indicate that the umpire can start the match, at this point set the timer running. All matches are timed at 12 minutes per quarter with 1 minute at quarter time and 2 minutes at half time.
- If an umpire asks for a 'Time Out' because of injury (and it is only the umpire who can ask for a time out), then start the second timer until play resumes. The total of the injury time is added at the end of the 4th quarter. **A maximum of 5 minutes injury time is allowed per match, subject to England Netball time out rules.**

PROBLEMS

- Should any problems occur which cannot be resolved by the match umpires and are not covered within the ADNL rules and constitution, please make notes on the ADNL record sheet.