

Aylesbury & District Netball League (ADNL)

Season 2019/20

Match Procedures

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Aylesbury & District Netball League – Season 2018/19

Match Procedures

The main points to be aware of for this season are shown below but please take time to read the details within the ADNL League Rules.

1. Team Kit

- 1.1 All players must wear matching kit, i.e. identical design and colour(s).
- 1.2 The team kit can be a mixture of sko(i)rts and tops or dresses, providing the design and colour are identical. It cannot be an amalgamation of two or more different kits
- 1.3 Multi-team Clubs should note that when playing up or down they must wear the same kit as the team they are playing for.
- 1.4 If Teams in the League have either the same or similar kit and the Umpire feels there is a potential for confusion, one side should wear over the head bibs, this should be decided with a toss-up. All teams are required to have a set of over-the-head bibs.
- 1.5 The Rota Duty Team will record non-compliance on the Rota Duty Checklist.
 - 1.5.1 ADNL may sanction Teams or Players for non-compliance.

2. Team Bench

- 2.1 Spectators, Team/Club Players and Team Officials should be located away from the playing area either on or next to the team bench.
- 2.2 They should be far enough away so to not cause any interference with players or match officials.
- 2.3 If interference is apparent, the individual(s) will be instructed to move by the Umpire.

3. On-Court Captain

- 3.1 Ensure:
 - 3.1.1 The Scoresheet is collected from the Duty Desk by the last quarter-time of the match before.
 - 3.1.2 Where possible ensure that Umpires and Scorers, who are playing after officiating, complete the Scoresheet before the match they are officiating starts. (e.g. officiating at 7:00pm and playing at 8:00pm). This will reduce the likelihood of delaying the match they will be playing in.
 - 3.1.3 All players who will be taking the court have completed the Scoresheet before the end of the match before.
 - 3.1.4 Club members playing up/down complete the Scoresheet and ADNL record sheet themselves.
 - 3.1.5 New members or transferred players complete the ADNL record sheet themselves before the end of the match before.
 - 3.1.6 The completed Scoresheet is handed to the Umpire no later than 3 minutes before the start of the match.
 - 3.1.6.1 A late Scoresheets will be treated as 'delaying the match', as per Section 4. Delayed Matches (*ADNL Rule 6.2*)
 - 3.1.7 Your players are assembled for the Umpire to complete their pre-match checks.
 - 3.1.7.1 Players not present in the line-up will be treated as 'late arrivals' (as per Section 5. Late Arriving Players)
 - 3.1.8 You have identified yourself to the Umpire.
 - 3.1.9 All players take the court in the same kit.
 - 3.1.10 Before the match starts, the two captains toss for choice of goal end or first centre pass and notify the scorers and the umpires of the result
 - 3.1.11 The umpires are notified of the replacement on-court captain if leaving the court.
 - 3.1.12 That after the match, you present yourself at the Duty Desk and print your full name on the **scorecard** to confirm the score.

4. Delayed Matches

- 4.1 Teams must be on court and ready to play their matches at the appropriate times. If this is not the case, the offending teams will be forced to accept an infringement penalty of one goal per minute awarded to the non-offending team.
 - 4.1.1 Teams awaiting the arrival of a late team must wait on court for the duration of the 1st quarter of the scheduled match.
 - 4.1.2 If both teams do not have enough players ready to start the match, the infringement penalty will apply from when one of the teams has the minimum of 5 players waiting on court. As long as it is before the end of the first quarter.
 - 4.1.3 If there are not sufficient players (minimum of 5) from the late team to start the match by the end of the first quarter, the match will be rearranged by the committee. If both teams do not have a minimum of 5 players to start the match by the end of the first quarter, they will both have to concede, and the match will be abandoned.
 - 4.1.4 The Duty Team will keep the time and record the goals awarded on the ADNL Record Sheet at the venue.
- 4.2 Teams providing the Umpire with a late scoresheet will be treated as 'delaying the match', the offending teams will be awarded the infringement penalty as above.
- 4.3 In the event of an unforeseen delay due to facility unavailability or officials arriving late, there must be the ability for a game of 40 minutes duration – divide into 4 x 10 minute quarters to be played for the match to be valid with 1 minute at each interval.
- 4.4 The Duty Team will record all information on the ADNL Record Sheet at the venue.

5. Late Arriving Players

- 5.1 Players not present in the line-up will be treated as late arrivals and must report to the duty desk write their name and sign the Scoresheet and then be checked by an umpire before taking the court.
- 5.2 A late player may not immediately replace a player who is already on the court but may be used subsequently as a substitute.
- 5.3 If a position has been left vacant the late arrival may not enter the match while play is in progress but may take the court immediately after:
 - 5.3.1 A goal has been scored (in this case the player must play in the position left vacant).
 - 5.3.2 A stoppage for injury/illness or blood.
 - 5.3.3 An interval.
- 5.4 **A Club player who is due to either play up or down for another team in their Club is not permitted to take the court if they arrive after the match starts.**

6. Match Officials

Umpires, Rota Duty Teams and Scorers may only carryout one role at a time, e.g. a Scorer can't also carryout Rota Duty. Game officials are expected to be fully focused on their duties and are not permitted to use electrical devices, books or anything else which may cause them to be distracted for the duration of their duty. Officials must not be involved with their team bench during the game. They also must not participate in the game in any other way i.e. encouraging or coaching teams during the game.

6.1 Umpires

- 6.1.1 If playing after Umpiring, they should complete the Scoresheet before the match they are officiating starts. (e.g. Umpiring at 7:00pm and Playing at 8:00pm). This will reduce the likelihood of delaying the match they will be playing in.
- 6.1.2 Both umpires should carry out their pre-match checks at the same time.
- 6.1.3 The Captain should hand the completed scoresheet to the Umpire no later than 3 minutes before the start of the match
- 6.1.4 All players should be assembled and lined-up for the Umpire to complete their pre-match checks at least 3 minutes before the start of the match.
 - 6.1.4.1 A late Scoresheets will be treated as 'delaying the match', (see Delayed Matches section below)
 - 6.1.4.2 Players not present in the line-up should be treated as 'late arrivals' (as per Late Arriving Players section below)

- 6.1.5 During their pre-match checks, umpires should go through the checklist on the scoresheet:
 - 6.1.5.1 Identify on-court Captain.
 - 6.1.5.2 Check that hair is suitably tied back.
 - 6.1.5.3 Check that players are not wearing any adornments or jewellery.
 - 6.1.5.4 Spectators, Team/Club Players and Team Officials should be located away from the playing area either on or next to the team bench.
 - 6.1.5.4.1 They should be far enough away so to not cause any interference with players or match officials.
 - 6.1.5.4.2 If interference is apparent, the individual(s) should be instructed to move.
- 6.2.6. After completing the Scoresheet checks; Umpires should: a) print their first name and surname on the Scoresheet, b) print their Team name, c) hand it to Scorers.
- 6.2.7. If Teams in the division have the same or similar kit and you feel there is a potential for confusion, one side should wear over the head bibs, this should be decided with a toss-up. All teams are required to have a set of over-the-head bibs.
- 6.2.8. Umpires should communicate to each other who the on-court captain is.

6.2. Scorers

- 6.2.1. Each team in All Divisions **must** provide 1 umpire and 1 scorer for each match they umpire.
- 6.2.2. All scorers must be a member of England Netball.
- 6.2.3. If playing after Scoring, they should complete the Scoresheet before the match they are officiating starts. (e.g. Scoring at 7:00pm and Playing at 8:00pm). This will reduce the likelihood of delaying the match they will be playing in.
- 6.2.4. Both scorers will be seated together throughout the match. They will be positioned behind one of the umpires on the side line next to the Rota table and away from the team benches (where possible). Preferably alongside the centre third or at a place designated by both umpires.
- 6.2.5. Both Scorers will record each goal scored on their Scoresheet.
- 6.2.6. Before the match starts, both Scorers should compare their Scoresheet to ensure team names have been written on the same side.
- 6.2.7. At the end of each quarter they will:
 - 6.2.7.1. Agree the score with each other.
 - 6.2.7.2. Confirm with the umpires which team's centre pass will start the next quarter
- 6.2.8. At the end of the match Scorers should print their full name at the bottom of their Scoresheet only. They should then hand it to the Rota Duty Team, who will ask both Captains to print their full name.
- 6.2.9. TEAMS ARE NOT PERMITTED TO ADD PLAY-UPS/DOWN ONCE THE MATCH HAS STARTED. IF THIS OCCURS, NOTE IT DOWN ON THE VENUE RECORD SHEET.

6.3 Rota Duty

- 6.3.1 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.
- 6.3.2 Teams that do not carry out their FULL ROTA DUTY, including not sending via text/WhatsApp or emailing the results to the results secretary by 5pm on Thursday following the Wednesday match, may incur the penalty as indicated in Rule 9(i).
- 6.3.3 The team starting the duty should be at venue at least 10 minutes before the start of the first match.
- 6.3.4 The team taking over the rota duty should be ready to start at the time specified in the fixtures.
- 6.3.5 Before the start of the match:
 - 6.3.5.1 Have the venue record sheet, injury time sheet, match timings sheet and the rota duty checklist ready to use.
 - 6.3.5.2 Set up both timers and be ready to start the match on time.

- 6.3.5.3 Follow the instructions on the rota duty checklist and 'tick off' the tasks as they are completed.
- 6.3.6 Once the match starts:
 - 6.3.6.1 Check that, all players are wearing the same kit
 - 6.3.6.2 Check that, playing up/down paperwork has been completed before the match
 - 6.3.6.3 Write in Comments section of the Rota Duty Checklist if Kit or Play up/down is not compliant
- 6.3.7 Hand the Scoresheets to the team captains by the last quarter-time of the match before they play.
- 6.3.8 If the Umpire states that a team is "delaying the match", the Duty Team will keep the time and record the goals awarded.
- 6.3.9 After each match, ask the on-court Captain to print their full name on the Scoresheet to agree the score.
- 6.3.10 Record and manage any suspensions.
- 6.3.11 The team completing the first half of the Rota Duty are responsible for completing the venue paperwork for the following week.
 - 6.3.11.1 The blank paperwork is in the venue bag in a plastic wallet.
 - 6.3.11.2 Once the paperwork has been completed, it should be put into the plastic divider wallet at the front of the venue folder
- 6.3.12 After the last match check that all details have been recorded on the ADNL venue record sheet. *Friendly results should not be recorded.*
- 6.3.13 Using the envelopes provided, send the top copy to the Membership secretary, Samantha Hardy with all scorecards and checklist. The bottom copy should be sent to the Results secretary with any completed injury time record sheets and EN Accident Report Forms. This should be posted on Thursday. Put any unused forms back into the rota bag.
- 6.3.14 Text, WhatsApp or email the match results to the results secretary, Sonia Holford by 5:00pm Thursday at the latest. 07923 208825 – (TEXT ONLY, DO NOT SEND A PHOTO) or email netballresults@live.co.uk. (DO NOT EMAIL PHOTOS.
- 6.3.15 Ensure that the bag and scoreboard is given to one of the teams who will be on duty, playing, umpiring or scoring the following week. If not, it is your responsibility to ensure they are at the venue 10 minutes prior to the first match the following fixture.
- 6.3.16 **Teams are not permitted to add play-ups/down once the match has started. If this occurs, note it down on the record sheet.**

7. Playing Up/Down

The On-court Captain is responsible for ensuring that players who are playing up/down print their full name on the Scoresheet and venue record sheet BEFORE the match starts. This cannot be completed afterwards.

8. Filming at the Venues

Filming is not permitted at any of the venues.

9. Match Timings

- 9.1 Be ready to start the match promptly.
- 9.2 Sound the hooter/bell one minute before the start of each match to alert the umpires to instruct the teams to assemble on court.
- 9.3 Start the timer on the umpire's whistle.
- 9.4 All matches are timed at 12 minutes per quarter with 2 minutes at each quarter time. Except for division 4 which is 10 minutes per quarter with 2 minutes at each quarter time.
- 9.5 Refer to the Match Timings Sheet in the venue folder for full details.

10. Injury Time

- 10.1 Each stoppage for either team for an injured/ill player is 30 secs.
 - 10.1.1 Stop the Countdown Timer
 - 10.1.2 Start 30 SECOND Interval/Injury Countdown Timer
 - 10.1.3 After 20 SECONDS, Give Umpires a 10 SECOND Warning
 - 10.1.4 Inform Umpires When the Time Has Elapsed

- 10.1.4.1 The injured/ill player has 30 secs to leave the court, they can be replaced by a substitute which must take place within the 30 secs
- 10.1.4.2 The umpire will restart the game after 30 secs regardless of whether the substitution has been made
- 10.1.4.3 If the substitution does not take place within the 30 secs, the player or substitute can return to the court following a goal scored or further break
- 10.1.5 Total injury time allowed per match is 5 Mins, once this time has expired there is no further injury time allowed for either team
- 10.1.6 Refer to the Injury Time Sheet in the venue folder for full details.
 - 10.1.6.1 Where a substitute is not available the injured player's team should continue with a player short.
 - 10.1.6.2 Providing they can take to the court with a minimum of 5 players.
 - 10.1.6.3 If an injured player cannot be removed from the court and by the time she is moved there is not enough time to continue with the original format of the game and within the allotted time slot, the game will be abandoned to be re-scheduled by the fixtures secretary.
 - 10.1.6.4 NB: The ultimate decision about whether an injured player should be moved rests with the player themselves.

11. Suspension

- 11.1 The suspension period is 2 minutes and is managed by the Rota Duty Team.
- 11.2. If an umpire suspends a player, they will call time.
- 11.3. Stop the match timer when signalled to by the umpire.
- 11.4. Once the player has left the court, the Umpire will signal for time to recommence.
- 11.5. Restart the match timer and start the stoppage timer for 2 minutes.
- 11.6. The Injury Time Sheet should be used to record the timings. If another stoppage occurs whilst a player is suspended, stop the stoppage timer and record the amount of suspension time that has elapsed.
- 11.7. Once the stoppage is over, restart the stoppage timer for the remainder of the suspension time.
- 11.8. Once the suspension period has been completed, the player is able to return to the court at the next break in play (after a goal is scored, during a stoppage or interval, when a sanction is awarded, a throw in or toss up taken).
- 11.9. The suspended player returns to the original playing position and any player who moved to play as Centre during the suspension returns to the previous playing position.
- 11.10. A suspended player may join the team (one the side-line) during any interval that occurs during the suspension but must return to the Rota duty table when play resumes.

12. Complaints

- 12.1 In the main, on-court behaviour is dealt with by the officiating umpire during the game.
- 12.2 An Officiating Umpire may submit a Complaint if they have ordered a player off the court and they believe the incident was so serious further action is warranted.
- 12.3 Certain on-court offences may also be the subject of action under the ADNL Complaints and Disciplinary Procedure where the behaviour is repeated or serious.
- 12.4 Misconduct occurs when conduct does not reach the required standard expected by the ADNL
- 12.5 A Complaint can only be sent by the Club secretary or in the absence of the Club secretary another Officer (Club Treasurer or Membership contact).
- 12.6 A Complainant must set out in writing the grounds for the Complaint and full details of the Disciplinary Offence or other conduct that gives rise to the Complaint. This formal written statement must be emailed to the League Secretary within 5 working days of the alleged incident
- 12.7 Do not write down complaints/concerns/comments about Players /Umpires /Officials/ Spectators etc. on match paperwork, instead refer to your Club Secretary for guidance.

13. Queries

Should any problems occur which cannot be resolved by the match umpires and are not covered within the ADNL rules, constitution or match procedures; please make notes on the ADNL record sheet. You must include your full name and team name.