



Summer League - 2022

Match Procedures

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1. Team Captain

The responsibility for ensuring the following duties are performed, lies with the captain. However, some of the duties can be delegated to other team members. Still, the captain must ensure that the duties are carried out correctly and timely.

1.1 Team Captain's responsibilities include:

1.1.1 In advance of the match (Monday-Wednesday), the register should be submitted via the online ADNL Match-night Team Sheet.

1.1.1.1 Everyone who will be playing for your Team should be listed, including your Club Players, Pool Players and Borrowed Players. Your Umpire should also be listed.

1.1.1.2 **Deadline for submission is 5:00pm** on the day of the match.

1.1.1.2.1 Once your form has been submitted, a copy will be sent to the email address that you have entered in the form.

1.1.1.2.2 Should your player line up for the match change before you take the court or after, you will be able to use the link in the email to edit your response. **Player changes can be submitted after the match, up to 5:00pm on Thursday.**

1.1.2 Provide Umpires, Rota Duty and Scorers with:

1.1.2.1 The date(s) and time(s) they are required to officiate.

1.1.2.2 Any updated documents to enable them to successfully carry-out their duties.

1.1.3 **On arrival at the venue (Outdoor Courts - Aylesbury High School):**

1.1.3.1 8:00pm Matches: Teams must not enter the playing area until the final whistle is blown.

1.1.4 Before the match starts:

1.1.4.1 The home captain (team listed first for the fixture) should approach the other captain to perform the coin toss.

1.1.4.1.1 The home captain should use their own coin to toss.

1.1.4.1.2 The centre pass decided by the winner

1.1.4.1.3 Goal ends decided by other captain

1.1.4.1.4 The winner of the centre pass should place their sanitised match ball in the centre circle, ready for the first centre pass.

1.1.4.1.5 The other captain should have their sanitised ball available on the side line as a back-up should it be required.

1.1.4.1.6 Umpires should be notified of the result of the coin toss.

1.1.4.2 Identify yourself as the Team Captain to the Umpire during the player line-up.

1.1.4.3 Assemble your players no later than 3 minutes before the start of the match for the Umpire to complete their pre-match checks.

1.1.4.4 If the on-court Captain leaves the court, they should notify umpires of their replacement.

1.1.5 After the match:

1.1.5.1 Confirm the score with the scorers and the opposing captain.

1.1.5.2 Match Officials (Umpires, Scorers and Rota Duty) officiating after their match, may remain in the vicinity of the playing area.

1.1.6 Ensure that Rota Duty and Scorers complete the online forms accurately and by 5pm on the Thursday following the Wednesday match.

1.2 Team Captain's Responsibilities - COVID-19 Procedures:

1.2.1 Ensure that all protocols relating to your match night players, coaches and match officials are adhered to:

1.2.1.1 Players sanitise their hands using gels/wipes: on arrival at the venue, at quarter time breaks and when leaving the venue.

1.2.1.2 Match ball is sanitised before the match starts.

1.2.1.3 If your match ball is used during the match, you will take on the responsibility for sanitising it at each break/quarter time and then place it in the centre circle ready for the centre pass.

2. Playing Area

- 2.1 Players, Qualified Coaches, Qualified First-Aiders and League Officials are permitted in the playing area.
- 2.2 Spectators are not permitted in the playing area, they may sit on the benches or stand outside of the court.
 - 2.2.1 It is the Team Captain's responsibility to ensure that anyone associated with their Team/Club is aware that spectators are not permitted in the playing area.
- 2.3 Players must leave the playing area after their match has finished.
- 2.4 Match Officials (Umpires, Scorers and Rota Duty) officiating after their match, may remain in the vicinity of the playing area.

3. Spectators

- 3.1 Spectators are welcome at the venue outside of the playing area, either standing or seated on the benches.

4. Team Kit

- 4.1 Players do not need to wear matching kit.

5. Match Officials

- 5.1 Match Officials are Umpires, Rota Duty Teams and Scorers.

5.2 Scorers

- 5.2.1 Each team in All Divisions **must** provide a scorer for each match they umpire.
- 5.2.2 All scorers must be a member of England Netball.
- 5.2.3 Both scorers should sit/stand together (side-by-side) throughout the match.
- 5.2.4 Both scorers will record each goal scored on their score card.
- 5.2.5 After each goal is scored the scorer nearest to scoring end should call out the score.
- 5.2.6 At the end of each quarter they will:
 - 5.2.6.1 Agree the score with each other.
 - 5.2.6.2 Confirm with the umpires which team's centre pass will start the next quarter.
- 5.2.7 At the end of the match both Scorers should:
 - 5.2.7.1 Agree the score with the team captains
 - 5.2.7.2 Take a photo of their own score card.
 - 5.2.7.3 Submit the match results and upload their score card via the ADNL online by 5pm on the Thursday.
 - 5.2.7.4 Destroy and dispose of the score cards and any other paperwork after the results have been submitted.

5.3 Rota Duty

- 5.3.1 There are two Rota Duty shifts – 7:00pm and 8:00pm.
- 5.3.2 There must be at least one person on duty for each shift.
- 5.3.3 The Rota Duty team is responsible for the timing of all courts.
- 5.3.4 The timer only stops at the quarter time intervals, which are 1 minute.
 - 5.3.4.1 Do not stop the timer for injuries or other minor incidents.
 - 5.3.4.1.1 The timer should only be stopped during match play in the event of a major incident or accident.
- 5.3.5 The Team starting the Rota Duty should be at venue by 6:55pm, before the start of the first match, which is 7:00pm.
- 5.3.6 The team taking over the rota duty should be ready to start at 8:00pm.
- 5.3.7 Once the match starts:
 - 5.3.7.1 Record and manage any injuries and suspensions.
 - 5.3.7.2 Keep the timer running
- 5.3.8 Both Rota Duty Teams must complete the online Matters Arising form.
- 5.3.9 Teams are required to carry out their FULL ROTA DUTY, including completing the League's online Matters Arising form by 5pm on the Thursday following the Wednesday match.
- 5.3.10 Destroy and dispose of any paperwork after the information has been entered into the online Matters Arising form.

5.4 Umpires

- 5.4.1 Both umpires should carry out their pre-match checks at the same time.
- 5.4.2 Umpires check should include:
 - 5.4.2.1 Checking that player's hair is suitably tied back.
 - 5.4.2.2 Checking that players are not wearing any adornments or jewellery.
- 5.4.3 During the Umpire check, you can expect the Team Captain to:
 - 5.4.3.1 Identify themselves to you
 - 5.4.3.2 Inform you of the first centre pass and the goal ends, following the coin toss.
 - 5.4.3.3 Sanitise their match ball:
 - 5.4.3.3.1 Coin toss winner will place it in the centre circle.
 - 5.4.3.3.2 The other captain will have their match ball ready on the side line.
 - 5.4.3.4 Assemble and line up their team, ready for the Umpire's pre-match checks at least 3 minutes before the start of the match
 - 5.4.3.5 Ensure that there are not any spectators associated with their Team/Club within the playing area.
- 5.4.4 The Rota Duty Team will be the central timer for all courts.
 - 5.4.4.1 Time will not be stopped for injuries or other incidents.
 - 5.4.4.2 Umpires can pause their game to deal with injuries or incidents, but the timer will continue to run.
 - 5.4.4.2.1 The timer will only be stopped during match play in the event of a major incident or accident.

6. **Match Timings**

- 6.1 The Rota Duty Team will provide the match timings for all 4 courts.
- 6.2 The match timer will only be stopped at quarter time, it will not be stopped for routine injuries or minor incidents.
- 6.3 All matches will consist of 4 quarters - 12 minutes per quarter with 1 minute between quarters.
- 6.4 If there are time constraints at the venue the following will apply - 10 minutes per quarter with 1 minute between quarters.

7. **Late Arriving Players**

- 7.1 Players not present in the line-up must report to the nearest umpire to be checked before taking the court.
- 7.2 Once check, players can take the court once the ball is in play in the opposite end of the court.

8. **Filming at the Venues**

- 8.1 Filming is not permitted at the High School.

9. **Complaints**

- 9.1 In the main, on-court behaviour is dealt with by the officiating umpire during the game.
- 9.2 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.
- 9.3 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.
- 9.4 Misconduct occurs when conduct does not reach the required standard expected by the ADNL
- 9.5 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).
- 9.6 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

10. **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 and then record the information on the League's online Matters Arising form.