

## **Desk Duty Responsibilities** (this will be posted in folder at each venue)

### **Beginning of evening**

- Collect HKNA Netball Bag prior to the beginning of the first game
- Set out equipment on Duty Table

### **Balls**

- Check balls are fully pumped; pump is in bag if needed

### **Timing of Games**

- Each game is to begin promptly on the hour
- The bell should be used at the beginning and end of each quarter to inform umpires to begin/end the game
- Time is to be held centrally
- Quarters are 12 minutes in length
- 1/4 and 3/4 rest interval are 2minutes
- Half time is 4 minutes
- 30 seconds prior to the end of each rest interval call players onto court
- Time starts again as soon as the interval has elapsed
- Matches start and finish on the umpires whistle
- Timing does not stop for injury. For each quarter, the first stoppage called by each team for injury/illness is of maximum of two minutes. For all subsequent stoppages called in the same quarter will be of maximum of 30 seconds. However this will not be added to end of the quarter or game.

### **Score Sheets**

- Remove score sheets and result sheet envelope from the folder
- Distribute score sheets on desk. Team captains must collect their own scorecards
- At the end of each game score sheets must be returned to you fully completed.
- Check score cards are legible and fully completed before accepting them.
- At the end of the evening all completed score sheets need to be placed in the self-addressed envelope and posted to the address given

### **Results Sheet**

- This needs to be completed fully using the format shown and faxed to the HKNA office (fax number is 25775694)
- Please also email results that night or on Tuesday to the HKNA League Convenor at email address **hknaleague@ymail.com**

The original should then be posted to the HKNA Office, with the score sheets, using the self addressed envelope provided

### **Checklist for end of evening**

- Score sheets completed and sent in SAE to address shown
- Results Sheet faxed to HKNA Office
- Results emailed to HKNA League Convenor at email address **hknaleague@ymail.com**
- Ensure all equipment is placed back in bag and returned to the appropriate place at the end of the evening
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**Anything Missing? Please email HKNA at [hkna@hkolympic.org](mailto:hkna@hkolympic.org) to let them know.**