

Desk Duty Responsibilities

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 ALL stoppages called throughout the entire match will be of maximum of 30 seconds. The player concerned **MUST LEAVE** the court within those 30 seconds. However all these stoppages time will not be added to end of the quarter or match.

Scorecards

- 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

- Please also email results that night or on Tuesday to the HKNA at hkna@hkolympic.org
- 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 emailed to HKNA at email address hkna@hkolympic.org
- **Ensure all equipment and HKNA MATCH BALLS are placed back in bag** and returned to the appropriate place at the end of the evening

Anything missing? Please email HKNA at hkna@hkolympic.org to let them know.

Thank you.