

LEAGUE NIGHT DUTIES AND RULES

DESK DUTY – HONG KONG FOOTBALL CLUB, SUN YAT SEN MEMORIAL PARK (Previously known as Western Park) and WONG CHUK HANG

It is expected that desk duty supervisors will read through the desk duty folder prior to the commencement of any games. HKFC personnel will have the HKNA Kit Bag in hall. At Sun Yat Sen Memorial Park (SYSMPk) and Wong Chuk Hang (WCH) please retrieve HKNA Kit Bag from the Venue Management.

The desk duty supervisor must:

- **Check the venue for safety prior to the games commencing.**
- Arrive at the venue in sufficient time to set up for the games (at least 10 minutes before the start of the first game).
- Keep central time for all matches and sound the bell (see later in this handbook for timing of games).
- Make the HKNA First Aid Kit available to players. **If the First Aid Kit is lacking in anything, please inform HKNA Office (email: hkna@hkolympic.org).**
- Have a score sheet with clipboard and pen available before each game and check they are returned at the end of each game and are correctly completed.
- Ensure umpires clearly print their name and sign the umpiring record sheet before the relevant game is commenced. This sheet will be used by HKNA for any points/fine deduction. **If they do NOT sign the official sheet there will be NO payment.** Hand game ball to umpire and ensure it is returned at the end of each game.
- **Take photo/scan image of results form and email to HKNA the same day – EMAIL: hkna@hkolympic.org**
- Pass onto HKNA Exec Rep or **put the SCORE SHEETS AND UMPIRE SIGN IN SHEETS INTO THE SELF ADDRESSED STAMPED ENVELOPE AND PUT INTO THE POST BOX IMMEDIATELY.**
- Log any issues arising with HKNA no later than 24 hours after the games.

DESK DUTY – ABERDEEN

- Retrieve the HKNA Kit Bag, 1 folding table and 2 folding chairs from the store room located behind the toilets (near the Esso Gas station).
- Access to the store room can be made by contacting the staff on duty (in blue shirt).
- Ask the staff to unlock the Posts Storage which is situated beside the ladies' toilet. (Playing teams are responsible for taking posts in and out of Posts Storage.)
- After checking the contents in the HKNA Kit bag, the Kit bag, table and chairs should be returned to the store and locked properly by the staff on duty.

The desk duty supervisor must:

- Arrive at the venue in sufficient time to set up for the games (at least 15 minutes before the start of the first game).
- Keep central time for all matches and sound the bell (see later in this handbook for timing of games).
- Make the HKNA First Aid Kit available to players. **If the First Aid Kit is lacking in anything, please inform HKNA Office (email: hkna@hkolympic.org).**
- Have a score sheet with clipboard and pen available before each game and check they are returned at the end of each game and are correctly completed.
- Ensure umpires clearly print their name and sign the umpiring record sheet before the relevant game is commenced. This sheet will be used by HKNA for any points/fine deduction.
- Hand game ball to umpire and ensure ALL HKNA balls are returned at the end of each game.
- **Take photo/scan image of results form and email to HKNA the same day – EMAIL: hkna@hkolympic.org**
- Pass onto HKNA Exec Rep or **put the SCORE SHEETS AND UMPIRE SIGN IN SHEETS INTO THE SELF ADDRESSED STAMPED ENVELOPE AND PUT INTO THE POST BOX IMMEDIATELY.**
- Log any issues arising with HKNA no later than 24 hours after the games.