

WEDNESDAY NIGHT SOCIAL NETBALL DUTY

DUTY

- **Duty manager to arrive at least 30 minutes prior to the start of competition. Where a club is on duty they are required to have at least one person on duty at all times.**
- **Duty manager to wear pink hi-vis vest to be easily identified (these are located in the mobile office).**
- **Please note: Lifeguards may have already set the stadium up. This is not guaranteed. Anything not done is done by the set up team on the draw.**
- **Please record any issues in the duty managers' communication book.**

Ø Duty Manager to go to EA Networks Centre reception and collect both the storage room key which unlocks the storage room, control room and the umpires' room, and also collect the new scoreboard controllers and place each court's control on the desk at that court.

Ø Give stadium storage key to set up team and get them to roll out the mobile office unit (located in the storage area with the cages). Set up team to unlock the storage cage. When all doors are unlocked return the storage key to the EA Networks Centre Reception.

Ø Place scoreboard controllers at benches (1 = ACL, 2 = VetEnt, 3 = BRCT, 4 = Carrfields)

Ø Move noticeboard out of the stadium storage and place it at the entrance (ensure that the draw is attached). Copies of the draw will be inside the competition folder in the desk drawer.

Social netball, sponsors are Neumanns, Jennian, N B Chartered Accountants and TSG The Lock Shop. Ensure correct padding is on the correct courts (Neumanns Tyres Padding on ACL court, Jennian Homes padding on Braided Rivers Trust Court, N B Chartered Accountants padding on Carrfields Court, and TSG The Lock Shop padding on the VetEnt court) and Jennian corflute sign is placed in the middle of the courts.

All Competitions - please place the sponsors' banners behind the mobile desk.

Ø Players playing up/down - the grade structure. *Please note teams may only pull up from the teams ranked directly below them in social. To borrow from another team requires an exemption. Any exemptions for any given night will be noted in the duty communication book.*

Order of social grades:

- Neumanns Social 1
- Jennian Social 2
- N B Chartered Accountants Social 3
- TSG The Lock Shop Social 4

Ø If there are any issues with players and/or spectators please record this in the communication book for the administrator. Copies of the Code of Conduct are located in the duty manager folder. There will be a communication book in the mobile office to note any matters that need to be attended to.

Ø Umpire complaints - there will generally be an umpire supervisor on duty for any umpiring enquiries (they will be wearing an orange "Umpire Coach" vest).

Ø Injured players - ALL team managers are responsible for their own first aid. Duty manager to record all accidents and incidents on the Ashburton District Council injury form and place in the communications book located in the mobile office. Advise EA Networks Centre reception staff if a first aider is required or you need to call an Ambulance – they will notify the Facility Duty Manager who will ensure a Centre first aider attends to an injury if required. Ice is located in the freezer in the umpires' changing room.

Ø Players having played for another club – it is the club's responsibility to check this, players may only play for one club.

Ø ALL players must be registered prior to taking to the court. Players MUST fill out the one day player registration form found on the Mid Canterbury Netball website, or scan the QR code on the MCN mobile desk to register. This MUST be done prior to taking to the court. Failure to do so will result in the team losing points and goals for that game and every subsequent game thereafter until this is completed.

AT COMPLETION OF COMPETITION:

- Collect storage room key from reception, and ensure all sponsors' goal post pads, signage and other netball equipment is put back in the storage area by the duty team. Mobile desk is also to be **rolled into the stadium office next to the umpires' room.**
- Ensure all scoreboards controllers are collected and returned to reception
- Check MCN storage cages and storage area is locked.
- Collect storage key
- Check with duty club/team that all tasks have been completed.

DO NOT put away: posts, tables, chairs, plain blue padding. These are the stadium's responsibility.

THANK YOU FOR HELPING MID CANTERBURY NETBALL TO ENSURE EVERYONE HAS A SAFE AND PLEASANT AREA IN WHICH TO ENJOY NETBALL

Whistles for Sale - \$10

Please record names and email addresses so that they can be invoiced - no cash on site