

SATURDAY MORNING JUNIOR YOUTH 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: Often the lifeguards setting up the stadium may have done some of this for you, but this is not guaranteed that it will happen each week. Anything not done is to be done by the set up team named 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.

Saturday morning Junior netball - **New World padding on all four courts** - also 8x corflute signs (to be placed down the middle of the courts), 2 x New World flags to go at the entrance.

- positive behaviour sign to go at the entrance.

- Centralised timing for Y7-8 games (ACL and Ash Trusts courts). Scoreboard controller is on Ash Trust court also, but this is just to display the score.

- Court boxes from mobile desk placed at ALL courts

- Scoreboard controllers placed on ALL courts - ACL controls the time for 7 aside games

- VETENT and CARRFIELDS - have lowered hoops for the junior comp, heights are indicated on the hoops. These will need to be changed to full size hoops after the final round games. Stadium staff should arrive to do this, although duty manager or helpers may need to do this or assist if required. This changeover will need to be done quickly.

- At this time the scoreboards will also need to be changed from 8 minute to 10 minute quarters. Instructions for this can be found in the pink folder - hit 'reset' and scroll using arrows until you find the 'netball' setting.

- Y7-8 courts 4 x 10 minute halves with 1 minute quarter and 2 minute half time breaks

- Y5-6 games to be given scoreboard controllers and run their own timing. They are to start the game on time even if players aren't on court, to avoid getting behind. Quarters run for eight minutes and have 1 minute breaks

- Y5-6 - 6v6 bibs and balls in bins located in the storage cage to go to these courts. (marked with NEW WORLD)

- Each round MUST start at the allocated time (as per draw). There is NO injury time.
- Competition begins at 8.45am and runs to approx 1.30-2pm. The **JUNIOR** duty team (a team from the last junior round) is to remove any New World signage remaining, including goal post padding. **SENIOR** Duty person/set up team is responsible for ensuring all padding is changed on all courts after the last junior game. EANC will take the lead in ensuring the hoops are changed over. Duty manager to ensure senior set up team puts correct padding on, and signage out.

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). There will also be the 'green team' umpire coaches assisting junior umpires.

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 - players can scan the QR code on MCN's mobile desk to do this. 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:

- Ensure all sponsored goal post pads, signage and other netball equipment is back in the storage area.
- Check with duty club/team that all tasks have been completed and the senior youth competition is able to commence.

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