

Duty Nights – Instructions

All teams will be allocated **at least one Duty Night** in each of the Winter and Spring Leagues as shown in the table below. There are 30 duties to cover each night over the course of one league. Please ensure you check carefully and make sure you identify all your duties for the season.

Night	No of Teams	Duties per Team
Monday	20	One/Two per League
Tuesday	10	Three per League
Wednesday	30	One per League
Thursday	20	One/Two per League

Duties are allocated to Teams. The early duty (6.30 until 8) will be allocated to a team who are playing at 6:30 and the late duty (8 until 9.30) will be allocated to a team who are playing at 8:30. Note that on the fixtures only the name of the Club will be shown so you may need to check the fixtures on all the courts that night to find which of your club teams the duty has been allocated to. There should be no need to check with the team you are sharing duty with!!

The early duty team should be there in good time to collect the Bell from reception ensure that there are scoreboards on each court and start the matches at 6:35. The late duty team should arrive in good time to take over and should ensure that all the scoreboards and the Bell are returned to reception at the end of the night.

Late Arrivals: In the event that one court is not ready to start by 6:35 but the rest are, then the matches/timing should be started and the late court will catch up when they are ready.

Timing: Matches consist of four, 12 minute quarters with breaks between quarters of 2 minutes and 3 minutes at half time. Please try to stick to this timing as this allows for a 5 minute gap between matches. When timing the breaks give the teams and umpires a 30 second warning before the start of the quarter and then ring the bell and start the time. There is no need to wait until the teams are back on court before starting the timing. It is the responsibility of the teams and umpires to be back on side ready to start.

Breaks or quarters can be shortened slightly to catch up if for some reason time is lost at the start of the night. Please don't wait until the last match to catch up with time as that is unfair on the teams playing at 8:30.

Dated: 20th August 2023