**Duty Nights**

Every club is required to undertake **one Duty Night at least** during the Winter and Summer Leagues. “Duty” consists of timing all the matches, collecting in the completed result sheets making sure they are completed correctly, helping to locate first aiders, and ensuring that the venue is left clean and tidy at the end of the night. To help you on the night please note the following:

* The County Box containing spare result sheets, whistles, bibs, bell and timers can be collected from Reception
* Duty personnel need to be at the venue by 6.20 to ensure they are ready to start the matches as close to 6.30 as possible and to check the courts are set up correctly.
* All completed team sheets should be left in the County Box for later collection.
* Duty personnel should ‘encourage’ teams to take away all their rubbish and quickly scan the courts for anything left behind. Any items of clothing or equipment left behind should be placed into the County Box before handing back into reception.
* Any injuries must be reported to reception, so if Duty personnel can quickly notify the reception of any injuries
* Make sure Teams use the team benches on court side and they are vacated quickly for the next team to be seated.

**Match Timings:**

Give a 2 minute and then a 30 second warnings to get teams on court.

1st Quarter - 12 minutes followed by a one minute break

2nd Quarter - 12 minutes followed by a two minute break

3rd Quarter - 12 minutes followed by a one minute break

4th Quarter - 12 minutes - followed by collection of team sheets

If you have given a 30 second warning to get on court you do not have to wait for all teams to be on court and in position before starting the time for the next quarter. It is each team’s responsibility to get on court in a timely manner!

**Issues on the Night:**

Please make a note on the sheets of any issues which arise – assuming the teams haven’t done so already. Alternatively inform a member of the committee if one is present on the night or you can contact Competition Lead – Angela Stoker