

CAPTAIN'S RESPONSIBILITIES

The Captain must be a player on court, i.e. playing the match. If the Captain is not on court, an on court player must be designated as Captain in their absence.

Responsibilities of all Team Captains are outlined below:

- Ensure your Team Secretary has affiliated your team with England Netball by completing the online affiliation process at <https://mynet.englandnetball.co.uk>
- Ensure your Team Secretary has completed and returned the Player Registration Form to the League Secretary by the deadline set to register your team with MMNL. Players joining throughout the season must be registered by completing a MMNL New Player Registration Card
- Ensure that you/your Team Secretary register any new players on the evening of their first match using the MMNL New Player Registration Card. Ensure that the card is completed in full and countersigned by the opposing Team Captain prior to taking to the court. If the player is not affiliated with EN, you/your Captain should obtain a temporary MMNL number from the register in the clubhouse. The Registration Card should be left with the Result Card in the Result Box and the fee will be invoiced
- A player can only play for one club/team during a season except under transfer. Ensure that any new players have not previously registered with another team at MMNL during the season. If they are played, they will be deemed as an illegal player and your team will be penalised. (Rule 6.4 of League Rules)
- Any players wishing to transfer to your team must complete a transfer card. This must be countersigned by their current Team Captain and yourself as new Team Captain. The card must be submitted to your Divisional Representative by placing it in the Result Box. This needs to be done at least seven days before transfer can take place. No player may transfer after 31 December of that playing year unless there are unusual circumstances which are agreed by the League Committee. (Rule 6.3.1 of League Rules)
- Ensure that a Player Emergency Contact Form has been completed by each player and is stored in your team kit bag in case of an emergency. (Rule 6.8.2 of League Rules)
- Ensure that a Young Player Registration Form has been completed for any players under 18. This form must be fully completed, including an original parent/carer/guardian signature/date, and forwarded to the Safeguarding Officer in line with the Playing Rules and Regulations; in the case of a player who is Under 14, the Coaching Support/Age Banding Section must also be completed and the form forwarded to the Safeguarding Officer prior to the player taking to the court. (Rule 6.6.2 of League Rules)
- Ensure that you have read and understood the League's Rules, Constitution, Policies and Procedures and pass these on to your team/club members and spectators as appropriate
- Ensure that your team have working knowledge of the rules, including player responsibilities
- Ensure that the League Secretary and your Divisional Representative have a current contact number and email address for you/your Vice-Captain

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- Ensure you and your Team Secretary know who your Divisional Representative is in case you need to contact her at any time
- Ensure that you/your Team Secretary have organised an appropriately qualified, affiliated, MMNL registered umpire for all matches. If an umpire not registered with MMNL wishes to umpire at MMNL, they must contact the League's Umpiring Secretary and complete an Umpire Registration Form prior to umpiring. (Rule 9.2 of League Rules)
- Ensure that you/your Team Secretary have confirmed with your Umpire 24-48 hours prior to your match that they are still available to fulfil your fixture
- Ensure that you/your Team Secretary have agreed payment with your Umpire before all matches
- Ensure that you/your Team Secretary have a team for each match. This should be at least 7 players, although you can take to the court with 5 players
- Ensure that you have at least one size 5 match netball, a set of bibs and a fully stocked first aid kit that includes an icepack
- Ensure that your match ball is pumped up prior to the start of the match
- Ensure that your team are wearing the correct playing gear, bibs or position patches and team colours in accordance to Club, League and EN rules
- Encourage your team to trim their nails short and tie their hair back appropriately prior to arriving at the court to prevent delays
- Encourage your team to remove any jewellery, body piercings and hair adornments (with the exception of a plain wedding ring that should be taped), prior to arriving at the court to prevent delays
- Ensure that your team arrive at the courts ready to warm up at least 10 minutes before the start of the match
- Ensure that all mobile phones are turned off for the duration of the match, including quarter and half times
- Ensure that all monies have been collected and paid as appropriate
- The Results Card and Score Card are combined and is to be passed to the Umpire at the start of the match. Ensure that the team names, division, date and player names are clearly printed on the Results Card prior to the start of the match (if possible complete prior to arriving at the courts). The reverse of the card is the Score Card and is to be completed by the Umpire/Scorer
- Offer a spare player or spectator to the Umpire to score (see Scorer's Responsibilities)
- Approach the opposing team to 'toss' for choice of goal end or first centre pass and notify the Umpire of the result

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- Ensure that your team have bibs/position patches on and are on court ready to start play at the appropriate time – 19:10 for 19:15 start and 20:30 for 20:35 start
- Ensure that your team conducts themselves in a professional manner on and off court during the match
- Deal with any problems during the match in a sensible manner
- If any member of your team is behaving in an inappropriate manner take them off court immediately and speak to them at the next interval
- If your team want to query an Umpire's decision, they must inform you at the next interval, where you can approach the Umpire for clarification
- Remember that all stoppages for illness/injury is now 30 seconds and the player concerned must leave the court within that time. However for blood and more serious injuries the Umpires may extend the time at their discretion
- At the end of the match, cheer for the opposing team and thank the Captain and players
- Agree and sign the results cards with the Umpires and opposing Captain, ensuring that the scores are the same on both cards
- Ensure that the Umpire has nominated a Player of the Match from your team and written their full name on the Results Card
- Thank the Umpires
- Pay your Umpire the agreed fee
- Thank your team for their efforts
- Post the Results Card in the appropriate draw of the Results Box in the foyer of the Clubhouse before you leave the courts
- If there is an injury where the player has sustained more than a graze or cut, inform your Divisional Representative and complete an Accident Form on the England Netball website: <https://www.englandnetball.co.uk/report-accident-claim-form/>
- Ensure that your Team Secretary is aware of responsibilities outlined in 'Team Secretaries Responsibilities'
- Familiarise yourself with the 'Team Secretary Responsibilities'
- Ensure that your Vice-Captain is aware of responsibilities outlined in 'Captain Responsibilities' in case they have to step in for you
- Encourage your team to book on to an umpiring course. You will be able to fall back on a 'team umpire' if another umpire is not available, and you will also be able to arrange reciprocal umpiring for your matches

CAPTAIN'S RESPONSIBILITIES

- If you need to cancel a match please do so with as much notice as possible to prevent your opposition and umpires travelling unnecessarily. You/your Captain must inform your Divisional Representative, the opposing team and your umpire. You will incur a 2 point penalty deduction for the match and shall be responsible for paying both match fees. 3 points will be awarded to the opposition

If you have any questions or need advice, please check the League's Rules, Constitution, Policies and Procedures and FAQ's in the first instance, and contact your Divisional Representative if you need further advice.