

TEAM SECRETARY RESPONSIBILITIES

Responsibilities of all Team Secretaries are outlined below:

- Ensure your team have been affiliated with England Netball (EN) by completing the online affiliation process at <https://mynet.englandnetball.co.uk>
- Complete and return 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 Captain 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)
- 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 your current contact details, including home address for invoicing purposes
- Ensure the League Secretary and your Divisional Representative have a current contact number and email address for your Captain
- Ensure you and your Captain know who your Divisional Representative is in case you need to contact them at any time
- Ensure that you/your Captain 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)

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- Ensure that you/your Captain 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 Captain have agreed payment with your umpire before all matches
- Ensure that invoices received from the Treasurer are settled by the time stated
- Notify the League Secretary before any team colour change. In the event of a clash of colours, the first named team should change. (Rule 5.6 of League Rules)
- Distribute fixtures to your team
- Distribute League emails and details of events to your team
- Ensure that your Captain is aware of responsibilities outlined in 'Captain Responsibilities'
- 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
- 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.