

# TYNEMET BASKETBALL LEAGUE

## Constitution

### Adopted for 2019-20 Season

#### NAME

1] The League shall be known as the TYNEMET BASKETBALL LEAGUE, hereinafter referred to as the League.

#### OBJECTS

2] The League shall promote and administer the game of basketball in accordance with the constitution of Basketball England (*BE*).

#### MEMBERSHIP

3] Membership of the League is open to any Club, affiliated to the BE, which agrees to abide by the constitutional rules of the League.

#### ORGANISATION

4] The League shall be organised under the jurisdiction of an Executive Committee. The Executive Committee shall consist of members of the League in the following roles:

- a) Chairperson
- b) Secretary
- c) Treasurer
- d) Registrar
- e) Fixtures Coordinator
- f) Table Officiating Coordinator
- g) Disciplinary Secretary
- h) Refereeing Development Officer
- i) Appointments Officer
- j) Coaching Development Officer
- k) Junior Development Officer

Hereinafter, the League Executive Committee shall be referred to as the League Committee for the sake of expediency. On a needs basis, secondary Officers to the positions above may be elected. The purpose of these secondary Officers – named herein as Vice Officers – shall be to work alongside and to support the work of the Officer, to deputise for the Officer in his or her absence as delegated by the majority of elected Executive Committee.

#### FINANCE

5] The League's financial transactions shall be the responsibility of the League Treasurer. The Treasurer shall be charged with keeping an accurate and honest account of all financial transactions. The Treasurer shall also be responsible for the production of an annual, audited financial summary which shall be presented to all League members at the Annual General Meeting each year.

## LEAGUE MEETINGS

6] Meetings of the League shall be convened by the League Committee at regular intervals. The purpose of these meetings shall be to ensure the smooth running of the League and to provide a forum for discussion of points of interest. These meetings shall be organised by the League Secretary who shall be responsible for circulating an agenda to all members at least one week in advance of the meeting. (Members wishing to place an item on the agenda should forward the item to the League Secretary at least two weeks in advance of the meeting.) The League Secretary shall also be responsible for circulating the minutes of these meetings to all members. The quorum for League Meetings shall be fifty percent of eligible teams representatives.

7] League Meetings shall have a maximum duration of 1.5 hours.

## ANNUAL GENERAL MEETING

8] A yearly Annual General Meeting, hereinafter referred to as the AGM, shall be convened by the League Secretary. This meeting will normally occur in June. A representative from all League teams shall be required to attend in person. The quorum for the AGM shall be fifty percent of eligible team representatives.

a) The League Committee, and any associated sub-committees, shall be elected on a simple majority vote at the AGM.

b) Members wishing to stand for election to a League Committee role shall confirm this in writing to the League Secretary not later than ten calendar days before the date of the AGM. The written notification of intent to stand for election that is sent to the League Secretary must be accompanied by a 'pen portrait' for League members' consideration which outlines why the candidate believes they should be elected to the League Committee role. This written notification is not required for current Officers wishing to stand for re-election for the season following the AGM. The notification of intent to stand for election shall be included with all other AGM papers circulated by the League Secretary seven calendar days before the AGM.

c) In very exceptional circumstances at the AGM, members may be unable to fill a League Committee role. In such cases members may agree to defer formal election to the role to the Registration Meeting held at the beginning of the season in order to give elected Officers and members additional time to identify suitable candidates. Sub-paragraph 8] b) will apply to these election processes too.

d) In extremely rare circumstances, members may choose to leave a League Committee role unfilled.

## EXTRAORDINARY GENERAL MEETING

9] An Extraordinary General Meeting, hereinafter called an EGM, may be convened upon request by any member of the League, or may be convened by any member of the League Committee. All League members shall be given the opportunity to attend an EGM with notification being given by the League Secretary at least seven calendar days in advance of the meeting; if the League Secretary is unable to fulfill this commitment then any other League Committee member shall be so empowered; if no member of the League Committee is able to fulfill this commitment then any Club secretary shall be so empowered. The quorum for an EGM shall be fifty percent of eligible team representatives.

## VOTING AT ALL FORMALLY CONVENED MEETINGS

10] For the purposes of agreeing policy and decision-making each playing team in the League shall be entitled to **one** vote. Any person named for that team – such as a player, coach, referee, team follower – may cast that team's vote. Additionally, each member of the League Committee named in paragraph 4] above is entitled to **one** vote. One person may only have one vote and must be physically present at the meeting to cast the vote, with the exception of League Committee Officers who may give their vote to a clearly named proxy. In the event of a tied vote the Chairperson shall have the casting vote.

## AMENDMENTS

11] Amendments to this constitutional document or its associated Code of Conduct document shall only be made at the AGM or following an EGM.

## DISCIPLINE

12] Discipline within the League, which will include all matters relating to conduct and behaviour at all fixtures, shall be administered by the Disciplinary Committee under the jurisdiction of the League Committee. The Disciplinary Committee shall be elected at the AGM.

## DISSOLUTION

13] In the event of the League being wound up or dissolved for any reason its assets shall be conveyed to Basketball England. They shall dispose of those assets as they see fit.

## SPECIAL CONSIDERATIONS

14] Any issue not specifically covered within this constitutional document or its associated Code of Conduct document shall be decided by the League Committee and reported to the next AGM, and to members earlier if appropriate.

## AFFILIATION AND REGISTRATION

15] The League and its member clubs must affiliate to BE and pay the appropriate affiliation fee(s) at the annual registration meeting. Additionally, all those wishing to play, coach or officiate (table officiating or refereeing) must create an account on the League's website. This aids communication and helps in the smooth-running of the League.

16] The League affiliation fee of £60 must be paid by each team at the registration meeting and a Club bond of £50 must be maintained with the League at all times.

17] Only teams who are present at the previous season's AGM, the League's registration meeting, and who have completed all registration procedures shall be entered into the League.

18] Additionally, of those teams that played in the previous season, only those teams who completed the agreed number of refereeing appointments shall be admitted to play in the League. The methodology for arriving at each season's number of refereeing duties is outlined at Appendix A. The Appointments Officer for the previous season shall have the final say on whether this criterion has been met or not, and this will be confirmed at the AGM each year. This criterion will come into effect for 2016-17 season and those seasons thereafter. The agreed number of refereeing appointments for the 2019-20 season shall be **10** per team.

19] Any team which has unpaid fines from the preceding season must pay them at the registration meeting or entrance to the League for the coming season may be refused.

20] A representative of each team must be present at the League's AGM of the previous season and the registration meeting of the season in which they wish to play. Failure to attend both of these meetings may mean that such teams will not be entered into the League. A fine of £50 will also be imposed, should the team be accepted into the League for the season. Teams are required to send at least one representative to each of the League's business meetings throughout the season; the dates of these meetings will be agreed at the AGM. Teams failing to send a representative to these meetings will be fined £50 for each meeting where the required representative is not present.

21] A registration form must be completed and all appropriate fees paid at the registration meeting. The registration form must list all players that wish to play in the League during the coming season. All registering players aged 18 years and over give their implied permission for images of themselves to be captured, securely stored and thence used in promotional League materials, including League social media. Players under the age of 18 years must supply this written consent from their parents or carers, and a record of this consent must be retained by the registering team or club.

22] Clubs with more than one team must clearly register all players with a specified team at the start of the season. In-season transfers between teams of the same Club, in *different divisions*, shall be managed by writing to the Chairperson of the league, copied to the league Registrar, clearly explaining the rationale for the request. If the transfer request is granted then this will be communicated to all team secretaries of the affected divisions, the league Registrar and the Fixtures Coordinator. Additionally, the licence card(s) of the player(s) affected shall be permanently amended to reflect the change of team.

23] Holders of senior National League licences will only be permitted to play in TML Division 1 and 2, with a maximum number of senior National League players in Division 2 being limited to 3 per team at the start of the season. Players who achieve senior National League status **during** the season will be allowed to continue playing even if it brings the number to more than 3. Transfers of senior National League players will not be allowed into Division 2 teams after the season has started.

24] All registrations must be accepted by the League Committee. Any queries regarding registration will be discussed with the team representative at the registration meeting.

25] Teams fielding players who have not been formally registered will forfeit points for that game(s) and will incur a fine for each unregistered player per game played. See the Code of Conduct for further details.

26] Individual player registrations during the season must be made in writing, accompanied by the appropriate fee, to the League Registrar seven days before the player may participate in a fixture.

27] No player may transfer from one league Club to another without informing the secretary of his present club and obtaining permission from the League Chairperson. All debts to a player's present Club/team must be settled before a transfer may be authorized.

28] No transfer will be allowed between teams of the same Club playing in the same division.

29] Players from a higher League division may NOT play for a team in a lower League division (within the same Club) except under very exceptional circumstances. A request to enable this must be made in writing to the League Chairperson on a game-by-game basis. The decision of the League Chairperson will be communicated to the teams and officials concerned and the Fixtures Coordinator on a game-by-game basis.

30] Clubs may apply to the League Executive in writing for permission to transfer payers in situations which transgress the other provisions above only if there are extreme extenuating circumstances.

31] A Club/team that disbands or resigns from the League must pay all outstanding debts to the League and BE. If necessary, the Club/team's bond will be used to settle any outstanding debt. Players from the defaulting Club/team will only be eligible to register with another Club/team when all debts have been paid, the League Secretary has accepted the resignation and all other league teams have been informed by the League Secretary. The Club/team's bond, which is held by the League, shall be returned to the Club following the Annual General Meeting of the season the Club/team disbands. If, after one full season, the League Treasurer has been unable to contact the Club/team to arrange for suitable return of the Club's bond, then this bond shall be transferred to into general league funds to support the organisation and further development of basketball under the league's jurisdiction.

## FIXTURES

32] At the AGM before the start of a season, each team will nominate a home day and playing time. The tip time for teams' home games must fall within the following parameters: Monday - Friday, tip times in the range 19:10- 20:30; not on Saturdays at all; Sunday with tip times in the range 11:00-18:15. The duration of each season, and Knock-Out and Handicap programmes, shall be arranged at League Meetings. Teams will be divided appropriately between the divisions with automatic promotion and demotion, usually affecting the top two and bottom two teams of each division as appropriate. In the event of a tie in League position within a Division at the end of the season normal Basketball England rules will apply to decide the outcome of the tie. The relevant extract from the Basketball England rules is reproduced below:

In the event of a tie in league points at the end of the season, this shall be resolved as follows:

(i) If there are two teams involved in this classification, the result(s) of the game(s) between the two teams involved will be used to determine the placings.

- (ii) In the event that the total points scored and conceded are the same in the games between the two teams, the classification will be determined by goal difference taking into account the results of all the games played in the league by both teams.
- (iii) If more than two teams are equal in the placings, a second classification will be established taking into account only the results of the games between the teams that are tied.
- (iv) In the event that there are still teams tied after the second classification, then goal difference will be used to determine the placings, taking into account only the results of the games between the teams still tied.
- (v) If there are still teams tied, the placings will be determined using goal difference from the results of all their games played in the league.
- (vi) If at any stage using the above criteria, a multiple tie is reduced to a tie involving only two teams, the procedure in (i) and (ii) will be applied.
- (vii) If it is reduced to a tie still involving more than two teams, the procedure beginning with (iii) is repeated.
- (viii) Goal difference will always be calculated by subtracting points against/conceded from points for/scored.

33] All league games must be played before a date as agreed by all present at a league meeting held before the start of each season. This date is to be circulated to all participating Clubs by the League Secretary, and will usually be 31<sup>st</sup> March.

34] Three points shall be awarded for a win; one point for a loss. In an unfulfilled fixture the defaulting team(s) shall receive no points. If a team cancels or forfeits a game then that team shall receive no league points.

35] Once league fixtures have been agreed with the Fixtures Secretary at the start of the season, it is expected that they will occur as scheduled. Non-league fixtures (eg KO Cup and Handicap Cup) are more dynamic and the Fixtures Secretary will issue them as early as possible. This will enable teams to contact the Fixtures Secretary with any issues within 24 hours of the publication.

- a) **Legitimate postponement of a fixture** – a legitimate postponement of a fixture can only be called by the HOME team, and only due to its court being unavailable. This postponement must be communicated to the Fixtures Secretary and the Appointments Officer at least 48 hours in advance of the fixture's scheduled tip time. The Appointments Officer will inform the appointed referees of the postponement.
- b) **Illegitimate postponement of a fixture** – if due to any other reason (eg lack of players) a team wishes to postpone a game that it must contact the opposing team and ask if they are prepared to comply with the postponement request. If they are NOT in agreement then the defaulting team will lose the game 0-20 by forfeit, and they will lose the 1 (one) league point normally awarded to the losing team for playing the game. If they ARE in agreement then the rescheduling rules below shall apply. However, if no solution is eventually found then BOTH teams will not be awarded any league points for the unfulfilled fixture.
- c) **Rescheduling rules** – when seeking an alternative date to play a postponed fixture, the teams concerned should liaise very closely with the Appointments Officer to ensure that no more than 3 (three) games are scheduled on any one evening/afternoon, and that there are referees available to cover the rescheduled fixture on the new date. Rescheduled league fixtures shall not in any way disrupt the timings of the season, including the Knock-Out and Handicap programmes, and must in any event be played before the agreed end date of the season. No game shall count for double league points under any circumstances.
- d) **Short time (less than 48 hours) postponement** – if any game needs to be postponed with less than 48 hours' notice (of the scheduled tip time of the fixture concerned), then this must be viewed as a major issue. The team causing the postponement must be extremely vigilant in ensuring ALL others involved in the fixture are positively contacted so that no unnecessary costs are incurred. Positive contact means by voice or phone. Any non-verbal messages (eg email or text) must be followed up repeatedly until they are acknowledged. The Fixtures Secretary and Appointments Officer must be informed, as well as any officials (referees and table

officials). Failure to make positive and confirmed contact will mean that the defaulting team will be fined an appropriate amount to cover referees fees and table officials' fees, if claimed by the officials. Additionally, a fixed fine of £25 will be imposed by the League Treasurer on the defaulting team. This may be claimed by the non-defaulting team as a contribution towards venue costs if this is deemed appropriate by that team. The rescheduling rules above apply with the modification that the non-offending team will NOT lose the playing point if the game is never played.

e) At the start of a season each team has nominated a home day and playing time. If for ANY reason that needs to change then they cease to have the right to specify an alternate date and tip time of any fixture if it is on a *different* day/time of the week. They must offer three different dates (with a proposed tip time and venue) options, within a week of that originally nominated by the Fixture Secretary, and the non-offending team will choose the one that they are able to attend. All suggestions must be harmonious with existing tip-off times currently accepted by the league, as specified above. If the re-arrangement is to be on their 'normal' day/time then they can specify the alternative date, as long as the opponents do not have a game within two calendar days of the alternate and the referee coordinator is able to provide referees to the game. The intent is that the NON-OFFENDING TEAM has the major say when they can play. In the case of dispute the Fixtures Secretary will have the FINAL say. This procedure is to apply to all games under the control of the TyneMet League (Cups and League).

36] If a team fails to attend a fixture, that team will be fined an appropriate amount to cover referees fees and table officials' fees, if claimed by the officials. Additionally, a fixed fine of £50 will be imposed by the League Treasurer on the defaulting team. This may be claimed by the non-defaulting team as a contribution towards venue costs if this is deemed appropriate by that team.

37] On appeal, the League Executive Committee shall decide the outcome of fixtures not played or rescheduled because of 'Abnormal' conditions, for example adverse weather conditions and accidents. These will not include instances of maladministration.

38] All abandoned fixtures will be dealt with by the Disciplinary Committee, using the guidance in the Disciplinary Code of Conduct.

## KNOCK-OUT AND HANDICAP COMPETITIONS

39] All non-League fixtures shall be subject to league rules. In addition:

- a player who has been registered with a team but has not played half of that team's league games should not be allowed to play
- a player who has been registered with a club but played for its lower division team may play for its higher division team but cannot play for their lower division team too; higher divisional players may not play for their lower division teams;
- a player may only play for one team in each of these competitions;
- a player registered with one club wishing to play for another club cannot do so;
- where possible, the Appointments Officer will appoint the same refereeing team to both legs of a two-legged series;
- the League Committee shall provide Officials and venues for the finals of these competitions;
- the League shall pay the Officials and the hiring fees for the venues of these competition finals;
- the League shall provide a token medal for each player in the final of these competitions.

## TROPHIES

40] At the AGM all trophies shall be presented to team representatives. These (replica) trophies may be kept by the teams. The League Committee will retain the non-replica (permanent) trophies and ensure they are appropriately engraved. The team that is awarded the Cobbler's Cup trophy will be presented with it at the AGM. This team will be responsible for this trophy throughout the following season and will be responsible for having it appropriately engraved. This team must re-present the Cobbler's Cup trophy to the League membership at the AGM following the award so that it may be presented to the next winners.

## MATCH PLAYING CONDITIONS

41] Each team must provide the following before their registration will be accepted by the League Committee:

- two table officials (one of whom must be qualified by the end of December of each season. All games from January of each season will be forfeit if at least one of the table officials is not qualified to at least Level 2 and registered for the playing season.);
- an appropriate match ball;
- an approved scorepad;
- a game clock;
- an audible signal (this may be a whistle);
- a visible score, with operative(s);
- five, numbered player foul markers;
- two team foul markers;
- a possession arrow.

Additionally, Division 1 teams are expected to have a clock and scoreboard that is clearly visible from both benches and to players on the floor by the start of their third season in the Division.

42] The referee shall note on the reverse of the scoresheet forwarded to the Fixtures Secretary any missing items. Each missing item will incur a £5 fine for each and every fixture they are missing.

43] An emergency procedure shall be in place in the event of an accident occurring during the game.

44] The visiting team have the right to an observer at the table at any point during a game.

45] The scorer must not participate in the game as a player. Additionally, timers must remain on the table for a full quarter in the case of more than one timer being used.

46] A team starting the game shall be deemed to have accepted the playing conditions.

47] A team must play in numbered shirts (numbered front and back in a contrasting colour) which must be of a uniform, mainly solid colour. If teams clash in colour the **visiting** team must change to their alternative.

48] Teams must present BE registration cards for all participants who intend to take part in the fixture for review by the table and match officials. These can be by way of original hard copy, colour photocopy, or electronic format, all of which must be of sufficient quality to enable accurate identification of the individuals concerned. Failure to produce individual registration cards will mean the participant(s) cannot take part in the fixture. In the absence of all registration cards the game will not take place and will be forfeited in favour of the non-offending team. The offending team will be subject to disciplinary procedures as set out in the Code of Conduct.

49] Tip-off time, date and any other relevant information shall be correctly inscribed on the scoresheet.

50] The home team shall be responsible for sending the top (white) copy of the scoresheet for each fixture to the Fixtures Secretary **to arrive within seven calendar days of the date of the fixture**, otherwise a £25 fine **will** be imposed.

51] Scoresheets for unplayed fixtures, with an explanation, shall be forwarded to the Fixtures Secretary in the same manner as for a played fixture by the **home** team.

## MATCH OFFICIALS

52] All teams must name at least two qualified floor officials and at least one Basketball England qualified table official otherwise their League registration will be refused. A floor official may affiliate with one club only. Affiliated officials will be noted on the fixtures and appointments list.

53] All fixtures shall be officiated by at least two qualified floor officials and at least one qualified table official. This does not include apprentice referees.

54] The Appointments Officer will appoint 3 referees to selected games from across the League. Where this occurs the playing teams will pay the Above Level 3 rate (see the paragraph below) and the referees will split the total fees paid agreeably.

55] Selected fixtures will be officiated by officials appointed by the League Committee. All other appointments will be made by the Appointments Officer from the availabilities supplied by referees on a regular basis. Due consideration will be given to enabling teams to meet the annual quota of appointments, to ensuring as far as possible that referees are neutral, to enabling 'probationary' referees to practise and then complete their assessment games, and to pairing up newly-qualified referees with more experienced ones.

56] Officials shall be paid at the following rate per fixture, except for games with 3 referees (see above for rates):

Qualified status	Referee	Table official
Level 2	£21	£11
Level 3	£23	£13
Above Level 3	£25	£15

Officials undergoing assessments for Level 2 qualifications (i.e. "probationary" officials) shall be paid at the Level 2 rate above.

57] A game will not begin until the officials have been paid.

58] Qualified officials must be suitably dressed:

- floor officials should wear a grey shirt and black pants
- table officials should wear a red top.

59] Officials unable to fulfill an appointment must contact the Appointments Officer at least 48 hours before the fixture so that a replacement may be found.

60] In line with advice received from the legal department of Basketball England, a game will not be allowed to start with only one referee. If a referee(s) becomes incapacitated during the game, the game may continue with only one referee.

61] If no referee attends a fixture and one of the competing teams refuses to play, the fixture must be rearranged. If both teams agree, the fixture may be played with one qualified, licensed referee from each team. If a fixture is played without neutral referees this should be recorded on the reverse of the top (white) copy of the scoresheet.

62] The table officials must delete the names of any listed players who were not present at the game. This should be done in conjunction with the team secretaries/captains/coaches and referees when the game is finished.



## DISCIPLINARY PROCEDURES

63] These are outlined, along with details of all penalties, in the separately annexed document **TyneMet Disciplinary Code of Conduct**.

## OTHER DISCIPLINARY MATTERS

64] All other disciplinary matters within the jurisdiction of the TyneMet League will be dealt with by the League Committee.

65] Any complaint or protest must be made in writing to the League Secretary by an official representative of the team concerned within one week (seven calendar days) of the incident. Teams making a complaint or protest shall send a copy to all parties involved.

66] Any person or group of persons reported for any reason shall have the right to present verbal or written evidence to the Committee concerned before action is taken.

- The Disciplinary Committee, excluding those members directly involved with the complaint or protest, will consider all reports and the decision will be made known to all parties involved as soon as possible after the deliberation is complete. Where appropriate, all team secretaries will also be informed.

## APPEALS

67] Any team or team member not accepting a decision made by the Disciplinary Committee shall have the right of appeal.

68] Appeals against a Disciplinary Committee ruling shall be made in writing to the League Secretary within seven calendar days of the initial ruling being reported. See Appendix 7 of the Code of Conduct for procedural details of the appeal process.

69] The appeal will be heard by an Appeals Panel comprising three members of the League Committee, excluding those members involved as complainant or defendant. Members of the League Committee who made the ruling being appealed against shall also be excluded from the appeals meeting, apart from the Disciplinary Secretary who shall be required to present evidence to support the Disciplinary Committee's initial ruling.

70] Any appeal to the League Committee must be accompanied by a fee of £50 which may be forfeited to the League in the event of the appeal being rejected. Costs to cover expenses incurred to hear the appeal may also be awarded by the Appeals Panel.

71] Any person or group of persons involved in an appeal shall be given notice of the hearing and shall have the right to appear before the Appeals Panel to present evidence.

72] Any person or group of persons may also be made the subject of a subpoena by the Appeals Panel, the minimum length of notice being seven calendar days. Such persons are obliged to appear before the Panel. Failure to appear before the Panel whilst under subpoena may result in a person or group of persons being expelled from the League.

This constitutional document was accepted by a quorum EGM meeting of the TyneMet League held during **September 2019**.

**APPENDIX A****Methodology for achieving Team Annual Refereeing Duties target in TML games****1) Boundary**

TML sponsored games from start of season (approx 15<sup>th</sup> September) to end of season (31<sup>st</sup> March). Totals are zeroed at the end of each season. This will include the TML KO Cup and League, but NOT the Handicap Cup or Vets League.

**2) Qualifications**

For a referee to be counted they must hold a current BE licence at Level 1 or above. Games officiated by Probationer Officials having passed their written exam will count.

Explanatory note: BE only require 1 x Level 2 Ref + 1 x Level 1 Ref at local league games.

**3) Clubs**

Although the Annual Target Duties will be set as a TEAM value and will be counted in that fashion, it is permissible for clubs to aggregate their total at the end of the season and equally share the club total between their teams provided that there is at least one active referee in the club *for each team* and each of these active referees has covered at least the minimum number of duties required.

As an illustrative example, a club may have three teams, one in each of three TML divisions, but only have qualified and active referees in two of these teams. As long as there are at least three qualified and active referees in the two teams, each of whom covers at least the minimum number of refereeing duties, the club will be deemed to have satisfied the referee duty requirements for all three teams in the club.

Explanatory note: this ensures that there are more active *bodies* refereeing in the league, and thus increases the league's resilience to cover its games.

**4) Affiliation Criteria**

To affiliate with a team a referee must meet one of these criteria:

- a) be a current player in that team
- b) be a current BE qualified coach of that team
- c) be a recognised retired player from that team (at least two years active previously)
- d) be a TML registered team follower, carrying out real and proven administrative duties

**5) Affiliation and availability**

Referees must register each season with the TML via its website. This will allow them to nominate which team, if any, they want their duties to be counted for. This is called **affiliation**. It is not for league administrators to do this but is the responsibility of the individual referees to do this. It is also the responsibility of every club and team to ensure that the referees they think are affiliated to their club/team have actually done this (see 6) below).

Then, during the season, the league's Appointments Officer will release games to enable referees to show their availability to cover TML games. It should be clearly understood that this does not mean that referees will be assigned any or all of the games that they have made themselves available for. History shows that there is a ratio of four available referees to each assignment, approximately. This is because many referees make themselves available for four, say, different nights/games a week but only getting one duty each week.

**6) Monitoring**

Teams must assure themselves through the Team Contact "My Profile" system that any referees they think are affiliated to them have done so via the TML website at the start of each season.

**7) Updates**

Team Contacts can ask at any time for an Update from the Refs Appointments Officer of their "referee duty count". A full referee duty count will also be made available at every league meeting.

**8) Disputes**

To prevent end-of-season disputes about league points deductions, it is vital that Team Contacts keep an eye on progress and advise the Appointments Officer immediately of any situations that may affect their team's ability to fulfil their responsibilities. For example, a team's affiliated referee may suffer a significant injury, or move away from the area.

**9) TML annual referee duty target**

This will be agreed by league members at the Annual General Meeting of the previous season (normally in June) in preparation for the following season, beginning in September.

KH 1/6/2019