DUTY RINK DUTIES

PENNANT COMPETITION

The following is a summary of responsibilities for Duty Rink players associated with the Club rooms and related facilities Saturday / Tuesday Pennant.

By **11:00 am Saturday** or **9:00am Tuesday** the toilets and cleaner's cupboard will be unlocked, and you should arrive for duty soon after.

Pre-game tea and coffee is to be made available using the big urn in the club house and the small urn in the alfresco area. There are two areas to make tea/coffee.

a. Place cardboard cups, teabags, coffee to the left of each urn.
b. Place sugar sachets, stirrers, milk, and a small bowl to the right of each urn.
c. Check that the Lunch Fridge in the alfresco area is turned on.

Saturday - There may be a 15-minute afternoon tea break commencing at 2:45pm (bell at 2:40pm). This is up to the side managers to decide. If only one side manger wants a break, both teams must take the break.

Tuesday - There may be a 30-minute lunch break commencing at 12:00 midday (bell at 11:55am). This is up to the side managers to decide. If only one side manager wants a break, both teams must take the break.

1. Check general cleanliness and organisation of inside tables with 8 chairs at each table and:
    - Arrange tables so there is ample space to move between them with people sitting down.
    - Check the board to see how many teams / rinks are playing at home.
    - Place rink numbers on the tables inside clubrooms after checking which rink numbers are to be used.
    - Place one rubbish bowl and one container of serviettes (and a biscuit container for Saturdays) on each table in readiness for the break.

2. Place Side Managers Sign on a table in the Alfresco area.

3. Check toilets for cleanliness, ensure an adequate supply of hand soap, toilet paper and that the cleaner's cupboard is unlocked.

4. As players may arrive for practice at **11:30am on Saturday**, or **9:00am on Tuesday**, place mats and jacks, rakes and corner windsocks ready for play.

5. All scoreboards to be set to zero and umpires' box to be placed at convenient central location.

6. Remove any duck droppings from the greens and surrounds and seats.

7. Ring bell at 12:30pm Saturday or 10.00am Tuesday for informal practice to stop.

Practice must stop at 12:30pm on Saturday, and 10:00am on Tuesday.

Rinks will be allocated, cards handed out. Official rollup starts after 12:30pm Saturday or 10:00am Tuesday.

Tuesday – 12:30pm turn the urn(s) off.
Saturday - 3:00pm turn the urn(s) off.

After Game:

Please ensure that the umpire s box and flags **are not removed** from the green until all play has been completed.

a. Collect and return mats and jacks.
b. Return flags folded to the bowls shed.
c. Roll up shade cloth awnings.
d. Make sure urns are turned off.