

DUTY RINK DUTIES FOR MIDWEEK

PENNANT COMPETITION

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

By 8:30 am the club room will be unlocked and you should arrive for duty soon after.

- 1 Pre-game tea and coffee is to be made available in the outside undercover area:
 - a. Check that the hot water wall unit in kitchen is on.
 - b. The urn in the alfresco area to be turned on after ensuring that enough hot water is added from the instant hot water unit in the kitchen. (DO NOT TURN ON URN IN CLUBROOMS).
 - c. Cardboard cups, teabags, small coffee jars, sugar sachets, teaspoons, stirrers, milk, and a small bowl for used tea bags all to be placed outside near the urn.

- 2 There will be a compulsory 30 minute lunch break inside commencing at noon (bell at 11:55am).
 - a. On kitchen servery prepare trays (1 tray for each rink used); each tray is to have a teapot with 3 teapot bags placed inside, hot water pot, coffee jars, sugar sachets, teaspoons, stirrers.
 - b. Milk jugs (1 per tray) to be filled and placed in refrigerator.

- 3 Check general cleanliness and organisation tables with 8 chairs and:
 - a. Spray or wipe down all tables with suitable disinfectant.
 - b. Check and wipe chairs as necessary.
 - c. Place rink numbers on tables inside checking which rink numbers are to be played on.
 - d. Place 8 china mugs face down on each numbered table along with 1 rubbish bowl in readiness for the break.

- 4 Place trolley for players lunch storage in Alfresco area initially then move to cold storage by 10a.m.

- 5 Place Side Managers Sign on inside table nearest to grass green end of Club Room.

- 6 Check toilets for general cleanliness and ensure adequate supply of hand soap, toilet rolls, paper towel, sunscreen, and disinfectant spray/wipes. Supplies can be accessed from cleaners' cupboard. Spray or wipe main touchpoints with disinfectant.

- 7 Place mats and jacks, rakes and corner windsocks ready for play. All scoreboards to be set to zero and umpires' boxes to be placed at convenient central location. (Players may arrive for practice at 9a.m. before cards are handed out and official 10a.m. allocation of rinks; ring bell at 10:00am for informal practice to stop).
- 8 Seats outdoor at ends of green to be wiped down.
- 9 Seats outdoor at ends of green to be wiped down.
- 10 Australian Flag and Club Flag both to be flown
- 11 Any debris to be removed from Synthetic green.

12 After Game:

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

- Lock outside toilet entry door.
- Collect and return mats and jacks.
- Return flags folded to the bowls shed.
- Roll up shade cloth awnings.
- Check general cleanliness of outside veranda area and sweep floors.
- Check general cleanliness inside clubhouse.
- Make sure urns are turned off.

Please note: These duties may vary due to special conditions on a particular day, e.g., *no afternoon tea break or a change to start times*. Check with selectors or side managers if unsure of duties.