

DUTY RINK DUTIES FOR SATURDAY

PENNANT COMPETITION

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

By 11:10 am the toilets 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 15-minute afternoon tea break inside commencing at 2:45pm (bell at 2:40pm).
 - On kitchen servery prepare trays (1 tray for each rink); each tray is to have a teapot with 5 teapot bags placed inside, hot water pot, coffee jars, sugar sachets, teaspoons, stirrers and biscuit barrel ready for afternoon tea roster helpers.
 - Milk jugs (1 per tray) to be filled and placed in refrigerator.
3. Check general cleanliness and organisation of inside tables with 8 chairs and:
 - Arrange tables so there is ample space to move between them with people sitting down.
 - Place rink numbers on tables inside clubrooms after checking which rink numbers are to be played on.
 - Place 8 china mugs face down on each numbered table along with one rubbish bowl on each table in readiness for the break.
4. Place Side Managers Sign on a table in the Alfresco area.
5. Check toilets for general cleanliness and ensure adequate supply of hand soap, toilet rolls, paper towel, and disinfectant spray/wipes. Supplies will be accessed from cleaners-cupboard. Spray or wipe main touchpoints with disinfectant.

6. Place mats and jacks, rakes and corner windsocks ready for play. (Players may arrive for practice at 11:30a.m. before cards are handed out and official rollup after 12:30p.m. allocation of rinks; ring bell at 12:30p.m. for informal practice to stop).
7. All scoreboards to be set to zero and umpires' boxes to be placed at convenient central location.
8. Seats outdoor at ends of green to be wiped down.
9. Australian Flag and Club Flag both to be flown.
10. Any debris to be removed from Synthetic green.
11. At 12:30 p.m. turn the urn off.
12. 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. Check general cleanliness of outside veranda area and sweep floors.
 - e. Check general cleanliness inside clubhouse.
 - f. 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.