

## **DUTY RINK DUTIES**

### **PENNANT COMPETITION**

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

By 11:00 am Saturday and 8:30am Tuesday the toilets and cleaner's cupboard will be unlocked (and the cool room on Tuesdays) and you should arrive for duty soon after.

1. 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 will be 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.
  
2. 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 one wants a break, then 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 one wants a break, then both teams must take the break. This is a new condition in the 2024-25 conditions of play – 5.1.2

Before the game starts, put lunch trolley in the cool room on Tuesdays

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. 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 played on.

- Place one rubbish bowl and one container of serviettes (and a biscuit container for Saturdays) on each table in readiness for the break.
4. Place Side Managers Sign on a table in the Alfresco area.
  5. Check toilets for cleanliness, ensure an adequate supply of hand soap, toilet paper and such. The cleaner's cupboard will be open.
  6. Place mats and jacks, rakes and corner windsocks ready for play. Players may arrive for practice at 11:30am or before on Saturday or 9:00am or before on Tuesday. Practice must stop at 12:30 on Saturday and 10:00am on Tuesday. Rinks will be allocated, cards handed out and official rollup starts after 12:30pm Saturday or 10:00am Tuesday.

Ring bell at 12:30pm Saturday or 10am Tuesday for informal practice to stop.

7. All scoreboards to be set to zero and umpires' boxes to be placed at convenient central location.
8. Australian Flag and Club Flag both to be flown.
9. Remove any duck droppings from the greens and surrounds and seats.
10. Tuesday - 12:30pm turn the urn(s) off.  
Saturday - 3:00pm turn the urn(s) off.

11. After Game:

Please ensure that the umpire's box and flags **are not removed** from either 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.