

DUTIES OF THE DUTY RINKS

INDOOR DUTY RINK

Arrive at the clubrooms at least 90 minutes before game start time.

Before the Game

- Set-up the 2 urns on the kitchen counters - fill each with filtered water and switch on
- Set-up the counters with sufficient mugs for all players and visitors expected at the club that day
- Check, and refill as required, all the hand sanitisers near the entry and exit doors
- Set-out the required number of tables (2 Tables placed together per rink being used)
- Clean all table-tops with disinfectant
- Setup tables with Rink identifying numbers, collection bags
- Ensure tables have a wooden bowl for rubbish collection and place any club information sheets loose on the table
- Check and refill if required the cold-water dispensers and cup dispensers
- Switch on the lights in the Men's Toilets (sets fan going)
- Ensure sufficient paper towel in the dispensers in the Men's Toilets
- Clean the Pennant Day scoreboard and update opposition team names and skipper names

After the Game

- Put away table rink numbers if necessary
- At the end of the day, spot clean (mop) the floor (Wednesdays only)

DUTIES OF THE DUTY RINKS

OUTDOOR DUTY RINK

Arrive at the clubrooms at least 90 minutes before game start time.

Before the Game

- Setup water fountains in allocated places (3) (*Cups to be placed with the fountains.*)
- Open the shade covers over A, B and C greens (active greens only)
- Collect the Kitties from the Manager of the Day
- Collect the pennant mats and trolleys from the office foyer
- Place Mats and Kitties on all allocated game day rinks
- Place wind flags on each active greens
- Place the Rubbish and Bottle/Cans bins between A & B and B & C greens ensuring they all have new empty bags in them
- Raise the Australian and Hope Valley Bowling Club flags
- Place Umpire's trolley and box near the flagpole
- Place approx. 10 plastic chairs between greens for players/spectators
- Clean/wipe all outdoor seating (if required)

After the Game

- Return all water fountains back to storage shed
- Close all the shade covers
- Return the mat trolleys to the storeroom
- Hand all Kitties to the Manager of the Day
- Collect all wind flags and return to storage shed
- Return the Umpire's equipment trolley and box to storeroom
- Return all plastic chairs to the storeroom
- Lower the Australian and Hope Valley Bowling Club flags and store with the umpire's trolley
- Check all greens in use and collect and undisposed rubbish
- Collect the rubbish from the bins and dispose of bottles/can in the bottle collection point and general rubbish into the rubbish skip.