

SET UP 8:15am - 8:40am	DESCRIPTION
	Ensure a committee member has unlocked the toilet block and storeroom.
	Use the provided trolley to carry (DO NOT DRAG) post pads onto all courts. Blue pads on Crts 1 & 2. Yellow pads on Crts 5 to 14. Small white pads on Crts 3 & 4.
	Check all courts for water and or rubbish. Sweep if necessary. Brooms are under the stairs in the club house.
	Put 8:45am score sheets onto clip boards
	Place garbage bins around all courts, one near BBQ and one near Canteen.
	Put umbrellas on tables and flags down the walk way.
	Turn all toilet lights and make sure the toilets are clean and tidy & ready for action!!
	Check with the committee members to see if any extra duties need to done.

DESCRIPTION	
Duty descriptions listed below apply to all time slots with the exception of the Pack Up shift	
1st Time Slot 8:30am - 9:40am	Sign on in the book on the desk Check with the committee members to see if any extra duties need to done.
2nd Time Slot 9:40am - 10:50am	Get the next Rounds scoresheets ready for distribute As the scoresheets get ready sort them into grades so the committee can enter them into PlayHQ.
3rd Time Slot 10:50am - 12:00pm	Distribute Games Scoresheets to teams through match room window. Make an announcement to the teams to collect them if necessary. Players playing up need to be written on scoresheets and stamped & signed by a committee member. They also need to be written in the book on desk.
4th Time Slot 12:00pm - 1:00pm	Make any announcements over PA when requested by committee. The Umpires Convenor will notify you when they are ready to commence. Announce game commencing in 1min. Begin timing. Operate sirens when timing quarters.
5th Time Slot 1:00pm - 2:25pm	Man the window counter at all times. Collected scoresheets are to be placed in Results Box Checking that all information is filled in correctly. Players signed on etc
6th Time Slot 2:25pm - 3:35pm	Run through game timing with next group of volunteers Check that toilets are clean and replenish toilet paper, hand towel and empty bins if required. Start the pack up for the next shift

Pack up 3:35pm - 5:00pm	Pack all flags and umbrellas from the front of Club House Relocate OTTO bins to Mitre Street for collection.
	Remove goal post pads from all courts. Use the provided trolley to carry (DO NOT DRAG) pads to toilet block and stack neatly
	Collect rubbish from around courts. Garbage bags and gloves are available from canteen.