

CLUBHOUSE DUTY DESCRIPTIONS

DESCRIPTION	
1st time slot SET UP & control room	Sign on in the 'sign on book' on the desk
8:15am - 9.40am	Use the provided trolley to carry (DO NOT DRAG) post pads onto all courts.
	Blue pads on courts 1-14 . Small white pads on Crt 3 & 4.
	Check all courts for water and or rubbish. Sweep if necessary. Brooms are under the stairs in the club house.
	Ensure a committee member has unlocked the toilet block Turn all toilet lights and make sure the toilets are clean and tidy & ready for action!!
	Place garbage bins around all courts, one near BBQ and one near Canteen.
	Sponsors flags to be placed down path in grass - hammer in control room
	Put 8:45am score sheets onto clip boards FOR UMPIRES TO TAKE TO COURTS
	The Umpires Convenor will notify you when they are ready to commence.
	Announce game commencing in 1min. Begin timing. Operate sirens when timing quarters. announce 30sec umpires beginning each quater

	Duty descriptions listed below apply to all time slots with the exception of the Pack Up shift
	Each time slot required to Sign on in the book on the desk
	Check with the committee members to see if any extra duties need to be done.
2nd Time Slot	Get the next Rounds score sheets ready for distribute
9:40am - 10:50am	As the scoresheets arrive back, sort them into grades so the committee can enter them into PlayHQ.
3rd Time Slot	Distribute Games Score Sheets to teams through the match room window. Make an announcement to the teams to collect them if necessary.
10:50am - 12:05pm	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 the desk.
4th Time Slot	Make any announcements over PA when requested by the committee.
12:05pm - 1:10pm	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	Man the window counter at all times.
1:10pm - 2:25pm	Collected scoresheets are to be placed in Results Box Checking that all information is filled in correctly. Players signed on etc
6th Time Slot	Run through game timing with next group of volunteers
2:25pm - 3:40pm	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 & control room 3:40pm - 5:00pm	Bring in Sponsors flags, lay out of the way near storeroom Collect OTTO Bins from courts and place on 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 the courts. Garbage bags and gloves are available from the canteen.