

DUTIES OF THE DUTY RINKS

INDOOR DUTY RINK

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

Before the Game

- Setup the Urns (2), fill with water and switch on
- Setup Tea and Coffee containers, dirty spoons and tea bags bowls
- Set-out the required number of tables (1 per rink being used)
- Clean table tops if required
- Setup tables with Rink identifying numbers, collection bags
- Ensure tables have coasters and any club information sheets
- Check and refill if required, cold water dispensers
- Switch on the lights in the Men's Toilets (sets fan going)

After the Game

- Put away table rink numbers if necessary
- Ensure the Urns have been switched off
- Put away tea and coffee containers
- At the end of the day, spot clean (mop) the floor (Wednesdays only)

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)
- Open the shade covers over B and C greens
- Collect the Kitties from the Manager of the Day
- Place Mats and Kitties on all allocated game day rinks
- Place wind flags on each active green
- Raise the Australian and Hope Valley Bowling Club flags
- Place Umpire's trolley and box near the flag pole
- Clean/wipe all outdoor seating (if required)

After the Game

- Return all water fountains back to storage shed
- Close all the shade covers
- Return mats to trolley and storage
- Hand all Kitties to Manager of the Day
- Collect all wind flags and return to storage
- Return the Umpire's equipment trolley and box to store room
- Lower the Australian and Hope Valley Bowling Club flags and store with the umpire's trolley
- Collect the rubbish from all rinks