

All 4 rink members arrive by the latest on Saturday 12:00pm, Wednesday 11:15am and Thursday 9:00am. Thursday Ladies teams may not complete all duties listed.

### INSIDE DUTY RINK

#### 1. Before the Game

- Set up tea/coffee station. Place coffee, tea, sugar, milk and stirrers on counter.
- Depending on the number of teams it may be necessary to set up 2 tea/coffee stations – one in usual location, the other on a table near the loan bowls cabinet.
- Wipe down tables if dirty. Arrange chairs (8 per table).
- Confirm rinks being used and put rink number signs, serviettes and money bowls on tables.
- Set up Raffle Station near front entrance (tickets, sign, money bowl). Ensure raffle books have sufficient tickets (do not use 2 raffle ticket books). Write down first number and place in bowl.
- Put milk back into refrigerator before the start of play.

#### 2. Afternoon Tea

- First person from the first Glenelg team to finish before afternoon tea to:
  - take milk from refrigerator and place next to drink station(s).
  - take food from the kitchen refrigerator and place on counter next to kitchen. Players to collect own food.
- Sell raffle tickets during the afternoon break. One person to take money and another to hand out raffle tickets.
- Take money on tables and money from raffle ticket sales and place in office.
- At the end of the break, put milk and any food not taken back into the kitchen refrigerator.

#### 3. After the Game

- Empty the urn(s). Store them in the kitchen.
- Put away unused coffee, tea, milk, sugar, stirrers and cups in the cupboards.
- Wipe down drink station(s) and tables.
- Tidy the kitchen area.

### OUTSIDE DUTY RINK

#### 1. Before the Game

- All set-up is to be completed before practice starts (Saturday 2:30pm, Wednesday 11:45am and Thursday 9:30am).
- Confirm rinks in use and put out mats and jacks on designated rinks.
- Uncover Scoreboards on East Green (only rinks being used).
- If West Green is in use, get scoreboards from shed and put on designated rinks. Set up mats and jacks.
- If West Green is in use, put out water keg and a supply of drink cups.
- Check supply of water cups at water coolers.
- Unlock outside ladies bathroom.
- Raise the Australian flag on the pole near Partridge Street & the Club flag on the other pole.
- If wet or dirty, wipe down seats at both ends of the greens.
- Unfold sun shades at north end of East Green.
- Put up umbrellas in the Designated Smoking Area. Ensure the butts container is empty.

#### 2. Afternoon Tea

- If West Green water keg is in use, refill with water and replace water cups if required.

#### 3. After the Game

- Return mats and jacks into the clubhouse and put on Umpires Table.
- Cover scoreboards on East Green.
- If West Green used, return scoreboards to the shed and water keg to the kitchen.
- Put away the umbrellas in the Designated Smoking Area into the shed.
- Lower the two flags and return them to the clubhouse.
- Ensure that sun shades are folded away.
- Tidy up any rubbish left on the greens or seats.