# GLENELG BOWLING CLUB - MATCH DAY RINK DUTIES

**SATURDAY: SETUP TO BE COMPLETE BY 12 NOON**
**WEDNESDAY: SETUP TO BE COMPLETE BY 11:00AM**
**THURSDAY: SETUP TO BE COMPLETE BY 9:00AM**

**SELECTORS:** Rink allocations on blackboard prior to players arriving.
Rink Duty teams on Selection noticeboard and website.

**SKIPS:** Skips are responsible for ensuring their team are aware when they are on rink duty.

## OUTSIDE DUTY RINK

**Before Play**

- Put out correct number of jacks, mats, and wind ribbons (both sides of greens).
- Uncover and reset scoreboards (only for rinks in use).
- Turn on power to water coolers (only on greens in use) and check cup supply.
- Raise the Australian flag (Partridge St pole) and Club flag (greens pole).
- Wipe seats if wet or dirty.
- Unfold sunshades (north end, East Green).
- Open and unlock Ladies Toilets (inside and outside doors).

**After Play**

- Reverse of above + collect rubbish and lost property.

## INSIDE DUTY RINK

**Before Play**

- Set up tea/coffee station with supplies (add second station if both greens in use).
- Wipe tables, arrange 8 chairs per table.
- Place rink numbers, serviettes, and money bowls on tables.
- Set up raffle station near front entrance (tickets, sign, money bowl, prizes from office).
- Check raffle ticket supply; record first number and place in bowl.
- Return milk to fridge before play begins.

**Afternoon tea**

- Bring milk and food from fridge; arrange food on platters.
- Sell raffle tickets (one handles money, one distributes tickets).
- After break: return milk and leftover food to fridge; place raffle and table money in bar drawer.

**After Play**

- Reverse of above + wipe tables and tidy kitchen area.

**LEANNE'S SATURDAY SUPPORT** Leanne will assist on Saturdays with the Afternoon Tea tasks and raffle draw.

**BOARD OF MANAGEMENT REPRESENTATIVE** During the mid-game break**:** Welcome visiting teams and Presidents, make club announcements**,** draw the raffle**.**

| Match Day | Practice Not Before | Trial Ends Begin | Games Begin | Mid-Game Break |
|---|---|---|---|---|
| Saturday | 12:00 pm | 12:45 pm | 1:00 pm | 2:30 pm |
| Wednesday | 11:15 am | 12:00 pm | 12:15 pm | 1:45 pm |
| Thursday | 9:00 am | 9:45 am | 10:00 am | After 11 ends |