



## CLUB COURT DUTY ROSTER DUTIES

Morning Duty – Clubs to arrive by 8.15am.

Afternoon Duty – Clubs to arrive by 4.10pm.

Recommend a minimum of 7 people to help on your allocated day

Should take approximately 20 minutes to complete.

### Morning Duty

- Goal post padding needs to be taken to each court. Emptied trolleys to be placed near storeroom
- A-frame sign to be placed near the main gate entrance
- Lost property container to be put placed outside club rooms
- Rolling sub dots to be placed on all courts
- “No parking” sign and witches hat to be placed near large tree at the end on the driveway
- Canteen barriers x 6 are to be placed out in two rows with 3 barriers in each row
- Office / Scoresheet sign to be placed near office window
- Umpire barriers x 4 to be placed on the corner of court 3 near the main steps
- Put the rubbish bins out around the court areas (map provided). Ensure all emptied bins have a garbage bag inside before they go out

### Afternoon Duty

- Goal post padding bring in any still out on the courts and ensure all are placed in the trolleys neatly. Place full trolleys into the club room areas
- A-frame sign to be returned to the club room areas
- Lost property container to be placed back into the club room
- Check that all rolling sub dots are in and score flip charts
- “No parking” sign and witches hats returned to the storeroom
- Canteen barriers to be placed neatly in the club rooms near the ball pump window
- Office / Scoresheet sign to be placed neatly in the club rooms near the canteen barriers
- Umpire barriers x 4 to be placed in the club rooms near the canteen barriers
- Pick up all rubbish around the court areas and any lost property items
- Bring all the rubbish bins into the caged area behind the pavilion and remove any half empty bags and place in another bin to make one full bin. DO NOT OVERLOAD or the bins will not be emptied
- New garbage bags to be placed in any rubbish bins that are now emptied

**\*\* A committee member will be available to guide you through your duties \*\***