

WERRIBEE BOWLS CLUB

MIDWEEK PENNANT

DUTIES FOR NOMINATED DUTY SKIPS & SIDE MANAGERS



1. Pennant Selector's Role

After selection of sides, the Pennant Selection Committee will be responsible to delegate Duty Skips and rinks - one for inside and one for outside duties. Also, Umpires/Measurers with one delegated as the senior umpire for the days play.

In the absence of Greens Directors or Greenkeeper, the Selection Committee will appoint the senior umpire to act as the Green's director for the day's play. If the need should arise then he/she will have the authority to prevent play at all times.

The delegated names of the Duty Skips and rinks, Umpires/Measurers and the Senior Umpire for the days play will be shown and highlighted on the pennant selection sheet, Team App, and a copy displayed on the bowls outside noticeboard.

2. Pennant Manager Duties

Before the game

The Pennant Manager if playing his/her game at home is responsible to welcome the visiting sides and pass on to all sides any relevant information prior to the game where possible, or at the lunch break.

Should the Pennant Manager be unavailable due to playing his/her game away, then it is the responsibility of the senior committee member to do the welcome.

At Lunch Break

A thirty-minute lunch break will be taken from 12.00 noon, the bell will be rung by the rostered-on staff members at 11.55 am

Rostered Midweek Members, or Table Heads

Required to clean tables and return all items back to their appropriate location in the Clubs kitchen.

3. Inside Duty Skip Duties

Before the Game

- Arrive at the Club no later than 9.00 am
- Ensure the outside notice board is displaying all sides' competitors and rinks playing on the day.
- Ensure that both outside toilet doors are unlocked
- Ensure music if applicable is not broadcasting in member's area and the member's area microphone is working with volume correctly adjusted. (See staff member if you require assistance)
- Check the number of teams that are playing their games at home and ensure there are enough chairs and tables in place ready for the lunch break.
- Supervise his/her duty rink in completing the following tasks

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4. Inside Duty Rink Duties

Before The Game

- Arrive at the Club no later than 9.00 am.
- Ensure hot water units are on: fill large urn with water, the amount will depend on the number of sides playing at home. Switch on to heat (95 degrees) ready for the guest refreshments.
- Milk - Collect 2x2 litres of milk from the coolroom (if none available in the kitchen fridge). Pour into a jug and place on servery
- Prepare servery in members area: Ensure sufficient supply of polystyrene cups, tea, coffee, sugar, stirrers and biscuits (Self-service for members and visitors prior to game)
- Set up tables for pennant sides: Place rink numbers, serviettes and the day's raffle on each table
- Set up trolley for Lunches: Lunches to be placed on trolley then wheeled into cool room prior to commencement of game.

5. Outside Duty Skip & Duty Rink Duties

Before The Game

- Arrive at the Club no later than 9.00 am
- The external keys for Bowls/BBQ, Greenkeepers & bowls equipment shed adjacent to Green 3 are located inside behind the bar (near safe)
- Collect flags from bowls equipment shed adjacent to Green 3 and raise the two flags on main flagpole, the Australian flag in centre and Club flag on the right looking from the Clubhouse. Midweek premier flags can also be raised on the third flag pole
- Collect eight small flags from the bowls equipment shed and position them one on each corner of Greens one and two (and also 3 if required)
- Ensure scoreboards are in their correct rink locations and the overall scoreboards for each side are in an appropriate location, visible to all rinks in each side, and all numbers are set to zero.
- Assist with set-up of wheelchair ramps (if required) and mobile steps placing two at each end of the green
- The Umpires' box to be unlocked and placed on the bench in between Greens 1 and 2. At completion of game store back into the bowls equipment shed
- Ensure that mats and jacks are in place on all pennant rinks collect from the box at the side of Green 2.
- Clean seats on rinks being used (particularly if wet)
- Collect sunscreen containers from behind the Bar and place on the shelf at the end of the Bar
- Ensure plastic cup containers at the water fountain at front of bar are full (spare cups are stored in the rear storage area behind the bar)

After The Game

- Lower flags making sure the Australian flag **DOES NOT TOUCH THE GROUND** and return to storage box in top bowls shed
- Collect corner flags on all greens and return to bowls equipment shed adjacent to Green 3.
- Collect corner flags, jacks and mats on Green three and return to the adjacent bowls equipment shed if applicable.
- Fold back shelter shades on Green 1

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After The Game cont'd

- Check that all mats, jacks and the Umpires' equipment have been returned to their correct locations and locked away
- Pick up any used plastic cups and return any used glasses to the bar
- Collect rubbish on all greens and recycle appropriately
- Return scoreboards and mobile steps to the Greenkeepers shed
- Lock Greenkeepers shed after setting alarm
- Lock the roller shutter door of the bowls equipment shed adjacent to Green 3 where mats and jacks are stored
- Ensure that the rear entrance gate is locked
- Lock outside toilets
- Lock roller shutter door of Bowls/BBQ shed
- Lock mats and jack box located on the wall of the club between Greens 1 & 2
- Return water trollies to bar area
- Outside Duty Skip to supervise his/her duty rink in completing their final tasks at the end of the days play
- Return all keys to collection point