

# WERRIBEE BOWLS CLUB

## MIDWEEK PENNANT - DUTIES FOR NOMINATED DUTY SKIPS



### 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, one delegated as the senior umpire for the days play**.

In the absence of Greens Director or Green Keeper, 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 Responsibilities 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.

### 3. 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 will clean tables and return all items back to their appropriate location in the Club kitchen.

### 4. The inside Duty Skips role before game is to:

- 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 the two outside toilet doors are unlocked
- Ensure music if applicable is not broadcasting in member's area, and the member's area microphone is working, and volume is 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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### 5. Inside duty rink before game are required to:

- 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 (95degrees) ready for the guest refreshments.
- Prepare morning tea on table in members' area: Place milk jug, polystyrene cups, sugar, stirrers, rubbish container and biscuits (It is self-serve for members and visitors prior to game)
- Set up tables for pennant sides: Place mats, mugs, teaspoons, coffee, sugar, rink numbers, serviettes, rubbish containers with plastic refills and the day's raffle.
- Collect 3x2 litres of milk: from café, pour milk into small jugs, place on silver tray and put in fridge if applicable.
- Prepare tea and coffee pots with required amount of tea bags and coffee.
- Set up trolley for Lunches: Lunches to be placed on trolley, then into kitchen fridges before game starts.

### 6. Outside duty skip & duty rink before game are required to:

Arrive at the Club no later than 9.00 am

- The outside keys, are located inside behind the bar (near safe)
- Collect flags from 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 sunscreen containers from behind the Bar and place on the shelf at the end of the Bar
- The Umpires' box to be unlocked and placed on the bench in between green 1 and 2. At completion of game store back into the top Shed
- Ensure plastic cup containers at the water fountain at front of bar are full (spare cups are available in cupboard at kitchen)
- Clean seats on rinks being used (Particularly if wet)
- Collect from top shed eight small flags and position them on each corner of greens one and two and 3 if required.
- Ensure that mats and jacks are in place on all pennant rinks collect from the box at the side of green 2.
- 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) or helping aids

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### 7. Outside duty skip & duty rink final duty after 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 greens one and two and return to bowls top Shed.
- Collect corner flags, jacks and mats on green three and return to the top shed adjacent to green 3 if applicable.
- Fold back shelter shades on Green 1
- Check all three greens that mats, jacks, and the Umpires' equipment have been returned to their correct locations and locked away.
- Pick up any used plastic cups and rubbish on all greens after games and place in bins.
- Collect and return score boards to bowls shed
- Outside Duty skip to supervise his/her duty rink in completing their final tasks at the end of the days play