

# WERRIBEE BOWLS CLUB

## WEEKEND PENNANT DUTIES



### 1. Pennant Selector's Role

After the selection of sides, the Pennant Selection Committee will be responsible to delegate a Duty Rink, for each Team, for outside duties and Umpires/Measurers required for the day's play, one delegated as the Senior Umpire for the day's play.

In the absence of the Greens Director or Greenkeeper, the Selection Committee will appoint the Senior Umpire or Team Manager to act as the Greens Director for the day's play. If the need should arise the nominated person will have the authority to close the greens and prevent play. This should be done after all Side Managers have been consulted.

The delegated Duty Rinks and Umpires/Measurers names will be shown and highlighted on the pennant side selection sheet on Team App, and a copy placed on the bowls sections noticeboard.

### 2. Umpires/Measurers Duties

Ensure there are no club bowlers practising on their allocated rinks for that day's play. Ring the bell at 12.25pm and ensure all club players are off the greens by 12.30pm.

### 3. Afternoon Tea Break Procedure

A fifteen to twenty -minute break is to be taken at 3.00pm. The kitchen rostered members or a bar attendant will ring the bell at 2.50pm.

The Club President or a Board Member is responsible to welcome the visiting sides, pass on relevant information to bowls members, thank rostered members in the kitchen and bar and draw the club raffle.

Should the President or a Board member be unavailable then it is the responsibility of the highest ranked Pennant Team Manager to conduct the welcome.

### 4. Weekend Pennant Setup Team

This team is responsible for setting up all greens and rinks ready for Weekend Pennant.

Duties include:-

- Turning off Club House alarm
- Turning on Café Bar
- Filling up the urn and heating water
- Checking Pennant Board for number of greens and rinks required for the day's play
- Opening the Ladies and Men's outside toilets
- Blower/Vacuuming green one and all surrounds
- Raising the Australian. Club and Pennant flags
- Placing out mats, jacks, rink and overall scoreboards, corner flags and safety steps
- Placing out umpire's equipment
- Opening the Bowls shed after the club alarm has been turn off
- Setting up BBQ area with chairs, tables, cooking utensils and radio
- Setting up tables inside for afternoon tea with table numbers matching different team rinks

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### 4. Weekend Pennant Setup Team cont'd

- Writing up the outside white board with the date and round number, home team and opposition teams names and team number, their allocated green and rink numbers
- Writing up the inside scoreboard with the Werribee teams and their opposition
- Ensure sunscreen container is placed on the end of the bar

### 5. Nominated Team Manager Duties

#### Before Game

- Arrive at the Club no later than 11 am
- Ensure music is not being broadcast in member's area, and the member's area microphone is working, and the 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 afternoon break.
- Place raffle numbers, serviettes, cutlery on tables
- Ensure raffle ticket numbers have been entered into machine
- Supervise Duty Rinks in completing their nominated tasks.
- Ensure all tasks allocated to the Weekend Pennant Setup Team have been completed
- Ensure responsible person for BBQ is set up and prepared at 10.30am to be ready at 11.00am for members to eat. Food is situated in fridge in bowls shed.

#### After the Game

Ensure all equipment has been put away and that the Bowls Shed, both mats and jack's cabinets, small shed, Greenkeeper's shed (alarm must be set before locking the shed) and back gate are all locked.

### 6. Duty Rinks Duties

#### Before the Game

- Ensure plastic cup containers and water trolleys for all greens are full and situated behind each green
- Clean seats on all greens. (Particularly if wet)
- Ensure mats, jacks, scoreboards, corner flags and safety mats are in place
- 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) also set up helping aids

#### After the Game

- All rinks are responsible for returning their mats, jack and rink scoreboard
- The overall team scoreboard and the corner flags are the responsibility of the last rink on a particular green
- All rinks to pick up any used cups, rubbish around their green and place in bins provided.
- Return Score boards to top shed
- Return drinking trolleys to kitchen empty water, place plastic cups back in kitchen
- Duty skip to supervise the duty rink in completing their final tasks at the end of the days play

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## 6. Duty Rinks Duties cont'd

### Green 1

- The Duty Rink playing on **green one** is responsible to taking down all flags and placing them in the box in the small shed in front of the Greenkeeper's shed
- Folding back the sun shade blinds that provides cover on green 1
- Ensure umpire's equipment on all greens is returned to umpire's equipment box and then locked away in roller door mats and jack's cabinet

### Green 2

- The Duty Rink is responsible for locking the Bowls Shed and both outside toilets