

PENNANT DUTY RINK TASKS – OUTSIDE

ALL PEOPLE IN RINK TO ASSIST

TO BE COMPLETED BY – TUESDAY 9:30AM - SATURDAY 12:30PM

(SEE SEPARATE LIST FOR 'INSIDE')

SETTING UP

- LOOK ON BOARD TO DETERMINE WHICH RINKS ARE TO BE USED FOR PLAY ON THE DAY.
- ENSURE THAT 2 MATS AND **1 HEAVY JACK** ARE PLACED ON EACH RINK TO BE USED.
- PUT SCORE BOARDS (ONE PER RINK) (KEPT IN BACK LOCKER ROOM FOR LOWER GREEN & TOILET BLOCK SHED FOR TOP GREEN) OUT FOR RINKS BEING USED. PUT MAIN SCOREBOARD TO ALL ZEROS. PUT OVERALL SCOREBOARD/S OUT FOR TOP GREEN.
- PUT SEAT CUSHIONS (KEPT IN BACK LOCKER ROOM) ON SEATS OUTSIDE ON LOWER GREEN.
- PUT OUT UMPIRE'S BOX FOR EACH GREEN TO BE USED -
 - LOWER GREEN EQUIPMENT IS KEPT IN MATS AND JACKS CUPBOARD.
 - TOP GREEN EQUIPMENT IS KEPT IN MATS CUPBOARD ON TOP GREEN.
- FLAGS - RAISE THE AUSTRALIAN (ON POLE NEAREST THE CLUB HOUSE) AND CLUB FLAG (ON POLE NEAREST TO BURGUNDY STREET) AND PUT SMALL AUSTRALIAN FLAG IN EACH CORNER ON GREENS USED (ALL KEPT IN MATS AND JACKS CUPBOARD). RAISE AUSTRALIAN FLAG ON TOP GREEN.
- WIPE ALL SEATS AROUND EACH GREEN TO BE USED ON THE DAY.
- CHECK THAT PLASTIC CUPS ARE AVAILABLE AT EACH DRINKING FOUNTAIN (SPARE CUPS KEPT IN KITCHEN FOR BOTTOM GREEN AND ON TOP OF MATS CUPBOARD FOR THE TOP GREEN).

AT COMPLETION OF PLAY

- PUT AWAY -
 - MATS AND JACKS
 - UMPIRE'S EQUIPMENT
 - SCOREBOARDS
 - LOWER FLAGS, FOLD AND PUT AWAY IN UMPIRE'S BOX IN MATS AND JACKS CUPBOARD.
WIND FLAGPOLE ROPE AROUND POLE AND SECURE TO STOP ROPE FLAPPING
 - SMALL FLAGS ON CORNERS OF GREEN IN MATS AND JACKS CUPBOARD
 - SEAT CUSHIONS (BOTTOM GREEN)
 - PUT ANY RUBBISH, CUPS, BOTTLES ETC LEFT OUTSIDE IN RUBBISH BIN
- LOCK MATS' AND JACKS' CUPBOARD ON BOTTOM GREEN & TOILET BLOCK AND SHED ON TOP GREEN.
- LOCK GATES ON BOTH GREENS.