

RINK DUTY CHECKLIST

Revised 12 October 2023

Before the game:

- Raise the club flag
- Put out the mats and kitties
- Put yellow pegs in the correct slots
- Place the wind flags on each side of the green
- Reset the scoreboards
- Place the umpire's equipment in an easily accessible area
- Roll out shades at the end of the green when required
- Turn on kitchen dishwasher (instructions are by the dishwasher)
- Fill and turn on urns
- Put out afternoon coffee/tea essentials (includes coffee, tea bags, sugar, milk, mugs and teaspoons)
- Put appropriate rink numbers on the tables along with corresponding bag for catering money

At the afternoon tea break:

- Sell raffle tickets

After the game:

- Return all the bowling equipment to the clubrooms
- Return shades to their normal position
- Turn off the urns
- Clean up the afternoon tea dishes by running them through the dishwasher
- Put away the coffee and tea essentials

Please do not remove rink numbers