



TOORAK BURNSIDE BOWLING CLUB INC

25 Giles Street, Toorak Gardens SA 5065

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RINK DUTY CHECKLIST

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 trolley in an easily accessible area
- Roll out shades at the end of the green, if required
- Turn on kitchen dishwasher (instructions are by the dishwasher) – please follow the instructions
- Fill and turn on the 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
- Run the raffle and allocate prizes

AFTER THE GAME:

- Return all the bowling equipment to the clubrooms – ie mats, kitties, yellow pegs, wind flags and umpire equipment trolley
- **Please do not remove rink numbers**
- Return any empty cups, glasses and bottles left by the rinks to the bar
- Roll shades back to their normal position
- Take down the club flag
- Turn off the urns
- Clean up the afternoon tea dishes by running them through the dishwasher - instructions for use are by the dishwasher
- Put away the coffee/tea essentials