



TOORAK BURNSIDE BOWLING CLUB INC

25 Giles Street, Toorak Gardens SA 5065
Email address: tbbclub@adam.com.au
www.toorakburnsidebowls.com.au

RINK DUTY RESPONSIBILITIES

Given the amount of work to be done as part of Rink Duty, **please consult with all others assigned to allocate specific tasks**. If more than one team is playing at home, please ensure you share the overall responsibilities.

It is important to note that Rink Duty includes several tasks that need to be **completed at the conclusion of games**.

BEFORE THE GAME:

- ◆ Raise the club flag – The flag is kept in the men’s locker room on the shelf (along the back wall).
- ◆ Put out the mats and jacks. The rink trolleys are kept in the room adjacent to the men’s locker room. They are marked A, B or C to correspond with the A, B and C greens. Please use the trolley dedicated to the rink you are setting up.
- ◆ Place the yellow pegs in the correct slots (ie – two lines to the left and to the right of the rink number signs).
- ◆ Place two wind flags on each side of the green – each flag to be placed in the middle of the marked lines on each side of the green.
- ◆ Reset the scoreboards.
- ◆ Place the umpire’s equipment trolley in an easily accessible area. This trolley is kept in the room adjacent to the men’s locker room right next to the rink trolleys.
- ◆ Dry the seats/benches next to the green if wet
- ◆ Roll out and secure the shades at the end of the green, if the weather warrants this. *Please note that it is not useful to roll out the shades if it is raining.*
- ◆ Fill and turn on the urns.
- ◆ Turn on the dishwasher as it needs time to come to temperature. *Please follow the instructions for operation which are right next to it.*
- ◆ Put out afternoon coffee/tea essentials (ie – coffee, tea bags, sugar, milk, mugs and teaspoons). *Please arrange these items for efficient service.*
- ◆ Ensure the tables and chairs are sufficiently spaced in readiness for the afternoon break.
- ◆ Put appropriate rink numbers on the tables along with corresponding ‘money’ bag. *Each home team player needs to pay \$5 for sandwiches, which includes payment for their opponent.*
- ◆ Set up one or two tables (depending on how many teams are present) to the left of the tea/coffee area for the sandwiches to be placed on at the afternoon break.

AT THE AFTERNOON BREAK:

- ◆ Sandwiches cost \$5 per club member. The second/number 2 bowler on Rink Duty to collect a total of \$20 from each rink of their Division at the beginning of the break.
- ◆ Please note that the **Saturday Division 2** team **does not get a break**, so their sandwiches need to be kept in the fridge for players to collect when they are able.
- ◆ The afternoon break for all of our other Divisions starts at **2:30pm**.
- ◆ SELL RAFFLE TICKETS:
 - TWO players assigned to Rink Duty will need to sell raffle tickets during the afternoon break – *one collecting the money and the other giving out the tickets*. Cost of raffle tickets: \$5 for three tickets or \$2 each.
 - Collect the raffle tickets container from under the microwave in the kitchen.
 - BEFORE you sell the first ticket, you need to record its FIRST NUMBER as this needs to be entered into the electronic raffle machine.
 - If you need to start using a SECOND BATCH of raffle tickets, please ensure that you use the NEXT SEQUENTIALLY NUMBERED TICKET following on from the first batch sold. This is important for the electronic draw. The LAST NUMBER OF THE LAST TICKET SOLD needs to be recorded and entered into the electronic raffle machine. *Please seek assistance/training from an experienced member re operating the electronic raffle machine, which includes entering the first and last ticket number sold.*
 - IF THE TOP TEAM IS PLAYING AT HOME, they will only be able to buy raffle tickets when they have finished playing their games (as they don't come in for an afternoon break). THEREFORE, the raffle needs to be drawn and prizes allocated AFTER they have had sufficient time to buy tickets.
 - IF THE TOP TEAM IS NOT PLAYING AT HOME, draw the raffle and allocate prizes towards the end of the afternoon break.

AFTER THE GAME:

- ◆ Return all the bowling equipment to the clubrooms (ie – mats, jacks, yellow pegs and wind flags making sure they go back into the correct trolley). Rink trolleys are marked A, B or C and correspond to the A, B and C greens. Please use the trolley dedicated to the rink you are clearing. The trolleys are kept in the room adjacent to the men's locker room.
- ◆ **Please DO NOT REMOVE rink numbers.**
- ◆ Return the umpire equipment trolley to the room adjacent to the men's locker room.
- ◆ **Roll back all of the shades.**
- ◆ Take down the club flag and return it to the shelf in the men's locker room.
- ◆ Clear any mugs and glasses left behind by players. Empty bottles and cans should be placed directly into the small recycling bins next to each green.
- ◆ Wipe down the tables in the clubrooms.
- ◆ Turn off the urns.
- ◆ Clean the afternoon break mugs and spoons by running them through the dishwasher. Please follow the instructions for operation which are right next to it.