



Bentleigh Bowling Club



Saturday Duty Rink Duties

Before the game

- Arrive by 11:30am.
- Put up flags on main building (Aust flag in centre and Club flag on Jasper Rd side) and at the back of the #2 and Doug Osborne (#3) greens.
- Put out corner flags on greens being played on.
- Put out mats and jacks on rinks being played on.
- Extend sun shades on greens being played on as required.
- Ensure the small external rubbish and recycle bins are not overfull (empty as required).
- Prepare for an afternoon tea break. Note: there WILL be a break UNLESS both managers agree not to have a break, so assume a break for afternoon tea.
- Ensure there are sufficient paper coffee cups available.
- Turn on the main hot water urn.
- Fill and turn on the small hot water urn.
- Ensure there is sufficient milk – you may need to top up from Woollies.
- Ensure the tea, coffee and sugar containers are full.
- Make up containers of cheese & crackers plus sweet biscuits.

After the game

- Bring in the flags and corner flags.
- Ensure all mats and jacks have been collected and put away properly.
- Put away any bowls rakes that have been used.
- Retract all the sun shades.
- Pick up and dispose of any rubbish / drinks containers around the greens.
- Tidy up the kitchen and club rooms from afternoon tea whether or not your team had a break:
 - dispose of any paper cups
 - clean down tables
 - wash, dry and put away all crockery and cutlery