

Inside Duty Rink

1. Before the Game

- All 4 rink members arrive at least 30 minutes before the roll-up
- Set up tables, including rink numbers, serviettes and sandwich payment bowls
- Set up the urns, including filling the water and turning on the power
- Set up tea/coffee stations, including tea, coffee, sugar, milk and disposable cups
- Ensure that raffle books, raffle sign and money bowl are on the front table

2. Afternoon Tea

- Ring the Bell at **2.45pm on Saturday** and **2.00pm on Wednesday** for afternoon tea
- Ensure that the sandwiches are on each table
- Sell raffle tickets during the afternoon break
- Ensure that the sandwich money for each table is correct and place money in the office

3. After the Game

- Empty the urns and store them in the kitchen
- Put away all the tea/coffee facilities
- Put away the serviettes and sandwich money bowls
- Ensure that the tables, urn areas and kitchen area are tidy

Outside Duty Rink

1. Before the Game

- All 4 rink members arrive at least 45 minutes before the roll-up
- Place the mats and jacks on the designated rinks
- Set up score boards on designated rinks
- Raise the Australian flag on the pole near Partridge Street and raise the Club flag on the other pole
- Turn on the two drinking water stations, including power and taps, as well as ensure there are sufficient cups
- Wipe down the seats at both ends of the greens

2. Afternoon Tea

- Check that there are sufficient cups at the drinking water stations

3. After the Game

- Ensure that the mats and jacks have been stored away
- Return score boards to the shed
- Lower the two flags and return them to storage
- Ensure that the sun shade are folded away
- Turn off power and taps to the drinking water stations