



MELBOURNE BOWLING CLUB

Duty Manager & Duty Rink

Pennant Saturday Roles & Responsibilities



On Saturday pennant days, a member of committee will be appointed on a rotational basis, to oversee the setup of the club in readiness for pennant. The match committee will also appoint a duty rink for each day, and these names will be displayed on the Selection Notice board as soon as practicable after teams are announced.

The selected Duty Officers are required to:

- 1) Arrive at the Club no later than 11.15am (30 minutes earlier on wet days)
- 2) Arrange for all gates to be unlocked (Car Park, Bowling Green St pedestrian access, Union St Pedestrian Access).
- 3) Supervise the duty rink in completing nominated tasks
- 4) Confirm that rink allocation details and duty umpires are complete on signboard on club external wall blackboard. Liaise with green keeper to confirm rinks. Match committee to advise umpires
- 5) Ensure no bowlers are practising on their allocated rinks for that days play.
- 6) Ring the bell at 11.55am and ensure all players are off the greens by 12noon.
- 7) Set up "Results Boards" in Members Area showing opposing Clubs, skippers names and whether Home or Away for each side. Check that **white board** pens and duster are next to boards. Remove any permanent marker pens from area.
- 8) Assist umpires with timing the greens at 12.30pm, if and as needed.
- 9) Check with team managers and confirm if any team is taking a tea break
- 10) Advise staff supervisor to ring the bell at 2.40pm if any teams are taking a break
- 11) Be available to attend to any situation that arises.
- 12) Ensure senior committee member or Duty Officer provide club welcome and announce green speeds and any tea breaks at 12.45 pm, prior to game start, using wireless microphone available from staff.

After Game:

- 13) Supervise the duty rink in completing nominated tasks.
- 14) Check that senior home side manager has phoned results to Bowls Victoria before 6.30pm

Wet Weather / Hot Weather Days:

- 15) On wet days or days where the temperature is likely to exceed the Bowls Victoria maximum, make sure that condition of Greens is put onto external blackboard soon as advised by Greens Director
- 16) For potential Excessive Heat days, phone Melbourne Bureau of Meteorology at 11.00am, 12.30pm, and 3.00pm to confirm temperature is below 38 degrees celcius, and advise managers/green director if exceeded (**Phone 03 9669 4916 or 1900926 121**)
- 17) Advise all visiting Clubs if Greens have been closed.
- 18) Ensure senior home side manager phones results to Bowls Victoria even if game abandoned.



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The Pennant Selection Committee will nominate a duty rink from the teams playing at home for each days play. It is expected that duties will be rotated across all teams, with each side being selected for 3-4 games per season. The Duty officer will be responsible for delegating tasks to the duty side, as nominated on the Team Selection Notice Board. These will be displayed at the same time as teams are announced.

The selected Duty Rink are required to:

- 1) Arrive at the Club no later than 11.30am
- 2) Collect and raise the 3 flags, Australian flag on the clubhouse flagpole, 1 club flag on each of the Watson and Campbell Green flagpoles.
- 3) Clean up rubbish - cigarette butts and empty drink bottles etc, from surrounds of greens.
- 4) Empty Ash trays
- 5) Place mats and jacks on all pennant and bankers rinks, ready for practice, and reset at 12.00 after practice finishes in readiness for pennant play.
- 6) Set scoreboards to zero on all rinks. Place Overall scoreboard if required for teams in an appropriate location, visible to all rinks for each team
- 7) Place Umpires equipment, including boundary telescope between the Watson and Campbell Greens
- 8) Assist Green keeper with rink line marking.
- 9) Assist umpires with green timing
- 10) Be available to assist the Duty Officer as required prior to the commencement of play.

After Game:

- 11) Lower flags and return to storage box in storeroom. Only after all games are completed.
- 12) Check all greens for mats, jacks, measuring tapes and umpires equipment, pack up as required.
- 13) Clean up rubbish - cigarette butts and empty drink bottles etc, from surrounds of greens.
- 14) Empty Ash trays