



## BCNA Club Duties

This is a guide to assist in explaining duties and what is required.

For all duties, when rostering please consider that the peak times are before and after games so it is suggested that rosters should be made for **periods 30 minutes before or 30 minutes after a game**. For example: 7:30am to 8:30am, 8:30am to 9:30am etc.

Each club is asked to provide a contact name and number for the person who will be managing the duty roster on the days that the club has duties scheduled. This name should be provided to the Competitions Convenor.

If any volunteers have enquiries throughout the day, they can ask for assistance from the Competitions Committee over the radio that will be available in the tower or at Competition Control. Alternately, ask a BCNA Executive to contact the Competitions Convenor if they are unable to reach the Competitions Committee.

**IMPORTANT NOTE:** For clubs who are sharing duties, the duties need to be managed between the two/three clubs and duties should be rostered based on the number of teams each club has. It will be up to the clubs to discuss the best approach as some may have more junior teams and others more senior teams. If assistance in preparing a roster is required, please contact the Competitions Convenor.



## Canteen Duty

Number of volunteers required: 4 for set up  
6 during the day  
4 at end of the day.

Duty commences at **8:00am** with set up, and concludes during the last game once Canteen Manager has confirmed that canteen is closed and all clean-up has been completed.

- Front Counter Service x 2 – Take orders and hand goods (except coffee) to purchasers. Work with register staff on payments – Age 14 and above
- Hot Food x 1 – Manage pie ovens and rotate food through day so that it is cooked and available as needed. Hand hot food to front counter servers as required – Age 14 and above.
- Coffee Runner x 1 – Manage the coffee pick up at door of canteen once coffee has been made by Canteen Manager - Age 14 and above
- Cash Register x 2 – Work with Front Counter Staff to calculate cost of items purchased and manage payments (cash and EFTPOS) - Age 16 and above

## Tower

Number of volunteers required: 1

Duties commence at **8:45am** and concludes at the end of the last game, after all announcements have been made.

### **Tower Duty x1**

- Volunteer will be required to make announcements throughout the day. Age 18 and above.
- Manage radio contact with Competition Convenor and Competition Control as required throughout the day.



## Competition Control

Number of volunteers required: 2

Duties commence at **8:15am** and conclude once scoresheets from final game have been handed in to tower.

### Competition Control x 1 – Scoresheets and general enquiries

- Pick up Scoresheets, Fixture Sheet, Fixture Board, Walkie Talkie, Defibrillator from tower at **8:15am** and take to Competition Control.
- Hang Fixture Board outside Competition Control.
- Manage scoresheets by placing in folders for each game and hand out to home teams as listed on the fixture sheets provided for the day.
- Collect scoresheets at the end of a game, document who has returned, place in folder in court order for runner to take to tower.
- Managing general enquiries regarding where courts are situated.
- Preparing ice bags for physio if required and providing them to people as needed.
- Manage radio contact throughout day from Tower and Competitions Convenor.

### Competition Control x 1 – Scoresheet runner

- Assisting with scoresheets and general enquiries duties.
- Running scoresheets to tower once all collected after each game.
- At end of day take the Scoresheets from the last game, Fixture Sheet, Fixture Board, Walkie Talkie, Defibrillator to tower.



## Set Up and Clean Up AM

Minimum number of volunteers required: 5

Duties commence at the **8:00am** (bins can be taken out anytime from **7:30am**). Duties conclude at the **end of the junior timeslots**.

- Set up physio tents, tables and chairs next to Competition Control. Tents, tables and chairs are located in Competition Control.
- Putting bins out into designated spots around grounds.
- Assist in putting all signage up on the grounds.
- During morning games making sure rubbish is collected and put in bins at the end of each timeslot.

## Pack Up and Clean Up PM

Minimum number of volunteers required: 5

Duties commence at the beginning of senior timeslots and conclude once all bins and physio equipment has been returned after the final game.

- Pack up physio tents, tables and chairs next to Competition Control, Tents, tables and to be placed in Competition Control.
- Collecting and returning bins to bin bay at the **conclusion of the final game** or instructed by and BCNA Executive.
- Assist in packing up all signage on the grounds.
- During afternoon games making sure rubbish is collected and put in bins at the end of each timeslot.

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