



# 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 Umpire's 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 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 who will provide a breakdown on the numbers required for each club to cover all duties for the day.

## Canteen Duty

Number of volunteers required: 6

Duty commences at 7:30am 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 x2 – Take orders and hand goods (except coffee) to purchasers. Work with register staff on payments – Age 14 and above
- Hot Food x1 – 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 x1 – Manage the coffee pick up at door of canteen once coffee has been made by Canteen Manager - Age 14 and above
- Cash Register x2 – Work with Front Counter Staff to calculate cost of items purchased and manage payments (cash and EFTPOS) - Age 16 and above

## Tower and Umpire Control

Number of volunteers required: 3

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

### Tower Duty x1

- Volunteer will be required to make announcements throughout the day. Age 18 and above.
- Manage radio contact with Competition committee and Umpire's control as required throughout the day.

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

- Pick up scoresheets and Court Allocation Team list board from tower at 8am and take to Umpires Control.
- Hang Court Allocation Team list board outside Umpires Control for use by people to find court allocations throughout day.
- Manage scoresheets by placing in folders for each game and handing out to home teams as listed on the sheets provided for the day.
- Collect scoresheets at the end of a game, document who has returned, please in folder for runner to take to tower.
- Managing general enquiries regarding where courts are situated.
- Preparing icebags for physio if required and providing them to people as needed.
- Manage radio contact throughout day from Tower and Competitions Committee.

### Umpire Control x 1 – Scoresheet runner

- Assisting with scoresheets and general enquiries duties.
- Running scoresheets to tower once all collected after a game.
- At end of day take Court Allocation Team list board back to tower with scoresheets from final game. Any remaining folders should also be returned to tower at this time.

## Set Up and Clean Up AM

Minimum number of volunteers required: 5

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

- Set up physio tents, tables and chairs next to Umpires Control. Tents, tables and chairs located in Umpires Control.
- Putting bins out into designated spots around grounds.
- Assist in putting no smoking signage up as required.
- 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 Umpires Control. Tents, tables and chairs to be placed in Umpires Control.
- Collecting and returning bins to bin bay.
- Assist in packing up no smoking signage as required.
- During afternoon games making sure rubbish is collected and put in bins at the end of each timeslot.