



A.B. Paterson College Netball Club

A.B. Paterson College
10 A.B. Paterson Drive
Arundel, Queensland 4214
Ph (07) 5594 7947
Email netballclub@abpat.qld.edu.au

A.B. Paterson College Club Duty Day Procedures

Ground Duties - 7.00am Start to last round of games on Saturday – approximately 2.00pm

7.00am	Put post pads/yellow pads out on all courts and lamp posts, commencing with grass courts in preparation for first game at 8.00am. Pads are stored next to the canteen.
7.00-7.30am	Netball rings to be attached to poles on all grass courts NetSetGO height – 2.4m.
7.00-7.30am	NetSetGO bins to go out on specific grass courts
7.30am	Rubbish bins put out.
7.30am	Check toilets for cleanliness and toilet paper supplies first thing in the morning.
7.30am	Set up tables & chairs in undercover area near canteen.
10.50am	Raise Netball rings to full height (3.05m) for U10 games commencing at 10.00am.
12.15pm	Remove all post pads/netball rings from grass courts and pack away in storage.
1.15pm	Remove all post pads from hard courts and pack away in storage.
1.30pm	Last Rubbish collection from grounds and toilets.

Please ensure when stacking pads away in the storage area that the yellow pads are placed on the bottom with the white pads on top.

Hourly	Rubbish bins emptied and taken over to the large bin behind Club House
Hourly	Rubbish collection around grounds – collect garage bags and collect from Cake Stall
Hourly	Check toilets for cleanliness and toilet paper supplies throughout your shift for the duration of the day.

- Club Umpire Convenor to co-ordinate assistance for NGCNA Umpire Control Window as/when required.
- Club Umpire Convenor to organise Club umpires to assist throughout the day.
- Club Delegate to assist at NGCNA Competitions window handling/collecting scoreboards.

Club Canteen Duties - 8.00am start to 1.00pm (unless advised otherwise)

When our Club is rostered on canteen duty, we ask you take note of the following:

- Clubs are to provide 3 helpers as per roster for a minimum of 1½ hours. **Failure to show will result in a Club fine of \$200. If only one volunteer turns up, then fine is \$100.**
- **Please note Volunteers must be minimum 16 years and wear closed in appropriate footwear to comply with Occupational Health & Safety regulations.**
- Jobs may include preparing food, restocking fridges, cash register, serving and cleaning up.



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- **The Canteen Supervisor is in charge at all times and a positive and happy attitude will go a long way to making our Club Duty Day an enjoyable one. A donation with thanks from NGCNA for supplying helpers is forwarded to our Club, a big thank you to our Volunteers who help us fulfil our Club Duty responsibilities.**

Cake Stall – 8.00am – 1.00pm

Club Duty Day also provides an opportunity for the Club to sell Cakes, slices, biscuits for the duration of the day. The Club will provide tables under the Club marquee with signage, petty cash, utensils and paper/plastic bags to sell goodies, however, your assistance with provision of goods to sell is required and much appreciated. All goods should be bought to the Cake Stall on Club Duty Day wrapped and placed on a **disposable** plate/tray for selling. **Please do not provide cakes on/in dishes you wish returned.**

Contacts:

Should you be unable to fulfil your designated time slot please advise the following Club Committee Members:

Ground Duties - Sam Beh 0413 123 343 or Luisa Davidson 0419 819 312

Cake Stall - Harriet Altass 0418 888 918

Canteen Duties - Luisa Davidson 0419 819 312