

## **CLUB DUTY ROSTER – KDNA AT DALES PARK**

Your support is vital to our success\*

*Together let's make KDNA the best it can be*

### **ROLE OF CPIC**

In providing a duty-of-care role at the courts all day, please ensure you know who is appointed Committee Person-in-charge (CPIC) for the day. CPIC is usually the Committee rep or person appointed from the Club who is charge of overseeing Court activities on the day of play. They are not involved in the wet weather decision making – members of KDNA Committee who are available on the day will decide.

### **START-OF-DAY TASKS - TO COMMENCE AT 7.30AM-**

**ONE DESIGNATED CLUB PERSON TO OBTAIN KEYS FROM CANTEEN- ENTER THE STORE ROOM FROM INSIDE THE PAVILLION, UNLOCK AND OPEN THE ROLLER DOOR TO ENABLE ALL EQUIPMENT TO BE DISTRIBUTED TO THE COURTS**

- **Please wheel the trolleys with padding to the grassed area in front of canteen and distribute all to courts . Ensure the end is folded up for the Netta timeslots**
- **Return trolleys immediately to store room**
- **Place the “NO Dogs” signs on hooks provided at rear and front pavillion**
- Place the “A” frame notice board at entrance to grassed area reserved for Committe/Umpires
- Place the “A” frame notice board for all public parking at entrance of warm-up court space
- If needed to close grassed parking area please place “A” frame at Washington Drive entrance
- Place rubbish bins around the court – one per court.
- **Ensure that all courts are swept if needed and cleared of all debris**
- **Enclose warm up court with witches hats across front section** , place orange bollards along the length of warm up area and continue along the grassed area to fence off the playground
- Wrap the orange netting around the bollards that have been placed the length of the warm up area and to continue the length of the playground area.
- Put out white outdoor tables and chairs including the aluminium chairs on grassed area near the canteen.
- Set up umbrellas on sunny days – secure safely into ground with pegs
- Any sponsorship signage to be placed in designated areas.
- Obtain Netta rings from store room and attach to goal posts on **courts 3 - 8** ensure that the top of the ring is just under the yellow tape on poles. Ensure rings are secure.
- After the completion of Netta games ensure ALL NETTA TEAMS return their Netta rings to designated area in the store room.
- Ensure all padding in place is extended to full height on pole

### **KEYS AVAILABLE FROM THE CANTEEN SUPERVISOR FOR THE FOLLOWING:**

- Unlock outside toilets ,Female, Male and Disabled
- Throughout the day ensure adequate toilet paper is in all outside toilets.
- Unlock the external door of the pavilion facing the courts
- Unlock external and internal Court Supervisors Office.
- Unlock the Umpires and First Aid doors
- Clear courts of any glass, rocks, sticks, syringes or any articles, which may hinder play. Syringe container available in Court Supervisors Office.
- Check playground area – same as above.
- Collect rubbish at all timeslots throughout the day
- Sign Court Condition Report – recording your acknowledgement that all courts are safe form, in Court Supervisors Office. Penalties apply otherwise.

## **CLUB DUTY ROSTER – KDNA AT DALES PARK**

Your support is vital to our success\*  
*Together let's make KDNA the best it can be*

### **END-OF-DAY TASKS TO COMMENCE DURING THE LAST TIME SLOT – FROM 4.30 ONWARDS**

#### **ALL EQUIPMENT TO BE RETURNED VIA THE OUTSIDE ROLLER DOOR AT REAR OF PAVILLION**

- Obtain Padding Trolleys from store room at rear of building and place courtside near crt 6 to enable all teams to return padding, neatly folded in half, and placed on trolleys --
- **8 sets to each trolley**
- Place all rubbish around courts into bins. Gloves are available from Court Supervisor's Office
- Return all rubbish bins to the car park area outside the disabled toilet at rear of building.
- **CLEAN** all tables and return all chairs and tables to clubroom. (Please do not stack tables if wet.)
  
- **EQUIPMENT AREAS IN STORE ROOM ARE CLEARLY MARKED ACCORDINGLY**
- All bollards, brooms, court sweepers, netting and witches hats to be returned to the store room and left in areas designated.
- **Please ensure orange netting is maintained in a tidy manner for future use**
- Return 2 "A" frames re parking and place against back wall under the "BROOMS" sign.
  
- **Ensure that NO EQUIPMENT is placed so as to impede access to the 2 Rep Cupboards**
  
- Return padding trolley to store room after clubs have returned the padding from their court
  
- **Place two netta rings, on hooks provided, in the outside ladies toilets – these are used for club training on week days**
  
- Lock all outside toilets.
- Lock Court Supervisors Office.
- Lock external and internal doors entry doors facing the courts

**ON COMPLETION OF ALL EQUIPMENT BEING RETURNED TO STORE ROOM  
VIA THE ROLLER DOOR**

**PLEASE ENSURE THIS DOOR IS SAFELY LOCKED – KEYS AVAILABLE FROM CANTEEN STAFF.**