

Duty Rink Guidelines



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Burnham Bowls Club
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DUTY RINK GUIDELINES

The Duty Rink play a vital role in ensuring home matches are successful and that visiting teams see our club in the best possible light. To ensure this is achieved please follow these guidelines.

BEFORE THE GAME

- Please aim to arrive at the club at least 45 mins before the start time. This will ensure that everything is done and in place at least 15 mins prior to the game starting

If hot, sunny weather is forecast please allow extra time (approximately 15 minutes) so that the Gazebos can be erected.

- Unlock Visitors Changing Rooms (Keys are in key cupboard in kitchen)
- Decide whether Gazebo's are to be erected. If so, put these up BEFORE putting tables and chairs out (Gazebo's are stored in Mens Visitors Changing Room)
- Put the following equipment on the end of each rink that will be being used
- Scoreboard
- Two Mats (Newer ones)
- Two white measuring sticks
- Metal Tin with two each of the red, blue and white markers
- One Jack (White jacks for Midweek Games, Yellow for Weekend Games)

DRESS EACH RINK IN THE FOLLOWING WAY



Weekend

Midweek

- Put 3 Pushers at each end of the Green Between Rinks
- Raise the club Flag (Located in corner cupboard at fire escape end of club house)

- Set up the Raffle
 - Get Jugs and raffle tickets from behind bar
 - Put 2 ticket strips per person into each pot
 - Get Bingo Machine out from the corner cupboard where club flag was
 - Ensure the numbers on the machine are set correctly for the number of tickets used
- Get prizes out. Prizes are kept behind the bar (Two boxes of sweets and a bottle of red wine and a bottle of white wine)
- Make sure tables are set up with the correct number of chairs for each rink being used and a double table, (two tables placed end to end) running parallel to the Green, with chairs facing the competition notice boards in place for the captain of the day's rink and opponents.
- Put the gravel and wooden base (kept on in the cupboard just to the right of the captain's table) on the respective table.
- Put a blank Post Match Drinks form (kept in folder on the notice board by the men's changing room) on each of the tables to be used for half time teas/post & end of match drinks.
- Put the wooden table number signs (kept in the first left hand cupboard in the kitchen) on the tables to be used for half time teas.
- NB these may have to be adjusted once the captain of the day has finalised teams and rinks with their opposite number.

AFTER THE GAME

- Ensure all equipment is back in the shed
- Take down club flag
- Take down Gazebos if used and put back in Visitors Mens Changing Room
- Stack up plastic chairs
- Lock visitors changing rooms once all visitors have left
- Ensure raffle money and pots are put behind the bar