



Open Grade - Duty Team Responsibilities 2016-17 season

A Reserve

- Be on site by 11.45am – players told to report 12 noon for 12.15 start
- Check Match Sheets on Court Boards in kitchen
- Check for tennis balls– **cans have “1” marked on tops - (3 cans per fixture)**
- Check for “change” float (contains \$50)
- Collect ball money \$4 from players & mark names off on ball money sheet “pd”
- Separate gate money from ball money – some don’t come through turnstile, so put in separate small container
- **3 cans of match balls dispensed after both teams have paid all ball monies!**
- Don’t leave money on kitchen bench if leaving kitchen - put up in high cupboard (plastic chain and padlock – key in agreed place which will change at times)
- Check teams written up playing order & matches start on time - 12.15pm.
- End of A reserve play – ensure all balls/cans are returned to kitchen & result sheets correctly filled in & signed – leave on kitchen bench, match boards returned to box (in numerical order!)

A Grade

- Be on site by 1.00pm, players told to report by 1.15 for 1.30 start
- Check match sheets on court boards in kitchen
- **Match balls are new (3 cans per fixture) – open cans and keep metal tops behind counter**
- Collect ball money \$5 from players & mark names off on ball money sheet “pd”
- Separate gate money from ball money – some don’t come through turnstile, so put in separate small container
- **3 cans of match balls dispensed after both teams have paid all ball monies!**
- Check teams written up playing order & matches start on time – 1.30pm.
- **Don’t leave money on kitchen bench** if leaving kitchen - put up in high cupboard (plastic chain and padlock – key in agreed place - which will change at times)
- End of A grade – ensure all balls/cans are returned to kitchen & result sheets are correctly filled in & signed – leave on kitchen bench, match boards returned to box (in numerical order!!)
- **Check pavilion is tidy/any court rubbish/gates locked/windows shut**