

Open Grade - Duty Team Responsibilities (2019-20)

Captain or Trusted Team Member

- Be on site by 12.30pm, players told to report by 12.45pm for 1.00pm start
- Check match sheets on court boards in kitchen
- **Match balls are new (4.5 cans per fixture – 9 pairs) – open cans and keep metal tops behind counter**
- **EFTPOS now available if there is someone in the bar to operate it. On the back of the eftpos docket please write a breakdown of what the payment is for & whom.**
- Collect ball money \$6 from players & mark names off on ball money sheet “pd”. \$3 each for players playing one match - **\$36 per team**
- Separate gate money from ball money – some don’t come through turnstile, so put in separate small container
- **4.5 cans of match balls (9 pairs) dispensed after both teams have paid all ball monies!**
- Check teams written up playing order & matches start on time – 1.00pm.
- **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 Open Grade play – 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.**
- **If eftpos has been used, please print the totals for the day & select ‘Yes’ to clear the totals. Put the total printout on the spike with the other eftpos dockets.**