

DUTY TEAM TASKS

Duty Teams are rostered on for each half of the day's competition.

First shift: 8.30 - 12.00pm

Second shift: 12:00pm till end of play

Each duty team shall provide 4 people:

- 1 to man the shop
- 3 to cook/sell sausages

Please ensure that only one adult is responsible for handling the money. The wearing of gloves is compulsory. DO NOT handle money and goods with the same hand.

Duty Team members are to report to the Control Room at the beginning of their shift. The Court Co-Ordinator and/or any member of the Motu Kairangi Management Committee should be recognisable by wearing their official red jackets.

First shift: At the Beginning of the Day

- Pick up any rubbish and sweep the courts of any rubble. There are large brooms available in the container.
- Carry out the rubbish bins and line them with white plastic bags, which are kept in the locker by the window of the shop.
- The green mini bin also gets lined with a plastic bag and chained to the gate at the Tacy St entrance.
- Set up notice stand outside container.

- Set up hoops for the day's play, ensuring the safety padding is around each goal post.
- Place the sausages in the chilly-bin, with ice. Set up the barbecue, ensuring it is clean, and place the white table beside it for bread and serviettes.

Second Shift: At the End of the Day:

- Pick up any rubbish and remove the white rubbish bags from the bins. These bags then get taken to the large red skip by the EBIS staff car park.
- Wipe all surfaces inside the Control Room with disinfectant and have a general tidy-up.
- Once all the sausages are sold, clean the barbecue and put it away in the Control Room.
- Wipe the utensils and chilly-bin clean.
- Remove safety padding from all the goal posts and stack neatly inside the Control Room.
- Ensure the lower netball hoops have been removed and put away in the Control Room.
- Put the noticeboard away in the Control Room.
- Pick up items of lost property from the courts and place in the 'LOST PROPERTY' box, which is in the Control Room.
- Ensure both boys' and girls' toilets have been cleaned, any rubbish picked up off the floor and toilet doors locked.
- Empty Ice from First Aid Kit.
- Notify Control Room of any leftover sausages and/or bread.
- Report any concerns to the Court Control Coordinator and/or any member of the Motu Kairangi Management Committee.