



Duty guidelines for Club Day

- During the week before your rostered duty day, arrange to collect keys from the clubhouse ball cupboard by contacting a committee member or Paul Arnott.
- *(Note: Keys must be returned to the clubhouse ball cupboard the following Monday to ensure availability for next Duty Captain).*

- Club play is scheduled from 2.00pm – 4.00pm, recommended game duration is 30mins per round. In the event of a large number of players standing down between games it is suggested the game duration be reduced to 20mins.

- Junior players are only permitted to attend Senior Club days if permission has been granted by the Junior & Senior Conveners per club policy.

- Members without a name tag to be written on the board & a committee member notified. Casual players names to be written on the board & casual fee \$10.00 to be placed in the honesty box. Potential new members have a complimentary free first visit.

- Grading
Each player has a grade between 1-4 which reflects their playing ability and is to assist you when doing the draw for each round.
A player's grade is determined on a number of factors including (but not limited to):
 - Interclub & Tournament experience and grading.
 - Technical & Tactical ability.
 - Court Mobility.Players can request a review of their grade through either the club Coach or the President.

- When scheduling matches take the following into consideration;
 - Each player has a grade between 1-4 which reflects their playing ability and is to assist you when doing the draw for each round.
 - A Saturday Club Day typically consists of four rounds of play. These should be:
 - One round of doubles with players of the same grade
 - One round of mixed doubles with players of the same grade
 - One round with players with players of one grade difference (eg. 1 & 2, 2 & 3 or 3 & 4)
 - One round with players of up to two grade differences (eg. 1, 2 & 3 or 2, 3 & 4)
 - Rotate players to ensure they are not matching up against each other more than twice.
 - Rotate court surfaces. *(however, note more mature players may prefer to play only on astro, try to accommodate such requests)*
 - Don't plan too many rounds ahead in case players chose to leave early, or other players arrive late

- FAQ's
 - The order of rounds is up to you.
 - Use your best judgement to make a doubles up when player numbers within a grade are insufficient.
 - It is acceptable to pair players up for more than one game together.

- If there are 2 members rostered on duty it may be possible to play a round or 2 between you, as long as your duties are covered.

- If you are unsure, please ask a committee member for assistance.

Things to remember

- Please make any new players & visitors feel welcome. They may be unsure of the processes, it may help to explain these. If casual players are interested in joining the club please refer them to a committee member or to the club website <https://clubspark.kiwi/mtmaunganui>
- The running of club days relies on volunteer support and the committee greatly appreciates your contribution to the club. Try to relax and enjoy your time. If you are being harassed by anybody, please highlight this to the duty Committee person for resolution.
- If for some reason you are unable to fulfill your rostered duty day it is your sole responsibility to source a replacement. You must notify the club administrator via email of this change tennis@moutttennisclub.co.nz

In the event of a H&S incident, First Aid supplies and Incident Reporting forms are in the kitchen drawer to the left as you enter. All completed forms are to be sent to the Administrator ASAP.
tennis@moutttennisclub.co.nz

Club Day Duties

- Upon arrival enter the club day code at the entry gate to unlock the gate access.
- Unlock, open up clubhouse & arrange outdoor tables/chairs
- Hang Whiteboard outside & nametag boards to be laid out for collection
- Balls from ball cupboard
- Empty/turn on dishwasher as required
- Schedule matches
- Prior to completion of matches prepare tea, coffee, biscuits
(Whilst it is customary to provide a plate for afternoon tea this is not compulsory)
- Open the bar and login to till & eftpos machine
(Operating instructions are situated in the bar area on the wall beside drinks pricelist)
- It is customary for bar to remain open until 5pm or when everyone has left, whichever is sooner
- At the conclusion of club day;
 - o Return Whiteboard, nametag board & balls to cupboards
 - o Stack away outdoor tables/chairs
 - o Clear tables, wipe surfaces
 - o Stack dishwasher and start wash cycle
 - o Close windows & turn off lights in Mens/Ladies toilets
 - o Cash up till *(follow procedure on the wall beside the drinks pricelist)*
 - o Restock bar fridge
 - o Secure & Lock bar area
 - o Tidy clubhouse
 - o Empty bins
 - o Turn off lights in clubhouse
 - o Set alarm upon exiting (Committee member will sort this)