

OVAL CHECKLIST

FOR SUNDAY DUTY CLUB

START OF DAY

- SET UP NETS ON ALL FIELDS (STORAGE BINS MARKED)
- UNLOCK GATE TO VELODROME AND REMOVE TIMEKEEPERS STAND TO GRASSED AREA BEHIND GOALS – DO NOT PLACE ON TRACK.
- SET UP FIELD SIGNAGE
- SET UP CORNER POSTS
- SET UP SHADED AREAS
- SET UP RUBBISH BINS
- SET UP FIRST AID AREA
- SET OUT AT LEAST 1 COLD WATER STATION MID OVAL
- POST THE GAMES SCHEDULE AT CANTEEN
- POST THE REFEREE LISTS
- ISSUE AND COLLECT GAME CARDS
- REPORT ALL INCIDENTS ON OFFICIAL GAME CARDS

END OF DAY

- COLLECT ALL NETS INTO MARKED BINS
- COLLECT ALL CORNER POSTS
- COLLECT ALL FIELD SIGNS
- REPLACE TIMEKEEPERS STAND ON GRASS BESIDE TRACK – ADJACENT TO WHITE LINE
- LOCK GATE TO VELODROME AND ENSURE RUBBISH REMOVED
- PULL DOWN SHADED AREAS AND STORE
- REMOVE COLD WATER STATION(S)
- PACK UP FIRST AID AREA
- COLLECT ALL RUBBISH AND PLACE BIN BAGS IN RUBBISH BIN PROVIDED – Key for lock with Kiosk keys.
- RETURN BINS TO STORE
- LOCK UP STORE AREA
- COLLECT AND CHECK ALL GAME CARDS
- ENSURE ALL GAME CARDS ARE PRESENTED TO FFNT OFFICE BY 8.30 am THE FOLLOWING MONDAY MORNING

FAILURE TO COMPLETE THESE DUTIES MAY RESULT IN FORFEITURE OF FUTURE DUTY CLUB DAYS.