



Underwood Park Netball Association Inc.

Club Duties – Responsibility Sheet

Please find following information in relation to Club responsibilities to Underwood Park Netball Association

Set-up & Pack Down

Start of the Day.

- o Collect the bins from the breezeway and distribute around the perimeter of the courts ensuring easy access for people to use.
- o Place post pads on all posts on all courts 30 minutes prior to the first fixture. Black post pads on Courts 1-4. White post pads on all other courts.
- o Ensure that post pads are secure and are reaching the ground for safety. The opening needs to be at the back (outside of the court) side for safety.
- o Distribute tubs containing sanitising equipment and score sheets to the courts in use.

End of the day

- o Sanitise and take down all post pads and return neatly to the storage room.
- o Collect all bins and return them to the Breezeway. All bin liners need to be emptied and disposed of in the bin enclosure at Rochedale Soccer Club.
- o Collect any additional rubbish or personal possessions from around the courts.

BBQ

- o Collect BBQ, tables and BBQ box from the maintenance shed.
- o BBQ box provides containers, utensils, napkins, sauces, and cleaning products.
- o Run your BBQ fundraiser as you wish – please note no confectionary or drinks are to be sold (no competition for the canteen)
- o If holding a raffle, no alcohol may be on UPNA Grounds.
- o At the conclusion of the day ensure that everything is washed and put away correctly.
- o Normally set-up 30 min-1 hour prior to the first game, and close off at the start of the last game to give ample time for cleaning. If you require UPNA to purchase food for you, please give Admin 2 weeks' notice.

Canteen

- o This duty starts 30 minutes before the first round of games.
- o Follow all directions and instructions from the Canteen Convenor.
- o 2 volunteers per hour from each club to be allocated.
- o No one under the age of 16 in the canteen
- o At the end of the day restock the fridges
- o Cleaning

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