

SMOG Office Duty

16 May 2009



Time slot	Team on duty
9 – 9.30am	SMOG 4
9.30am – 10am	SMOG 3
10am – 10.30am	SMOG 5
10.30 – 11am	SMOG 7
11 – 11.30am	SMOG 1
11.30am – 12.30pm	SMOG 6
12.30 – 1.30pm	SMOG 8
1.30 – 2.30pm	SMOG 10
2.30 – 3pm	SMOG 9
3 – 4pm	SMOG 2

Overview of Office Duty

All clubs are required to do at least one office duty during the season to assist in the smooth running of the competition. ONE person must be in the office at all times during the duty period and ONE person is usually up in the cafe. An Office Supervisor and Café Supervisor will be on duty to instruct and assist the duty people.

Task can include the following:

- Assist with setting up the office, putting out the scorecards for umpire collection.
- Ensure that the goal pads are in place on the allocated courts
- Assist in the office with registrations and umpire allocation of cards.
- Answer the phone and deal with queries promptly and politely
- Answer queries at the counter promptly and politely
- Mark off teams registering on master sheet provided.
- Check that toilets have sufficient toilet paper, hand towels and soap. Report to the Office Supervisor if new supplies are needed
- Remind teams to take down and return goalpost pads at the end of the day
- Ensure that all goal post pads are removed at the end of the day
- Wash and dry any remaining dishes in the office
- Help with the cleaning of rubbish bags from within the pavilion

Failure to report for office duty will result in a \$100.00 fine for the club!