

**WAGGA WAGGA & DISTRICT AMATEUR FOOTBALL ASSOCIATION Inc**.

**FOOTBALL WAGGA WAGGA**

Policy Number FWW-POL-009

Requirements for the Club on Duty at Duke of Kent

For MiniRoos

Version 1.0.1

**Objectives**

To provide clear and concise requirements for the club on duty at Duke of Kent Oval.

**Club on Duty Rotation**

At least 2 weeks prior to the commencement of MiniRoos, Football Wagga Wagga will announce the roster for club duties at Duke of Kent. Nominally, each club will be allocated 3 weeks, with any additional weeks to be allocated in consultation with each club.

Clubs are to contact the FWW Property Officer to obtain keys.

**Duties**

Ground Set Up:

1. Check the toilets
2. Unlock the change rooms/storage rooms
3. Place the Noticeboard with the draw on the wall
4. Unlock and set up the Canteen
5. Place bins around the grounds
6. Assist coaches in putting up goals and flags
7. Place lost property near the Draw

Canteen:

The Club on Duty is expected to run the Canteen. Clubs may determine what they wish to sell at the canteen; however it must as a minimum include:

1. The Coffee Machine (if provided by the contractor )
2. Tea
3. Soft drinks and water (no energy drinks e.g. PowerAde etc)
4. Assortment of lollies, chocolates and chips
5. A choice of at least 2 hot foods (eg Sausage Sandwich, Steak Sandwich, bacon and egg rolls, pies, sausage rolls, hot dogs)

In the interest of consistency to the customer, FWW recommends that each club uses the same price list as the previous club.

Ground Take Down and Closure:

1. Ensure the nets and goals are stored in a tidy manner
2. Check the ground for any items, such as nets, poles, pegs, flags, clothing etc
3. Tidy the Canteen area (turn power point’s off, except for freezer)
4. Do a general tidy up of the ground
5. Empty bins and put them back into the storage room
6. Put the Draws back in the store room (cross out that week’s games)
7. Put lost property away
8. Check the toilets and report any issues
9. Lock the change rooms/storage rooms
10. Lock the Canteen

End of Club Duty

1. Empty all bins into the skip bin and put away
2. Remove any left-over food items from fridge
3. Remove your club resources
4. Clean the canteen and wash the floor
5. Arrange for the key to be given to the next club or back to FWW.