

Carnival Procedures – 2019

Letters to the Rec Ground Users – Basket Ball and Net Ball

Cycle Club - To be advised and request approval to use part of their area for Umpires and NSW Delegates area.

First Aide – This is supplied by NSW Hockey - will need 1 Gazebo and the massage table and Ice.

Esky for injury Ice –

Ice - Time Keeping and P.A. –

Grass Fields - Council to be advised. Lynne to send field map of which fields to be marked and have goals placed

J.R. Richards Extra Skips Bins – To order an extra one for the U15's

Wheelie Bins –

Port-a-Loos –

Cool Room - .

Saxby's Order – Gloria,

Gas Bottles - To be checked prior and filled if necessary prior to Championships.

Tournament Set Up – First Club on to set up of Turf and Grass fields.

Lights - To be checked prior to Championship and fix if necessary.

Tournament Close up – Last Club on to do the Turf close up and whichever Club is on to do the Grass Field close when grass games are completed.

Booklet – Deb Monck to do this.

Letter to Hospital advising them of the Championship. Lynne to do.

DATE	TIME	CLUB	NUMBER OF VOLUNTEERS	DUTIES
Friday 10 th May 2019	5pm to 8pm???? To be confirmed once draw issued		11	Grill x 1 Prep Bench x 2 Chip Fryer x 2 Bench top Fryer x 1 Server x 1 Garbage Bin's Run's x 2 (To be done every two hours – 2hrs into your shift and before your shift ends. Toilet Checks x 2 – All toilets to be checked on commencement of your shift – replace any toilet rolls and clean if necessary. Clean up of Canteen and Clubhouse.
Saturday, 11 th May 2019	7am to 11.30am		12	Setting up of Turf and Grass Fields x 3 Grill x 1 Prep Bench x 2 Chip Fryer x 2 Bench top Fryer x 1 Server x 1 (Takes completed orders to front counter) Sandwich Making x 2 Garbage Bin's Run's x 2 (To be done every two hours – 2hrs into your shift and before your shift ends. Toilet Checks x 2 – All toilets to be checked on commencement of your shift – replace any toilet rolls and clean if necessary.
Saturday, 11 th May 2019	11.30am to 3.30pm		12	Grill x 1 Prep Bench x 2 Chip Fryer x 2 Bench top Fryer x 1 Server x 1 (Takes completed orders to front counter). Sandwich Making x 2 Garbage Bin's Run's x 2 (To be done every two hours – 2hrs into your shift and before your shift ends. Toilet Checks x 2 – All toilets to be checked on commencement of your shift – replace any toilet rolls and clean if necessary.
Saturday, 11 th May 2019	3.30pm to 8pm ???? to be confirmed once draw received	(4 from each Club)	12	Grill x 1 Prep Bench x 2 Chip Fryer x 2 Bench top Fryer x 1 Server x 1 (Takes completed orders to front counter).

				<p>Garbage Bin's Run's x 2 (To be done every two hours – 2hrs into your shift and before your shift ends.</p> <p>Toilet Checks x 2 – All toilets to be checked on commencement of your shift – replace any toilet rolls and clean if necessary.</p> <p>Close up of Grass Fields</p> <p>Clean up of Canteen and Clubhouse.</p>
Sunday, 12 th May, 2019	7am to 11.30am		12	<p>Setting up of fields x 3 (Can be the persons delegated to the Deep Fryers, as won't start cooking till 8.30am).</p> <p>Grill x 1</p> <p>Prep Bench x 2</p> <p>Chip Fryer x 2</p> <p>Bench top Fryer x 1</p> <p>Server x 1 (Takes completed orders to front counter).</p> <p>Sandwich Making x 2</p> <p>Garbage Bin's Run's x 2 (To be done every two hours – 2hrs into your shift and before your shift ends.</p> <p>Toilet Checks x 2 – All toilets to be checked on commencement of your shift – replace any toilet rolls and clean if necessary.</p>
Sunday, 12 th May 2019	11.30am to 3.30pm		12	<p>Grill x 1</p> <p>Prep Bench x 2</p> <p>Chip Fryer x 2</p> <p>Bench top Fryer x 1</p> <p>Server x 1 (Takes completed orders to front counter).</p> <p>Sandwich Making x 2</p> <p>Garbage Bin's Run's x 2 (To be done every two hours – 2hrs into your shift and before your shift ends.</p> <p>Toilet/Change Room Checks x 2 – All toilets to be checked on commencement of your shift – replace any toilet rolls and clean if necessary.</p>
Sunday, 12 th May 2019	2.pm to 5pm?? To be confirmed once draw received		12 (i.e. 6 from Taree West and 6 from Men's Masters)	<p>Dismantle any Gazebo's, Marquees</p> <p>Collect, empty and wash all garbage bins and return them to downs stairs</p> <p>Collect all nets from Grass Fields.</p> <p>Clean Canteen and Club House</p>

Council to be advised and arrange for cleaning of the old Toilets and change rooms, but Manning will need to maintain over the weekend.

Will also need volunteers for the Set on the Thursdays prior to Championships to help set up and on Friday from 7am to 5pm to work in the Canteen so if anyone available please contact Lynne Turner, Gloria Smith can be players or family members.