

MANLY LAWN TENNIS CLUB

Saturday Clubhouse Management Roster

April 19 to July 5 2008

April 19	Des Tempany	May 31	Bob Duffin
April 26	Bob Duffin (no badge)	June 7	Nick Debenham (no badge)
May 3	Nick Debenham	June 14	Des Tempany
May 10	Viviane Romeike	June 21	Katie Ladbrooke
May 17	Sandra Tennant	June 28	Ray Kirby
May 24	Barbara Myers	July 5	Ron Jeffs

Saturday Clubhouse Management Responsibilities

1. Administer Parking Pass Control System
2. Distribute balls, score sheets and ensure Clubhouse is set up for post match hospitality
3. Prepare Giltinan's "box and esky". Collect cash for beer consumed and liaise with Graham to put correct amount in till
4. Arrange for siren to signal end of matches at 2.30pm and 5.05pm
5. Ensure balls and "player name book" and pen are available for social Court Captain
6. Provide a contact for Graham, our bartender
7. Co-ordinate team captains' reports at conclusion of play
8. Phone home team results (9871 7503) between 5.15 – 6.15pm for publication in Sunday papers
9. Fax home team results (9763 7655) to Tennis NSW
10. Ensure visitors sign the Visitors' Book to comply with licencing laws
11. Ensure Clubhouse is clean and close the bar or appoint an authorised person to do so

Please note that Clubhouse Managers must be at the Club no later than 11.00am and should be prepared to stay until 7.00pm

April 6 2008