

## **MANLY LAWN TENNIS CLUB**

### **Saturday Clubhouse Management Roster**

**September 6 – November 15 2008**

Sept 6	Ray Kirby	Oct 18	Katie Ladbrooke
Sept 13	Harvey Romeike	Oct 25	Stuart Charlton
Sept 20	Ron Jeffs	Nov 1	Sandra Tennant
Sept 27	Des Tempny	Nov 8	Bob Duffin
Oct 4	Ron Jeffs ( no Badge)	Nov 15	Viviane Romeike
Oct 11	Nick Debenham		

### **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. Arrange for siren to signal end of matches at 3.00pm, if required
4. Ensure balls and "player name book" and pen are available for social Court Captain
5. Provide a contact for Graham, our bartender
6. Phone home team results (9763 7503 ) between 5.15 – 6.15pm for publication in Sunday papers
7. Co-ordinate team captains' reports at conclusion of play
8. Phone home team results (9871 7503) between 3.00 – 3.30 pm for publication in Sunday papers
9. Fax home team results (9763 7655) to Tennis NSW- sheets face down in machine
10. File results sheets in office filing cabinet
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 12 noon and should be prepared to stay until 7.00pm**

September 2, 2008