

SATURDAY CLUBHOUSE DUTIES

Clubhouse opening

The first team to play a game is responsible for opening the clubhouse and pitches. Teams must make sure that either:

- a) they have a set of clubhouse keys and know the correct procedures for opening the clubhouse; or,
- b) they have arranged for a clubhouse key holder to open the clubhouse and pitches at least 45 minutes prior to the first game.

Opening the bar

The bar committee will arrange for the bar to be opened, but the captain of the first team on must liaise with the committee.

During the day

The bar will be operated by teams after they finish their games. Each team will take it in turns to operate the bar as per the Saturday day bar rota, including the designated Clubhouse Duty Team. The designated Clubhouse Duty Team will also operate the bar from 5.30pm until 9.30pm.

During the day EVERYONE is responsible for collecting glasses and taking used plates and mugs back to the kitchen.

The last match of the day on each pitch

The team to finish their game last on each pitch is responsible for:

- a) locking the catflaps and pitches
- b) turning off the flood lights

Keys can be obtained from any pitch or clubhouse key holder.

During the evening, cleaning and locking the clubhouse

The designated Clubhouse Duty Team is responsible for running the bar from 5.45pm until 9pm. The Clubhouse Duty Team is also responsible for cleaning the clubhouse, and closing the bar and clubhouse. These duties include:

- a) clean the bar and bar area
- b) clean the clubhouse, kitchen and changing rooms
- c) cash the till (Bar Committee will help/supervise)
- d) lock the bar and clubhouse
- e) set the ALARM

REMEMBER leave the clubhouse and bar in the state that you would want to find it.

The Clubhouse Duty Team should ensure that either:

- a) they have a full set of clubhouse keys and are familiar with procedures for locking the bar and clubhouse; or
- b) a clubhouse key holder is present.

After 9pm the bar may be kept open at the discretion of the bar committee and everyone remaining is responsible for running the bar and closing the clubhouse. However Duty team must ensure kitchen and changing rooms have been cleaned.

CLUBHOUSE DUTY TEAMS

The following rota designates the Clubhouse Duty Team for each Saturday. The designated team will carry out their responsibilities for operating the bar in the evening and closing the clubhouse whether or not their game is cancelled.

The responsibilities of the Clubhouse Duty Team are as follows:

- a) operate the bar after the end of their match as per the Saturday day bar rota
- b) operate the bar from 5.30pm until 9.30pm

At the end of the evening:

- c) cash the till and remove money to bar safe
- d) clean all surfaces
- e) clean glasses
- f) restock fridge
- g) Hoover lounge
- h) clean and mop changing rooms
- i) turn off the water heaters
- j) clean kitchen area
- k) put away plates, mugs, cutlery
- l) close all windows and doors
- n) turn off all TV's
- o) switch all lights off
- p) set the ALARM
- q) lock the bar and clubhouse

REMEMBER to set the alarm before leaving the clubhouse.

REMEMBER leave the clubhouse and bar in the state that you would want to find it.

Clubhouse Duty Teams are also actively encouraged to run their own themed nights. The bar and social committees will provide support to any teams wishing to add a theme or entertainment to their clubhouse duty.

Bar Rota

ALL teams will be required to cover the bar duty the MONDAY after their Saturday.

2010	Bar Duty Team	2011	Bar Duty Team
04-Sep	Bar Committee	08-Jan	MW
11-Sep	Men's Section	15-Jan	MOP
18-Sep	M2	22-Jan	M3
25-Sep	M3	29-Jan	L1
02-Oct	L1A	05-Feb	MV
09-Oct	MOP	12-Feb	L1A
16-Oct	L2A/3	19-Feb	L2A/3
23-Oct	MP	26-Feb	M1
30-Oct	M1	05-Mar	M4
06-Nov	M4	12-Mar	MP
13-Nov	LV	19-Mar	L1
20-Nov	MV	26-Mar	LV
27-Nov	M5	02-Apr	MW
04-Dec	L2	09-Apr	
11-Dec	M2	16-Apr	
18-Dec		23-Apr	Easter

Saturday Day Bar Rota

Bar Duty Times	Team (Game start time / Pitch)
11.30 to 12.25	10.00 GSF
12.25 to 13.10	10.15 GSN
13.10 to 13.55	11.30 GSF
13.55 to 14.40	11.45 GSN
14.40 to 15.25	13.00 GSF
15.25 to 16.10	13.15 GSN
16.10 to 16.55	14.30 GSF
16.55 to 17.30	14.45 GSN
17.30 to 21.30	Duty Team
21.30 to Close	EVERYONE

The above table is a guide to which teams are responsible for operating the Bar during Saturday match days. **Teams must have at least 3 people behind the bar at all times.**

If there is a gap on a pitch Teams **must** cover a double slot on the bar.

Please remember to always clean up after yourself regardless of whether you are the duty team or not.

CLUB SOCIAL EVENTS

Date	Event	Cost	Deposit
2 October	Start of Season Social	£30 team ticket or £3 per head	Yes
9 October	Quiz - MOP, M4, L3, LV, MW	Free	No
23 October	Octoberfest and Pitts Bar Games	Free	No

13 November	Woking Beer Festival	If Interested see Jamie Pinder ASAP	
20 November	Quiz – MV,M1,M5,L1a,L2a	Free	No
11 December	Christmas Party	£30 team ticket or £3 per head	Yes
31 December	NEW YEARS EVE PARTY	£5 per head including supper	Tickets to be sold in advance
22 January	Quiz – L1, L2,M3,M2,MP	Free	No
TBC Feb	Mens 1 Social	TBC	TBC
19 March	St Patricks/Six Nations	£30 team ticket or £3 per head	Yes
2 April	Quiz Final	Free	No
TBC	Dinner Dance	TBC	
TBC	Club Day	TBC	

*See notice boards and emails to captains for updated information
Team tickets give entry to the team and any guests. All events requiring a deposit will need all teams to pay Bar Committee £30 two weeks before the event.*

New Years Eve will run depending on demand, please see Graeme ASAP if you are interested.