



2018 Thursday Intermediate School Duty

As per the roster 2 (two) people are asked to help as Duty Officers. Duty Officers are to report to the Control Room at 3.45 pm and finish at 8.10 pm. You will be issued an orange jacket to wear while on duty.

The role of the Duty Officer is to 'show a presence' around the courts and to assist with help and safety. Please keep an eye out on the following:

- DOGS are not permitted inside the court playing area (unless they are an "assistance", eg guide dog)
- No Smoking anywhere on the premises
- Skateboards/bikes are not permitted inside the court area
- Ask spectators not to lean on umbrella ends – creates holes in the court surfaces
- Children/prams etc – common sense prevails (should be side on to the court – wheels should not be facing into the court area)
- Keep a watchful eye in and around the toilet block
- Monitor the Arena – ie no food or drink (other than water bottles), no high pointed heeled shoes, children are being supervised, no dripping wet umbrellas on the wooden floor
- Monitor the Function Room (upstairs), particularly siblings running around.
- No warm-ups inside the building
- No warm-ups in the car-park (Courts 3, 4 and 5 are used as warm-up courts)
- During an emergency evacuation of the courts Duty Officers are asked to help move people to Courts 21 and 5 to evacuate to the Cricket Field.

The biggest problem we have is younger siblings. They are not to be climbing fences, stairs or balconies or running around unsupervised inside the building.

Any issues you notice about behaviour around the courts, particularly spectators, that you feel is unacceptable, please report it to the Control Room asap so the staff can deal with the issue. Please do this quickly so we can get to them while a game is on.

REMEMBER: common sense prevails at all times – it's not what you say – it's how you say it!

Thank you for your help and cooperation. It is invaluable.