

Chippenham Town Bowls Club

**Arrange for following actions to be completed if necessary:**

**Before Home Match:-**

1. Ensure the Clubhouse and the doors to the green are unlocked.
2. If necessary turn on the heating using the thermostat on the wall. Turn to 20deg.
3. Arrange for the bowls store to be unlocked.
4. If necessary confirm that all sanitising procedures are followed and the appropriate equipment has been provided as per the latest guidance.
5. Be aware of the defibrillator location at the Sports Club. See Clubroom notice board for details.
6. Check you know the whereabouts of the First Aid Kit.
7. If required using the keys hanging on the wall to the left of the door unlock the steps for the green and put them into position.
8. Put out the rubber mats, scoreboards, jacks, markers & measuring sticks.
9. If a hot day put out the small tables, water dispensers and glasses.
10. Unlock and open the side gate if required(key on ring in store)
11. If required put the flag up. (Touring teams, County games etc)
12. Check that raffle is available.
13. Welcome the visitors, establish who is in charge, record the names and contact telephone numbers if legally required.
14. Draw for rinks and complete the scorecards.

**After the Home Match:-**  (Preferably when the visitors have left)

1. Arrange for all monies to be collected and recorded.
2. Pay any bills associated with the match and save receipts.
3. Put takings into a money bag and place in the safe.
4. Take down the flag and put it away in the bag. (If wet hang in changing room)
5. Ensure that all the rink equipment has been put away including tables etc.
6. If necessary check that all equipment has been sanatised.
7. Take the steps off the green and relock them to the floodlight mast.
8. Relock the side gate.
9. Ensure that the store room is locked.
10. Whilst performing these duties, watch for drinks glasses etc around the green and return them to the bar.
11. Lock the door to the green.
12. Turn the heating off by turning the thermostat down to 10deg.
13. Ensure that anyone left in the clubhouse has a key to lock up or if you are last out lock up.