

1 x DNA Committee Member to be rostered for each of the morning and afternoon shifts - responsible for:

- Opening/closing (*if there is someone rostered on who does not have keys to the clubhouse etc, please organise someone who has keys to be available to assist with this*).
- overseeing the management of the day.
- Supporting Club Duty Managers to deal with any issues around the courts.
- Completing grounds report & reporting any issues back to the Building & Facilities Officer.
- Filing any reports submitted (*ie. Injury/incident/complaints*)

Clubs to provide:

1 x Club Duty Manager - will be the 'Responsible Person' around the grounds for the Club's allocated duties period.

Clubs will need to provide the name of this person prior to the Rounds so they can be identified on the day.

This person will also be responsible for:

- directing any complaints to the MPIO;
- collecting any injury reports (to be provided to DNA Committee Member on duty);
- reporting any grounds/maintenance issues back to the DNA Committee member on duty:

1 x MPIO - provide information & guidance on complaints procedures and are the first point of call for any enquiries, concerns, or complaints about inappropriate behaviour.

2 x Control persons (per shift) - responsible for timing games, making announcements, collating returned scoresheets, & directing any queries that come up.

1-2 x Grounds person/s (per shift) - responsible for stocking bathrooms, picking up rubbish & any other jobs that need to be done around the grounds (such as clearing path for First Aid etc)

Set-up Duties - put post pads out, place bins around the grounds, put signage out, sweep courts if dirty/wet.

Pack-up Duties – put signage away, put post pads away, pick up all rubbish, place bins out in carpark, ensure grounds are left tidy.

COMMITTEE MEMBER
IN CHARGE

MORNING - 7:30 - 12pm
AFTERNOON 12pm - Close

MORNING DUTY
Setup and Control
7:45am-12:30pm
1 DUTY MANAGER
1 MPIO
2 IN CONTROL
2 GROUND CONTROL

AFTERNOON DUTY
Control + Pickup
12:30pm - Pickup
1 DUTY MANAGER
1 MPIO
2 IN CONTROL
2 GROUND CONTROL

RD 1

3-May-25	M - KRISTEN MCWHITER	DNA REPS U12 SETUP + CONTROL	DNA REPS U14
	SAM RUMMANS	7:45 - 10:30AM	12:30 - 2:30PM
	A - TRUDY ALTHOFER	DNA REPS U13	DNA DEVS U15
	MICHAELA FINERAN	10:30-12:30PM	2:30 - PACKUP

RD 2

10-May-25	M - VANESSA UEBERGANG	DNA DEVS U12 SETUP + CONTROL	DNA DEVS U14
	KAREN WEEKES	7:45 - 10:30AM	12:30 - 2:30PM
	A - RACHELLE BETTS	DNA DEVS U13	DNA REPS U15
	NATALIE WILCOCK	10:30-12:30PM	2:30 - PACKUP

RD 3

17-May-25	M - MICHAELA FINERAN	11's Dev Squad	SAINTS
	MEL OLSEN		
	A - KRISTEN MCWHITER		
	SAM RUMMANS	7:45 - 12:30pm Setup - Control	12:30PM-PACKUP

RD 4

24-May-25	M - SAM RUMMANS	NARROMINE
	A - TRUDY ALTHOFER	

RD 5

31-May-25	M - MICHAELA FINERAN	MERINDAS
	A - NATALIE WILCOCK	

RD 6

14-Jun-25	M - VANESSA UEBERGANG	FUSION
	A - RACHELLE BETTS	

RD 7

21-Jun-25	M - KAREN WEEKES	X-CELLERATE
	A - VANESSA UEBERGANG	

RD 8

28-Jun-25	M - TRUDY ALTHOFER	NYNGAN	DRAGONFLIEZ
	A - NATALIE WILCOCK		
		7:45 - 12:30pm Setup - Control	12:30PM-PACKUP

RD 9

26-Jul-25	M - KRISTEN MCWHIRTER	MACQUARIE
	A - RACHELLE BETTS	

RD 10

2-Aug-25	M - VANESSA UEBERGANG	WMPD
	A - MEL OLSEN	

RD 11

9-Aug-25	M - KAREN WEEKES	WARREN	DNA 17 REPS
	A - SAM RUMMANS		
		7:45 - 12:30pm Setup - Control	12:30PM-PACKUP

RD 12

16-Aug-25	M - MICHAELA FINERAN	GILGANDRA
	A - MEL OLSEN	

RD 13

23-Aug-25	M - RACHELLE BETTS	TRANGIE
	A - NATALIE WILCOCK	

RD 14

30-Aug-25	M - MEL OLSEN	SAINTS
	A - TRUDY ALTHOFER	

SEMI FINAL

6-Sep-25	M - SAM RUMMANS	ROSTER TO BE DECIDED CLOSER TO THE DATE
	KAREN WEEKES	
	A - KRISTEN MCWHIRTER	
	NATALIE WILCOCK	

FINALS

13-Sep-25	M - TRUDY ALTHOFER	ROSTER TO BE DECIDED CLOSER TO THE DATE
	MEL OLSEN	
	A - RACHELLE BETTS	
	VANESSA UEBERGANG	

GRAND FINAL

20-Sep-25	M - SAM RUMMANS	ROSTER TO BE DECIDED CLOSER TO THE DATE
	MICHAELA FINERAN	
	A - RACHELLE BETTS	
	KRISTEN MCWHIRTER	