

**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.

**ASSOCIATION**

**CLUB**

**CLUB**

**COMMITTEE MEMBER  
IN CHARGE**  
  
**MORNING - 7:45 - 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

2-May-26	M - KRISTEN	<b>U11 Devs Team 1</b>	<b>U14/15 DEV</b>
	M - SAM	7:45 - 10:30AM	12:30 - 2:30PM
	A - JANE	<b>U12 Dev</b>	<b>U13 Dev</b>
	A - KAREN	10:30-12:30PM	2:30 - PACKUP

RD 2

9-May-26	M - TASH	<b>U11 Dev Team 2</b>	<b>U14 REP</b>
	M - NAT	7:45 - 10:30AM	12:30 - 2:30PM
	A - KRISTEN	<b>U17 REP</b>	<b>U15 REP</b>
	A - MICHAELA	10:30-12:30PM	2:30 - PACKUP

RD 3

16-May-26	M - SAM	<b>SAINTS</b>	<b>U12 REP</b>
	M - MICHAELA	7:45 - 10:30AM	12:30 - 2:30PM
	A - HELEN	<b>U13 REP</b>	<b>OPENS REP</b>
	A - NATALIE	10:30-12:30PM	2:30 - PACKUP

RD 4

23-May-26	M - KAREN	<b>SAINTS</b>
	A - MICHAELA	

RD 5

30-May-26	M - NATALIE	<b>X-CELLERATE</b>
	A - KRISTEN	

RD 6

13-Jun-26	M - TASH	<b>FUSION</b>
	A - HELEN	

RD 7

20-Jun-26	M - NAT	<b>MAGS</b>
	A - KRISTEN	

RD 8

27-Jun-26	M - JANE	<b>NYNGAN</b>	<b>Merindas</b>
	A - NATALIE	7:45 - 12:30pm Setup - Control	12:30PM-PACKUP

RD 9

25-Jul-26	M - TASH	WMPD	
	A - HELEN		

RD 10

1-Aug-26	M - KAREN	SAINTS	
	A - NATALIE		

RD 11

8-Aug-26	M - JANE	WARREN	SAINTS
	A - NAT	7:45 - 12:30pm Setup - Control	12:30PM-PACKUP

RD 12

15-Aug-26	M - JANE	GILGANDRA	
	A - SAM		

RD 13

22-Aug-26	M - KAREN	NARROMINE	
	A - TASH		

RD 14

29-Aug-26	M - NAT	TRANGIE	
	A - HELEN		

FINAL RD 1

5-Sep-26	M - SAM	ROSTER TO BE DECIDED CLOSER TO THE DATE	
	M - KAREN		
	A - KRISTEN		
	A - NATALIE		

PRELIM FINALS

12-Sep-26	M - JANE	ROSTER TO BE DECIDED CLOSER TO THE DATE	
	M - NAT		
	A - HELEN		
	A - TASH		

GRAND FINAL

19-Sep-26	M - SAM	ROSTER TO BE DECIDED CLOSER TO THE DATE	
	M - MICHAELA		
	A - HELEN		
	A - KRISTEN		