



KNA SPRING COMPETITION SUPERVISOR DUTIES

BEFORE COMPETITION:

- (i) Unlock first storage room and use the key that is on the cabinet door to unlock the toilets and other storage area
- (ii) Check if female toilets are clean and toilet paper available
- (iii) Wheel out bin containing goal post padding – ask players to place padding on each goal post
- (iv) Take out witches hats and place them on ambulance access gate and corner of Lofberg Road and Grayling Street to prevent players from parking there
- (v) Take out score sheets for the night, bell and timer
- (vi) Check if the ice is available in the freezer
- (vii) Spare bibs should be available in the cabinet in the first storage area
- (viii) Make sure all umpires have arrived and are ready for the game start
- (ix) Place the score sheets (located in the blue box in the cabinet) on the score boards and distribute them to teams as they arrive to the table
- (x) Please make sure you **complete Match Day Checklist** before each game!

DURING COMPETITION:

- (i) If overcast or getting dark, send SMS to activate lights (send CLUBPIN 3035 ON to 0434 154 243)
- (ii) Ensure your timer is set for each quarter, ring the bell for each quarter
- (iii) Ensure all scoresheets are collected after each game
- (iv) Walk around courts to ensure compliance with rules

AFTER COMPETITION:

- (i) Lock toilets, check no-one is locked in
- (ii) Pick up witches hats and store in the storage room
- (iii) Remove all goal post paddings (ask teams to do it at the end of the last game) and place them in the wheelie bin
- (iv) Lock first storage room (with a wheelie bin) and toilet
- (v) Ensure any borrowed bibs have been returned back to the bib box
- (vi) Place all score sheets back in the blue box
- (vii) At the end of the night, send SMS to de-activate lights (send CLUBPIN 3035 OFF to 0434 154 243)
- (viii) Make sure you left the key on the cabinet door (toilet and storage area)