



## **GREENS & TEAS: A GUIDE FOR MEMBERS**

### **1. SETTING UP THE GREEN FOR FRIENDLY MATCHES & INTERNAL CLUB GAMES**

- Please arrive 45 minutes before the start of the game to allow sufficient time to complete the tasks and to welcome the visiting teams. For most matches, which start at 2.30pm, you should arrive no later than 1.45pm.
- Open the Clubhouse and open the shutters.
- Put the Welcome Board with the visiting Club's name at the entrance to the Green.
- Check with the Captain of the Day how many rinks need to be set out.
- Check in the folder in the Clubhouse which colour - red, blue or white - is to be played on.
- Set out rink numbers and rink markers on the appropriate coloured arrows and marks.
- Position the distance markers on the side of the Green on the painted black marks.
- Collect match jacks and match mats from the cupboard in the Clubhouse.
- Set the scoreboards to zero and place at the end of the rinks.
- Place ditch marker 'golf balls', measuring sticks and bowls 'gatherers/pushers' at each end of the rinks.
- Remove from the rinks any debris and worm casts, using the 'swisher' which is stored in the Stand.

## **2. PREPARING FOR CLUB TEAS**

- Please sweep the Clubhouse floor before tea.
- Clean toilets and sink, check toilet paper and freshen towels.
- Brooms, floor wash, toilet rolls and toilet cleaners are in the tall cupboard or kitchen cupboards.
- Fill urn and switch on; the switch for the hot water is on the wall near the sink.
- Confirm with Match Captain the number of tables required.
- Lay tablecloths, napkins, side plates, mugs, sugar and milk.
- Tea towels, towels and napkins, wipes and tablecloths are in the drawers in the kitchen.
- Place wooden table numbers on each table.
- Tea is usually served after 9 ends; confirm with Match Captain.
- One teapot per table with 5 teabags.
- Please provide milk and food, to include cakes and biscuits for the day; savoury items can be included, if you wish.
- Coffee, including decaffeinated, is also available.
- Please turn off wall switch for the urn and empty after use.
- After clearing away and washing up, please sweep floor again.
- There is a new mop, as well as disposable wipes, in the cupboard. The floor does not need to be washed every week; only if it needs to be and you feel able to do so.
- Tablecloths should not need to be washed every week but please take tea towels and towels home to wash.
- If supplies of any item are low, please contact Victoria Chapman or another committee member.
- Thank you!