



## **Stadium Duty Outline of Duties**

Approximately once per season each team will be rostered for three hours of stadium duty.

Please keep a close eye on the weekly Ally-Oop Scoop to check whether your team is rostered on. If so you will need to call for volunteers to cover the three hour period.

- Locate the Information/Duty Desk at your designated Stadium.
- Advise a Referee that you have arrived for Stadium Duty.
- The Information/Duty Desk will have the day's Scoresheets, Newsletters, etc available and ready for each team as they arrive.
- 10 minutes before each game, make sure that all teams have filled in their score sheets with names and numbers. Where possible, recommend that the Team Manager completes the Scoresheet and not the players – to ensure it is eligible and in Singlet Number Order.
- Documentation at the Desk will indicate whether any teams are required to pay the match fee. (Most teams have already paid a seasonal match fee to HBA) Chase this up if necessary.
- Ensure that completed score sheets are collated and filed after each game.
- Locate ice-packs where necessary for any injured players.
- The referees at the venue will inform you of any other tasks.