



# ***SUTHERLAND SHIRE SOFTBALL ASSOCIATION Inc.***

## ***Club Duties***

### **2017/18 Season**

**These rules are current as of the above date and supersede any existing Club Duties**

### **General**

A club or clubs will be allocated in the fixture draw as the “Duty Club(s)” for each day of play or by the Competition Convenor. Each club will be responsible to carry out the allocated ground and/or canteen duties for that day as described below or any other task as requested at the field by a SSSA official:

**Note:** If multiple clubs are allocated on that day or period, they are to liaise with one another to cover all of the duties and period allocated, if appropriate, during the change over for that day.

### **Contents**

- Ground Duties – Morning
- Ground Duties – Afternoon
- Diamonds – Team Responsibility
- Canteen Duties

## Ground Duties – Morning

- *The duty club shall supply a minimum of six (6) adults and a vehicle fitted with a 50mm tow bar by 7 am.*  
**NOTE:** *If no tow bar is available you will need to carry the required equipment to each diamond*
- *At least four (4) of the six adults shall tow the SSSA trailer and deliver to each allocated diamond for day the following equipment:*
- *1st, 2nd, 3rd bases, pitching plate and home ;plate as required*
- *1 pitching mat (except to diamonds 1, 2 & 3)*
- *Sufficient pegs (6) to peg the pitching mat (except to diamonds 1, 2 & 3)*
- *One back-net on diamond 4 and/or 9, if in use on that day if required*
- *Benches to all diamonds as required*
- *Extend dugouts on diamonds as required*
- *One (1) empty garbage bin to each diamond to be placed behind the back-net/fence.*

**Note:** The adults delivering this equipment will set up ALL diamonds and peg all mats and the pitching plate. The back net on diamonds 4 & 9, if in use, is also to be erected.

Check the draw for the day beforehand to know which diamonds are to be used and the grade of the first game i.e., Tee ball, mod ball etc.

If in doubt, ask the Grounds Convenor or other SSSA Management Duty person. Unless otherwise requested on the day, No batting mat and pitching mat are required for diamonds 1, 2, 3 or 4, only the bases and pitching plate/mat.

- *At least two (2) of the six adults will assist the SSSA grounds people in preparing all of the diamonds for the days play. This includes raking the inner diamond playing areas, line marking the diamonds and any other assistance where required to render the diamonds playable and safe.*
- *Return and place the SSSA trailer back into the storage container and close the container doors to avoid risk to children playing in the area.*
- *Sweep all dugouts and remove any rubbish/litter on the playing fields of all diamonds and place in the delivered rubbish bins.*
- *Sweep and tidy the concrete and surrounding area of the canteen and control room, if required and place empty garbage bins in this area.*

**Note:** All the above work MUST be completed before 8 am. Failure to fulfil the requirements above may result in a fine of \$100.00 being imposed upon the duty club.

## Ground Duties - Afternoon

Or at the conclusion of games due to bad weather.

- *At the conclusion of the 4.30 pm game or sooner, the duty club will provide a **minimum of eight (6) adults** and a vehicle **fitted with a 50 mm tow ball. Or of no tow bar available then carry all equipment back by hand.***
- *At least four (4) of the eight adults will collect ALL of the above equipment from ALL diamonds using the SSSA trailer or by other means on diamonds 2 and 3 when they are inaccessible by vehicle.*
- *The SSSA trailer, properly loaded, is to be returned and placed in the SSSA storage container which shall be locked by the SSSA.*
- *All garbage bins are to be collected from the diamonds and elsewhere and placed in the car park in front of the canteen in the same manner as domestic/home collection by council.*
- *All toilets are to be swept out and garbage bins are to be emptied and returned. Any garbage bins in the umpires' room, control room and canteen are also to be emptied and returned.*
- *Any chairs, tables, rakes or other items removed from the SSSA clubhouse during the day are to be secured in the area from which they were removed.*
- *Perform any other duties and assistance as requested by the Grounds Convenor or SSSA Management Duty person to facilitate cleanup and closure of the SSSA Club at the end of the day.*

**Note:** All the above work MUST be completed on a nominal day. Some of these requirements may vary as directed by the Grounds Convenor or SSSA Management Duty person, if games have been allocated to be played on the following (Sunday) day. Failure to fulfil the requirements above may result in a fine of \$100.00 being imposed upon the duty club.

## Diamonds – Team Responsibility

- *These are your playing fields and so take pride in them. Generally, at the end of the day Ground Duty staff are not expected to clean up and pack up the diamond but if left in that condition the Ground Duty staff will need to carry out that task.*
- *It is the responsibility of both teams at each game to ensure that the bases and pitching plate are set up at the appropriate distances for their game.*
- *Teams occupying the 3rd base dugout on Diamond 1 must rake the pitching and home plate areas of the diamond after the completion of their game.*

**Note:** Failure to fulfil this requirement will result in a fine of \$50.00 being imposed upon the offending club.

- *It is the responsibility of the “home” team (1<sup>st</sup> base) on the last game of the day (check the draw to see if you are the last team on the diamond for the day before 4.30 pm) to dismantle and pack up all equipment on the diamond in accordance with the requirements below:*
- *Shake the pitchers and home plate mats to remove any dirt.*
- *Pull the pitcher’s mat onto the home plate mat and **roll them up together** starting from the rear of the home plate mat. **NEVER FOLD THE MATS.***
- *Put 2<sup>nd</sup> and 3<sup>rd</sup> bases on top of 1<sup>st</sup> base near the rolled up mats.*
- *Place the pitcher’s and home plate on the top of the bases,*
- *Collect and put **ALL** pegs on top of the bases.*
- *Roll up the net, if appropriate (diamonds 4 & 9) with the ropes inside the net before rolling up.*

### **NEVER ROLL UP THE BASES AND PEGS INSIDE ANY MAT OR NET.**

Always leave the diamond including the dug out between games and the last game clean and tidy. This includes training on the diamonds during the week. **All rubbish and litter must be placed in the garbage bins provided.**

**Note:** Teams that leave rubbish in the dugout and/or on the diamond may be fined up \$50.00 by the Management Committee.

Teams may assist Ground Duty Staff by bringing the rubbish bin to the SSSA Clubhouse area. Remember when it’s your turn to perform pack up duties.

- *Teams should report any offending team to the SSSA Management Committee for appropriate attention.*
- *Teams remaining at the field in the vicinity of any diamond after clean up are to ensure that all rubbish and litter is removed.*

**Note:** Failure to pack up the diamond satisfactorily in accordance with these requirements will result in a fine of \$50.00 being imposed by the duty club.

## Canteen Duties

- *Duties in the canteen shall be organized and allocated by the Canteen Supervisor who shall provide any relevant instructions regarding the use of equipment etc.*
- *All relevant standards of hygiene and safety must be observed when working in the canteen.*
- *Crossover duties in the canteen between the respective duty clubs and within each club on a roster basis are to be carried out to minimize disruption and above all that the canteen is properly staffed at all times.*

**Note:** Children under the age of 16 years are not permitted in the canteen at any time.

- *Morning duties require assisting the Canteen Supervisor in preparing food for the day i.e.: Salad rolls, Fruit salad, Hot dogs, filling Pie Oven etc.*
- *Daily duties require drink fridge to be restocked, washing up to be completed, floors & benches to be kept tidy and serving of customers.*
- *Afternoon duties involve restocking of drinks fridge serving customers and assisting in keeping the canteen clean.*
- *Late Afternoon duties requires all washing up to be completed, Pie Oven to be cleaned out, drinks fridge to be restocked and assisting the canteen supervisor in packing up for the day completion.*
- *All people assisting in the canteen must sign in to the duties book prior to assisting in the canteen.*

**Note:** Failure to fulfil the requirements above will result in a minimum fine of \$50.00 and a maximum fine of \$200.00 being imposed upon the duty club/ duty clubs responsible for the day's duties dependant on length of duty allocated. *I.e.: If a club has full day's duty and does not meet the requirements of the day a \$200.00 fine will be imposed. If a club has ¼ day duty and does not meet the requirement then a \$50.00 fine will be imposed.*