

## **MRNA – Club Duty Tasks and Fundraising in 2024**

To facilitate the smooth operation of the MRNA Junior Netball Competition clubs are required to complete assigned tasks during their Duty day's according to the Season Date roster.

Clubs should designate a club contact to organise 4-6 volunteers to carry out the tasks outlined in the provided document. We recommend <https://volunteersignup.org/> as a great resource to ease the volunteer sign up process.

Please ensure all Volunteers have a current Working with Children Check.

### **SETUP – 8am**

- Ensure the gate to the Warm-up area (gravel area beside courts 4&5) is closed to prevent vehicle access. The large gate near the shed on the road should be shut.
- Place witches hats at the front of the pavilion, spaced out to discourage player drop-offs at the front. These can be found in the pavilion.
- Set up bins, leaving one red and yellow near the canteen. The others should be placed along the painted walkway - one red in the centre between courts 2 & 3 and 6 & 7, and red and yellow bins at the end of the walkway near court 4.
- Distribute coaches' vests to each coaching box.
- Open the outside toilet at the beginning of the day and ensure all toilets are clean, tidy, and stocked with toilet paper.

### **DURING THE DAY**

- Inspect the toilets to ensure cleanliness and availability of toilet paper. The toilet paper can be found in the cleaning cupboard near the first aid room, with the key for the toilet paper dispensers located in the control room.
- Occasionally, additional volunteers may be required to assist with operating the hooter. We will notify if extra assistance is needed.

### **PACKUP- After Play Concludes**

- Return all rubbish bins to the designated area near the canteen.
- Place the coaches' vests back in the control room.
- Inspect shelters and areas around the courts for any rubbish.
- Check shelters and areas around the courts for lost property; utilize the lost property box located in the pavilion.
- Ensure that all under 9 rings have been removed and returned to the metal container near the canteen.
- Retrieve the witches hats from carpark.
- Please consult with the MRNA Executive Committee for any additional tasks where assistance may be required.

## CLUB FUNDRAISING ACTIVITIES

Kindly inform the secretary if you intend to organize a BBQ or any other fundraising activity on your allocated Duty Day.

To legally sell food items at temporary Sausage Sizzles you must register or notify Council of your temporary stall by using a system called <https://foodtrader.vic.gov.au/>. This process may take a few weeks so please allow plenty of time.

Many of the MRNA Clubs are now using a wireless Square Reader Tap-and-Go Card Reader for ease of accepting all sorts of payment <https://squareup.com/au/en>.

MRNA provides Clubs:

- Large BBQ
- Gas Bottles for BBQ
- Two large trestle tables.

Here are the suggested items to sell:

- Sausage in Bread with/without onion
- Egg and Bacon Rolls
- Cake Stall
- Club Merchandise

The following items are prohibited from being sold:

- Soft Drinks
- Coffee
- Pies, Hot Dogs, Sausage Rolls
- Lollies

We suggest ensuring a supply for approx.:

- 150-200 sausages,
- 60-70 Eggs,
- 3kg Bacon,
- 3kg Onion,
- Bread and Rolls,
- 2 Large Tomato Sauces
- 1 Barbecue Sauce
- Napkins,
- Food Handling Gloves.

**Please note: this is only a guideline. Keep in mind that cold and rainy weather may affect sales on the day.**

Please arrive at 8 am for setup. The large BBQ and gas bottle are located in the external bathroom. Please ask a MRNA member for the trestle tables.

After completing the sausage sizzle, please ensure the BBQ is thoroughly cleaned. Cleaning products are provided. Place the BBQ back into the external bathroom and return the trestle tables.