

# Pack up Procedure and Duty Club Responsibilities

## *ALL CLUBS*

Leave Club area completely clean and assist Duty Club with equipment pack-up

## *DUTY CLUB*

- Provide gatekeeper for collection of SNTI gate entry fees and program sales
- Provide refreshments to officials and timekeepers
- Pool/Equipment set-up one hour prior to meet
- Equipment pack-up (chairs, touch pads, timing board, starter etc)
- Oversee rubbish collection across pool grounds
- BBQ area to be left clean (cleaning equipment in first aid room)
- Ensure nothing is left in or around pool (except lane ropes)
- All rubbish bins to be emptied into large bin in car park and relined (replacement bags in first aid room)
- Change rooms to be left free of rubbish and hosed out
- Restock toilet rolls and paper towel if required
- Report to Meet Director before leaving pool