

Manukau City Veterans Cycle Club

Hall Duty

There is a Duties Box at the Hall that contains a detailed copy of what you need to do on the day.

The information below is a brief outline. If you are unable to fulfil your rostered duties, it is your responsibility to find a replacement and notify Club President (Sue Pickles) of your replacement as soon as possible.

Arrive at Ardmore Hall between 7:30am and 7:45am.

Put out narrow felt-carpet roll.

Get a key from the person that's opened the hall to get access to the seat boxes. Put out orange cones on the opposite side of Burnsidies Rd to stop club members from parking in front of residents' houses and driveways.

Turn on the Emergency Cellphone and keep it with you at all times. In the case of an emergency out on the rides, you are required to answer this phone and render assistance as necessary.

Collect the club banner and stand. Put it up against the wheel of your car on the road verge outside the hall.

While the club rides are on, keep a general watch around the car park and over the club members cars parked on the street front.

At the end of the morning, bring in the banner and cones. Sweep the floor and both toilet areas.

If required, mop the floors in both sets of toilets and changing rooms.

Roll up the narrow felt-carpet.

Return the Emergency Phone.

See if you can be of assistance packing up and cleaning up in the kitchen.

If you are unsure at any stage of what to do, please ask Stephen Bell, John Bicknell or any committee member.