

## **Solander Lake Bowls Club Social Desk Role**

Arrive at the club one hour before start of play.

If the Selector has not arrived, check the sheet on the wall in the Selectors Office to determine who the Selector for the day is and phone the Selector to ensure he/she intends attending.

If not attending, arrange for a substitute Selector or contact a Games Director.

Ask the bar staff for the daily float (cash prize money) – calculated by the sheet showing the number of players, float and prize money breakdown. Be aware that the bar person on duty will not know how much the float is to be so you will need to tell them the correct amount.

If a “Jackpot” day (Wednesday or Thursday), ask the bar staff for the relevant “Jackpot Tin” (carried forward money inside).

Load the daily cash prize money into the cash drawer which should be located in the Selectors Office.

Ensure you are well prepared to avoid rushing things so have a current copy of the list of intending players for the day, a biro & coloured marker pen, as well as the Receipt Book.

Check the list of intending players to determine if there are any players who may require a receipt. If so, complete a Receipt Book entry in advance so as not to delay proceedings later on. Anyone is entitled to a receipt.

If a “Jackpot” day, check that the cash in the jackpot tin agrees with the carried forward amount recorded on the jackpot sheet.

If not already provided, ask the Selector for the scorecards. Shuffle the scorecards to ensure they are in a random order and place the cards face down on the desk behind the glass panel so the rink numbers are not visible.

Bowlers need to pay the current daily rate which as at 1/1/2024 is \$12 on every day consisting of \$10 green fee and \$2 towards prize money and/or jackpot.

The only exceptions being players who were called in by the Selector and weren't nominated as a “spare”, and who only need to pay \$2.

After the commencement of a new financial year, un-financial members should be requested to pay their annual subs at the bar before being allowed to play on the day. The Membership Secretary will provide a list of financial members.

On payment of the daily fee, if the bowler wants to take the score card for his/her team, provide the bowler with the top card off the shuffled deck.

Under no circumstances is the bowler to be provided with an alternate card if they don't like the card they were provided.

If they are unhappy with that ask them to discuss the matter with a Committee Member.

After payment strike a line through the players name with the coloured marker, and tick that they have received a scorecard.

An exception to the scorecard procedure is on “Club Select” days where the scorecard is handed to the Skip by the days’ Selector.

For all days, on the wall in the Selectors Office there is a sheet indicating the correct prize & jackpot amounts for the day which varies depending on the number of players.

When there is sufficient cash in the cash drawer, insert the prize money into the relevant envelopes for Winner, Second, Third, Consolation/Lucky Team and Jackpot, where relevant.

Ensure the correct denominations are inserted in the envelopes, i.e. if pairs, the amount should be equally divisible by 2, if triples by 3 and by 4 if fours, where possible.

If a “Jackpot” day, add the correct daily jackpot amount to the jackpot tin and update the previous carried forward amount.

Complete the daily reconciliation sheet by entering the Day, Date and Event Type (Pairs, Triples or Fours), total green fees received (number of fully paying players times \$10 to arrive at the total for the day which should equal the amount in the cash drawer to be handed to the bar staff.

Should there be an in-balance in the cash drawer, just make a note for the bar staff on the reconciliation sheet.

When the cash amount has been balanced, advise the Selector who can then commence proceedings for the day.

Hand the cash drawer with the cash, prize money envelopes and jackpot tin to the bar staff.

### **Cancelled Games Prior to the “Cut-off number of ends”**

If the daily game is called off for whatever reason, such as rain, before the required number of ends have been completed (currently 8 ends), then all players are due a refund.

Retrieve the cash drawer with cash, prize money envelopes and Jackpot tin from the bar staff.

Take the daily jackpot cash out of the Jackpot tin, insert in the cash drawer and adjust the carried forward amount on the jackpot balance sheet.

Empty the prize money cash from the envelopes into the cash drawer.

Place the original “Players List” sheet on the desk and select a different coloured marker pen to that originally used.

The Selector will inform the players that refunds are available from the Desk.

Refund players their original amount paid and mark their name as having been processed.

After all players have received their refunds the amount left in the cash drawer should equal the amount of the original float.

**Solander Lake Bowls Club Inc - Reconciliation Sheet**

**Day**..... **Date**.....

**Event**.....

**Green Fees - No of players @ \$10** ..... **\$......**

**Other** ..... **\$......**

**Total** ..... **\$......**

**Name of Selector.....**