

SOCIAL BOWLS ROSTER PROCESS

The rosters are done two months in advance.

Check the spreadsheet created by Wayne to see who has volunteered for what duty. There have been some changes/additions/deletions as follows:

- Bill Taylor only wants to do raffles, not desk, on Tuesdays and Thursdays.
- Ian Jackson no longer wants to be on this roster – he will remain on the mowing roster.
- Bruce Pursehouse will do the desk on Thursdays.
- Jenni Cummins will do desk and raffles on Thursdays.
- Rosa McLeod will do raffles on Tuesdays.
- Brad Storey will do raffles on Tuesdays and Thursdays.
- Grant Riley will do the raffles on Tuesdays.
- Brian Wrice will do raffles on Wednesdays and Fridays.
- Ann Mehmet will do any duties on Tuesdays and Thursdays.
- Trish Kling will do raffles on most days while she is off work.
- Peter Nixon can do selector on Wednesdays and Fridays if we are stuck, but he is not a regular and I try not to ask him too often.
- Greg Caplick can also do selector on Wednesdays and Fridays if we are stuck.
- Raie Stuart will do selector, desk or raffles on Thursdays.
- Rod Reilly will do the desk on Fridays.

A number of people get rostered on for more than one duty per month but there are some who only want one per month:

- Peter Hodgson does the selecting on the last Friday of the month.
- Rod Reilly will only do the desk on one day per month.

Create the table for the new month, checking that the days and dates are correct.

Copy and paste the table from the previous month and then check that people who have been away are back and vice versa.

Most people let me know when they will be away. I have created a document with relevant dates (copy attached).

If there are any gaps in any of the roles slot people who have volunteered for that duty into the table.

Once completed, email the document to Wayne who will email it out to all volunteers as well as Eric Holliday for loading onto the website. Print out a colour copy and run off 5 or 6 black & white copies and place in the appropriate sleeve in the bowls office.

Ensure that anyone new on the roster know their role. I try to run through the process with anyone new. I also show the raffle sellers where to find the new tickets and impress on them the importance of staying in sequence.

If people cannot carry out their duty they usually swap with someone else on the roster. It is their responsibility to arrange this, but occasionally I will get asked if I can find a replacement for them.

Wednesday and Friday selectors act on their own, so it is important that someone experienced is put on those days. If it is someone new, ask a more experienced person to help them out for the first time, or suggest that they sit with another selector at an earlier date.