

Club Stewarding and Duties V3 (Revised 040218)

It is a condition of club membership that all members participate in stewarding duties, the rota is displayed on the notice board and a minimum of 2 people are allocated to each session. You are required to sign your name on the rota list, if you do not it will be assumed that you have not attended. You are expected to wear one of the Stewarding discs to identify yourself as a duty steward and it is your personal responsibility to arrange for a replacement if you cannot fulfil your stewarding duty.

Opening the club – When opening the club the padlocks on the gate and shed must be secured back onto the gate/ring and not left hanging loose.

Steward requirements – Stewards are required to wear acceptable club dress as representatives of the club and will welcome visitors to the club premises.

- a) If visitors wish to play ensure their footwear is acceptable, ask them to sign the visitors book and collect their rink fees.
- b) Supply visitors with any necessary equipment and direct them to an available rink. Outside rinks are preferable i.e. 1 or 6/7.
- c) Ask if they are familiar with the equipment and give any assistance required.
- d) Monitor their conduct on the green and if it is unacceptable offer advice.
- e) All fees collected should be placed in a brown envelope clearly marked with the hirers name and GREEN FEES and placed in the wooden money box.
- f) Greens must be ready for official match starting times, any persons playing unofficial matches must be

informed to vacate the green 15 mins before the official matches commence

Note - Stewards may participate in roll-ups but must be prepared to leave the green to fulfil their duties.

Steward duties by session

10.00 – 12.30

Check diary for matches. If matches are booked but not shown on board draw rinks and mark against the entry in the diary and on the whiteboard.

Set up rinks for the morning bookings.

Provide water and glasses for morning matches if required. After match provide tea or coffee if required and wash up.

12.30 – 15.00

Ensure rinks are set up for afternoon matches

Provide water and glasses for afternoon matches if required.

After match provide tea or coffee if required and wash up.

15.00 – 17.30

Ensure rinks are set up for evening matches

Provide water and glasses for evening matches if required.

After match provide tea or coffee if required and wash up.

17.30 – 20.00

Check rinks are set up for evening matches

Provide water and glasses for evening matches if required.

On match nights provide tea or coffee if required and wash up any crockery.

Check diary and draw rinks for the following days matches. Write match details on the whiteboard.

Locking up

If you are the last person to leave ensure all equipment has been put away and the shed is fully secured.

Ensure all lights are off in the clubhouse (check kitchen and toilets) and that both clubhouse doors, all conservatory doors and the Sherborne Building are fully secured and locked.

Lock the gates with the padlock as you leave the club premises.