

Dear ATTE BOWER SHORT MAT BOWLS CLUB Member,

Firstly, a big THANK YOU to all of you who have taken your turn to 'open up' on a Monday or Thursday over the years. It seems that our members are more than willing to take their turn and to lend a hand to others whose turn it is.

Unfortunately, some things do get overlooked sometimes. So for newer members, who may not have had the duties fully explained to them, and to gently remind longer serving members, the full duties have been listed. There is a copy on the reverse of this letter and one in the registration folder at the hall.

Most important of all is to ask someone to help you out if you cannot do it all and not to just leave things undone for someone else to notice or remember.

Thanks for your cooperation

The Committee

ATTE BOWER SHORT MAT BOWLS CLUB - OPENING UP DUTIES

All members are asked to take their turn to open up for roll-up sessions – You are needed to do the following. IF YOU CANNOT DO SOMETHING MAKE SURE YOU HAVE ARRANGED FOR SOMEONE ELSE, WHO IS WILLING, TO DO IT.

1. Look on the calendar on the notice board to see when you are asked to open up and with whom. If that date is inconvenient, make sure you arrange to swap with someone else and write the change on the calendar.
2. Liaise with other person to decide who will bring milk for teas and coffees.
3. Look on the calendar to see who is doing it before and after you and arrange to get keys and pass them on. As a last resort the Chairman, Secretary or Treasurer may be able to help.
4. To open up on a Thursday, get there soon after 9am and on a Monday, soon after 7 pm. If the hall is being used by another group make sure they are happy for you to go in and start getting stuff out.

BEFORE PLAY

1. Open cupboard and get out register, money bag, total takings/payout slip, score slips for mats and key for kitchen cupboard.
2. Open kitchen cupboard, get out tea things, fill urn and switch it on.
3. Open notice boards in lobby.
4. Take money, tally it up and write out total takings slip – make sure you date it.
5. Start to get out equipment for play, but do not attempt anything you feel physically unable to do without help.

REFRESHMENT BREAK

1. Make sure members know what milk you have brought to use.
2. Hand money and tally slip to Treasurer (or other committee member if she is not there).
3. Make sure all washing up is done, all cups and other bowls club supplies and equipment are put away and the cupboard locked.
4. Take dirty tea towel(s) to wash at home and return next time.

END OF SESSION

1. Lock up notice boards in lobby.
2. Make sure all equipment has been put away and lock up cupboard.
3. Check all windows and external doors are closed and locked.
4. Check heating is turned down according to notice under thermostat, and fire is switched off.
5. Make sure urn is switched off.
6. Take any milk not used home.
7. Make sure all lights are turned off and internal doors are closed.
8. Lock up on exit. Pass keys on for following session/week.