

Volunteer rota

One row per home match or duty slot. Write in each box who does that job.

Club

Season or period

Coordinator

Phone or email

Date	Time from / to	Match or occasion	Bar 1	Bar 2	Referee	Scorer	Hall duty

n/a = this job is not needed at this match. **Swapping?** Find your own replacement, write their name in the box and let the coordinator know.



Volunteers and duties done

List everyone who takes on duties. After each duty, add a tally mark in the column for that job.

Season _____

Target: duties per person _____

Kept by _____

Name	Team or link e.g. parent of	Phone or email	Exempt	Bar	Referee	Scorer	Hall duty	Total
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Keep it fair: when a spot is open, ask the person with the lowest total first. Tick Exempt for anyone who does not have to do duties.

In Koach Club, **Generate a year of bar duties** shares out the bar duties fairly, and **Assign automatically** (Match day) does the same for referee, scorer and hall duty.

