

GUIDELINES FOR STEWARDS

EACH WEEK THE TEAM LEADER SHOULD ORGANISE THE TEAMS ROSTER FOR THAT WEEK. TEAM MEMBERS WHO CANNOT MEET THE DATES THEY ARE SCHEDULED FOR MUST ARRANGE THEIR OWN SUBSTITUTES AND ADVISE THE TEAM LEADER OF WHO THEY ARE.

1. All Club games at Cowplain are to be attended by at least **TWO STEWARDS** to serve refreshments as required. For details see the steward's memoire on the kitchen wall.
2. Be in attendance during the use of the Public Rink; ensuring that the rink is used responsibly. *(Detailed instructions are displayed in the Clubhouse).*
3. Daily check that the Clubhouse is clean and tidy, spare toilet rolls and towel rolls are stored in the corner storeroom. The key and guidelines to replenish the roller towels are in the right hand kitchen drawer. Dirty tea-towels to be laundered. Ensure that all bins are emptied as necessary. Check diary to ensure any prearranged games are covered.
4. Advise the Social Secretary of any shortages, i.e. milk, biscuits and cleaning materials.
5. At the end of each day ensure all equipment is put away and the Clubhouse securely locked. **Please note Men** must be available to lock the entrance gate at night.
6. On the last Monday morning of your stewardship the Clubhouse needs to be cleaned right through, carpets, toilets, kitchen etc.
7. Water plants if required.
8. Any difficulties please contact your team leader.

PLEASE NOTE THE CLUB CANNOT OPERATE EFFICIENTLY WITHOUT STEWARDS!

Many thanks for your co-operation.

Cowplain Bowling Club General Committee 2014.