

MOOROOLBARK PONY CLUB FAMILIES ON DUTY - ROSTER

September 14th	Black	Vaughan	Dodd
October 12th	Hughes	Howes (A)	Howes (J)
November 9th	Winter	Willand	Horner
December	Christmas Rally	Duty - everyone	

How does the duty roster work?

These are the expectations for families on duty:

Canteen The duty families are to run the canteen all day, starting from 8:30 (winter) 7:30 (summer). There are instructions provided in the canteen area, and one of the canteen supervisors will be available at the start of the day to deliver food, get things going, and answer any questions. There is usually some time during the day for families to share staying inside, and being outside watching the rally, and they should roster this between themselves. It is usually "all hands on deck" just prior to and during the busy lunch period.

Outdoors Setup Duty families are responsible for setting up and packing up at the rally, and this means that one parent needs to be outside most of the day, starting from 8:30 (winter) 7:30 (summer). If there is more help needed during setup, the duty family should organise a call over the loud speaker for more help. There will usually be a supervisor available to provide direction (usually Jim or Karen).

Canteen end of day Duty families are responsible for the clean up of canteen, toilets and club rooms at the end of the day. Roster families also need to take home that day's garbage as we don't have a garbage collection at the club.

Outdoors Packup Duty families are responsible for organising the pack up of outdoors areas at the end of the rally day. However ALL FAMILIES are required to assist them. Stay in touch with instructors and with the DC to find out when rings can be packed up, and put announcements over the loud speaker to get other families involved if needed.

Changes to the roster?

Please re-check the roster for changes each month. It is YOUR responsibility to organise a swap if needed.

Let Wendy Wright know so she can change the information in the newsletter/web site. The information that we have published above is to the best of our knowledge - if you don't tell us about changes, we won't know about them.

End of day pack up

The pack up of equipment in each ring/arena is to be done by ALL FAMILIES at the rally on the day

If everyone pitches in, the ring pack up can be done very quickly - more hands make light work!