



SHELFORD RUGBY CLUB

Club Duty for the 2020/21 Season

To all Team Admins

Club duty for this season is about to restart. The following tasks need to be allocated to volunteers (ideally parents as admins, first aiders and coaches are already busy):

- Car Park marshals (1 volunteer)
- Register of parents & visitors (2 volunteers)
- Covid-19 compliance marshals (1 volunteer)

Jobs will be allocated on a rota basis (see schedule in accompanying spreadsheet) between the different age groups within each of the 3 sessions. This format means that you will only need 6 volunteers for 1h30 (30min prior to and until the end of your session). Volunteers will be equipped with Hi-Viz jackets (**yellow** & **orange**), to be returned at the end of their shifts for washing/decontamination.

Cluster	Start	Finish	Supervisor
1 (U6-7-8-9-10)	8.30 am	10 am	M&Y committee member ^a
2 (U11-12-13-14)	10 am	11.30 am	M&Y committee member ^b
3 (U15-16-Colts-Girls)	11.30 am	1 pm	M&Y committee member ^c

The current plan is for each session to be supervised by a member of the M&Y committee, members of the club who are familiar with the club and its structure.

a: Anna Biard AB, Yaz Goodfellow YG, Rory Finlayson RF

b: Paul Wells PW, Steve Dennington SD, Fred Langevin FL, Jim Lucraft JL

c: Anita Armitage AA, Mark Campbell MC, Emma Birkby EB

The jobs of car park, register and Covid-19 compliance are detailed below.

Car Park (1 volunteer)

8.30am - open Westfield Road gate.

1 volunteer to

1. Enforce one-way system and direct exit via bottom gate;
2. Prevent people from stopping to drop players;
3. Keep traffic flowing and prevent build up on main drive at peak times.

1pm - lock Westfield Road gate.

Register (1 volunteer)

This is to ensure every person spending time at Shelford RC is accounted for.

1. Volunteer #1 in clubhouse:
 - a. Registering people unable to scan QR code;
 - b. Enforcing social distancing and one-way system in main hall (masks, 6/table);
- ~~2. Volunteer #2 walking around pitches reminding people to scan QR code or sign in person at desk.~~

1pm – bring the register to the main Office (use letter box if closed).

Covid-19 compliance (2 volunteers)

This is to ensure social distancing and one-way system are adhered to in busy areas around the clubhouse.

1. Volunteer #1: monitor social distancing in hatch/shop queues + masks for people entering clubhouse + no spectating from this side of pitch 1 (black & yellow taped areas);
2. Volunteer #2: by the spiral staircase, preventing people to return towards club entrance.

1pm – store Hi-Viz jackets in M&Y container for self-decontamination until following Sunday.

Key Contacts

COVID-19 OFFICERS

Emma Birkby 07900 495858 (EB)

Annaleaza Finlayson 07818 415363 (AF)

DUTY SUPERVISORS

8.30-10am

Anna Biard (U9) 07984 830497 (AB)

Yaz Goodfellow (U10) 07904 244978 (YG)

Rory Finlayson 07711 642182 (RF)

10-11.30am

Paul Wells 07896 167827 (PW)

Steve Dennington 07793 086456 (SD)

Fred Langevin 07941 982021 (FL)

Jim Lucraft 07771 665062 (JL)

11.30am-1pm

Anita Armitage 07815 036507 (AA)

Emma Birkby 07900 495858 (EB)

Mark Campbell 07798 702273 (MC)