

To keep fees to a minimum club members help with the tasks described below:

Team organisation

- If shared, none of the tasks will be particularly onerous, as:
 - The number of members involved in each team varies and is seasonally flexible according to the amount of time each member can offer
 - The work of each team is coordinated by one or two of the team members but this is also flexible as the organisation of each team can be shared to suit individual requirements and members' time available
 - In some cases, a status report of any work done or in progress would need to be sent to the Management Committee at regular intervals but this is usually only monthly.
- The Management Committee will welcome all offers of help and is always grateful for any amount of time any member can offer.

Green-keeping, Maintenance and Garden

Green-keeping

The majority of the 'heavy' work is done by contractors but the Green is mowed by members.

Usually with a team of 14 members, the Green is cut six times a week during the season but less in the Spring and Autumn.

- Working in pairs each cutting team:
 - Mow the Green
 - Cut the edges
 - Clean the ditches
 - Remove the waste
 - Set the rink markers
- Two or three members of the team also:
 - Create duty rotas
 - Keep a record of activities
 - Liaise with contractors
 - Ensure equipment is repaired and maintained.
 - Report to the Management Committee on a monthly basis.

Maintenance

A list of members names is kept in order to occasionally form working parties to carry out DIY type of work including anything that would normally be required in any household.

Occasionally we would need to get in contractors to undertake work that was more substantial.

One or two of the members on the list coordinate activities and report to the Management Committee as necessary.

Garden

Members attend the garden, lawn and pots. This includes:

- Mowing
- Planting
- Weeding
- Watering
- Clearing at the end of the season.

One or two of the members of the team coordinate activities and report to the Management Committee when necessary.

Bar, Catering, Bowling and Social events

Bar

A team of members ensure the bar is available for all home events. Duties include:

- Opening and preparing the bar for service
- Serving drinks
- After-service light cleaning
- Closing and locking the bar

Two or three members of the team also:

- Create duty rotas
- Maintain stock levels
- Routinely clean equipment.
- Report to the Management Committee usually on a monthly basis.

Points Sessions

Monday, Tuesday and Friday

Members, usually working in pairs organise the weekly sessions. Duties include:

- Opening the premises
- Arranging play
- Keeping records of attendance
- Keeping records of individual members' scores
- Locking the premises at the end of the session.

The **players** participating in Tuesday Points will be expected to take turns preparing the tea and biscuits.

Catering

In addition to meal rotas for friendly matches members also provide catering for league Home matches in the form of:

- Tea and cake for the TVL League (8 matches, weekday afternoon)
- Hot snacks or filled rolls for the Kennet league (7 matches, Tuesday evening)
- Tea and biscuits for the KLX league (14 matches, weekday afternoon).

Duties include:

- Ensuring provisions are available
- Preparation and serving
- Clearing and cleaning of catering equipment.

Raffle Prize purchasing

Raffle prizes are purchased and delivered to the club in readiness for the draw at Home matches on:

- Wednesday evenings (approx 8 matches)
- At Weekends (approx 10 matches)

A cash float is provided by the treasurer.

This task is usually shared by three or four individuals with one member of the team coordinating purchases to ensure all home matches are provided with raffle prizes.

Social events

Social events such as quizzes, bingo, dominoes and other games are organised for Friday nights after the Points sessions by any member wishing to provide such entertainment. These activities are coordinated by one or two members to ensure there is a simple form of entertainment lasting an hour or two every Friday night during the season.

On three or four occasions through the season other evening-long events such as a Race Night or other activity are organised which are usually held on a Saturday after a major bowling event. Two or three members usually coordinate a team of members to provide the entertainment for these social events.