

IT'S MY WEEK AS EVENT MONITOR

I will...

- Promote player safety and minimize the risk of injury.
- Organize events that operate smoothly to achieve optimal or near-optimal participation.
- Uphold our reputation as responsible, respectful tenants with all facility owners.

Event Monitoring - The Ten Tasks

1. Availability - On Monitoring Duties Spreadsheet, let us know when you are not available, e.g. travelling.
2. Speedy Contact - Make sure we can contact you quickly. Set WhatsApp and OS to real time.
3. Inform Members - Let everyone know you are the Event Monitor on OS by adding your name as EM to all sessions in your week.
4. Member Questions - Respond to member questions on the event chat.
5. Kittyhawk Opening and Closing - If event is at Kittyhawk, appoint a Key Monitor and input their name into OS and into Monitoring Duties Spreadsheet.
6. Event Cancellations - Monitor events for low sign ups - if 3/6 or less suggest it be cancelled, if 6/12 or less suggest size be reduced from 12 to 6.
7. Open Event to Public - Five days before event review number of sign ups. If event is full, continue to monitor. If less than full, switch to public on OS, except for ERNE sessions which are not made public and post to Facebook. Find full details in QuickGuide or Event Monitor Manual.
8. Event Fills Up - If event then becomes full, delete from FB, but leave it set at public.
9. Summer Weather Cancellations - In summer, if event is outside, monitor weather and suggest cancellation to @Cindy if rain is forecast.
10. Final clean up – Delete your outdated FB posts.

January 2026

“Kindness over competition”