

# 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 - Seven 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 and A+ which are not made public**) and post to Facebook. Find full details in 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 Final clean up – Delete your outdated FB posts.

June 2026

*“Kindness over competition”*