

Duty rota

Build the whole season in one sitting. The fairness column is the point: keep it visible and most rota arguments never start.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

The rules (agree once, print at the top)

- The rota is fixed [x] weeks ahead; gaps inside that window are everyone's problem to solve
- Swaps: arrange with someone qualified for the duty, then record it in the log below
- No-shows: [the club's agreed response, decided before it happens]

Season grid

Date	[Duty 1 e.g. safety cover - qualification needed]	[Duty 2 e.g. gate and signing-in]	[Duty 3 e.g. galley]	Notes
[date]				
[date]				
[date]				
[date]				

Fairness count

Member	Duties assigned	Duties done

Swap log

Date of duty	Original name	Covered by	Agreed on