



F02 CONFIGURED SUPPORTING DOCUMENT

Volunteer Roster Template

A controlled, editable working derivative for M-T1-CP-02-SD-02.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Controlled field	Controlled value
Status	REVIEW — configured derivative; not approved for operational release
Supporting-document code	M-T1-CP-02-SD-02
Exact derivative title	Volunteer Roster Template
Source initiative	M-T1-CP-02 - Local Markets Engagement
Source initiative code	M-T1-CP-02
Source initiative title	Local Markets Engagement
Initiative disposition	Absorbed as overlay
Canonical parent	M-T1-CP-14 - Pop-Up Rotary Activation System
Canonical parent code and title	M-T1-CP-14 - Pop-Up Rotary Activation System
Named overlay or migration label	Local Market Activation
Redirect or tombstone route	Permanent overlay alias from M-T1-CP-02 to M-T1-CP-14; retain M-T1-CP-02-SD-02 as the stable market-overlay asset code
Production family	F02 — People, Roster and Safety
Family master	Playbook_F02_People_Roster_Safety_Master.md
Family master version	1.0, issued 1 August 2026
Index authority	Playbook Supporting Documents Master Index v1.1, issued 2 August 2026
Family / master version	F02 / 1.0
Recorded master SHA-256	e9c57df5391e7774a9c00b8ac8ca21906d0c5c2f1e87592601079309620a9b74
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F02 Section 20 — M-T1-CP-02-SD-02 Local Market Activation roster overlay
Derivative version	0.1
Release status	REVIEW — initiative-configured working derivative; local approval required before operational release

Adaptation note: This is the Local Market Activation roster overlay for the Pop-Up Rotary Activation System. It requires market/date/location/shift coding; setup and pack-down pairs; active conversation, data-custody and relief coverage; weather, wind, public-flow and organiser escalation briefings; task rotation; and shift-level conversation and follow-up handover.

This roster supports planning and governance. It does not determine legal duties, insurance cover, safeguarding requirements or market-organiser conditions. Confirm the current local position before use.

1. Instructions

1. Create one controlled roster per market occurrence and use the same market, date, location and shift codes in F01 and F05 records.
2. Enter only people who have accepted a defined role and completed the required competency, screening and briefing gate.
3. Do not roster a person alone to manage public engagement, sensitive data, weather response and breaks.
4. Keep private contact and adjustment details in the restricted roster; issue a separate public duty list.
5. Record actual attendance, breaks, handovers, conversations and accepted follow-up at the end of every shift.

2. Controlled activation fields

Field	Entry
Market / organiser	_____
Market code	_____
Date and location code	_____
Public operating time	_____

Field	Entry
Approved footprint / stall position	_____
Access, setup and vehicle window	_____
Pack-down / site-clear deadline	_____
Event lead	_____
Roster lead	_____
Shift lead(s)	_____
Safety / first-aid contact	_____
Safeguarding contact	_____
Data custodian	_____
Organiser control contact	_____
Controlled roster/contact location	_____
Related F01 and F05 records	_____

3. Market readiness gate

Gate	Approved evidence or condition	Owner	Complete
Market terms, access, footprint, weights and permitted activity	_____	_____	[]
Weather/wind monitoring and shutdown triggers	_____	_____	[]
Emergency, lost-person, aggressive-conduct and organiser routes	_____	_____	[]
Insurance and local safety review	_____	_____	[]
Data capture, privacy notice, device/paper custody and follow-up	_____	_____	[]
Safeguarding and photography controls	_____	_____	[]
Accessible stall approach and conversation option	_____	_____	[]
Safe setup/pack-down travel, lifting and buddy arrangements	_____	_____	[]

Gate decision / reviewer / date: _____

4. Required roster pattern

- Setup pair with market access, footprint, weights and asset instructions.
- A named shift lead for every operating period.
- Approved public-facing coverage that never leaves one person to manage engagement, data, weather and breaks alone.
- Conversation hosts positioned forward of the table where the organiser permits.
- A data custodian controlling paper cards and devices.
- A relief host who can cover breaks without closing the stall or exposing data.
- A pack-down pair responsible for assets, waste, site sweep and organiser handback.

5. Controlled internal roster

Shift code	Volunteer ID / preferred name	Role	Start	Finish	Briefing	Shift lead	Planned break	Relief	Contact confirmed	Adjustment flag only	Ha
SETUP	_____	Setup / logistics	_____	_____	_____	_____	_____	_____	Yes / Pending	Restricted / None	—
_____	_____	Shift lead	_____	_____	_____	_____	_____	_____	Yes / Pending	Restricted / None	—
_____	_____	Conversation host	_____	_____	_____	_____	_____	_____	Yes / Pending	Restricted / None	—
_____	_____	Data custodian	_____	_____	_____	_____	_____	_____	Yes / Pending	Restricted / None	—

Shift code	Volunteer ID / preferred name	Role	Start	Finish	Briefing	Shift lead	Planned break	Relief	Contact confirmed	Adjustment flag only	Has a replacement
_____	_____	Relief / roaming host	_____	_____	_____	_____	_____	_____	Yes / Pending	Restricted / None	_____
PACK	_____	Pack-down / site sweep	_____	_____	_____	_____	_____	_____	Yes / Pending	Restricted / None	_____

Function	Setup	Opening	Peak	Break relief	Closing/pack-down	Backup accepted
Shift authority						[]
Weather/wind monitoring						[]
Conversation hosting						[]
Data and device custody						[]
Safety/first aid/safeguarding						[]
Asset and site control						[]

Briefing item	Instruction or trigger	Owner	Confirmed
Purpose and approved visitor message			☐
Footprint, public flow and accessible approach			☐
Wind, weather, heat and shutdown route			☐
Emergency, lost person and first aid			☐
Aggression, harassment and organiser escalation			☐
Safeguarding and photography			☐
Data notice, forms, device and follow-up custody			☐
Breaks, rotation, hydration and fit-for-task reporting			☐
Handover, site sweep and asset return			☐

Shift code	Outgoing lead	Incoming lead	Time	People/break status	Weather/site status	Assets/stock	Data/forms/dev
_____	_____	_____	____	_____	_____	_____	_____

Do not include telephone numbers, full legal names where unnecessary, adjustment details, screening status or emergency contacts.

10. Actual shift record and learning

Shift code	Actual attendance	Breaks delivered	Conversations	Enquiries handed to F05	Late change/no-show	Weather or safety exception	Improvement owner/date
_____	____	____	____	____	_____	_____	_____

Counts are operational learning measures, not permission to pressure visitors or add people to a marketing list.

11. Close-out and REVIEW approval

- ☐ Every person is signed off and has a safe departure plan.
- ☐ Equipment, weights, signs, keys, data, forms and devices are reconciled.
- ☐ Site sweep and organiser handback are accepted.
- ☐ Safety, safeguarding, welfare or privacy matters are transferred by restricted reference.
- ☐ Shift-level follow-up is owned and due-dated.
- ☐ Public copies and surplus contact exports are removed under the approved records route.

Approval role	Name	Decision	Date	Evidence
Roster/shift lead	_____	Reconciled / Return for action	_____	_____
Safety/data reviewer	_____	Controls accepted / Conditions	_____	_____
Event lead	_____	Approved / Not approved	_____	_____

Until approved, this derivative remains **REVIEW**.