



F02 CONFIGURED SUPPORTING DOCUMENT

Volunteer Roster

A controlled, editable working derivative for M-T1-CP-08-SD-03.
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-08-SD-03
Exact derivative title	Volunteer Roster
Source initiative	M-T1-CP-08 - Rotary in the Park
Source initiative code	M-T1-CP-08
Source initiative title	Rotary in the Park
Initiative disposition	Canonical retained with new title
Canonical parent	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Canonical parent code and title	M-T1-CP-08 - Neighbourhood Outdoor Connection Event
Named overlay or migration label	Former title remains a title alias
Redirect or tombstone route	Permanent title alias: "Rotary in the Park" remains attached to M-T1-CP-08; stable derivative code retained
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-08-SD-03 Neighbourhood Outdoor Connection Event roster overlay
Derivative version	0.1
Release status	REVIEW — initiative-configured working derivative; local approval required before operational release

Adaptation note: This roster applies the former “Rotary in the Park” configuration to the renamed Neighbourhood Outdoor Connection Event. It requires land-manager and weather coverage, setup and pack-down pairs, entrance and roaming hosts, competent activity leads, first-aid and safeguarding coverage, authorised lost-person and parent/carer handover roles, outdoor relief and hydration, environmental handback and a buddy plan for the final team.

This roster is a planning tool, not a substitute for the approved land-manager, safety, safeguarding, emergency, insurance or weather process. Confirm current local requirements and event-specific controls before use.

1. Instructions

1. Use the canonical internal initiative title, while retaining “Rotary in the Park” as the controlled public/title alias where approved.
2. Complete land-manager, weather, access, emergency and safeguarding gates before assignment.
3. Define each activity's competence, supervision, accessible option and stop trigger.
4. Avoid isolated perimeter, car-park, early setup and late pack-down duties unless the approved lone-work gate and backup controls are complete.
5. Keep personal contact, adjustment, screening and incident information outside the public duty list.
6. Record every weather review, break, handover, role change, sign-on and safe departure.

2. Controlled event fields

Field	Entry
Canonical event name	Neighbourhood Outdoor Connection Event: _____
Approved title alias, if used	Rotary in the Park: _____
Date / public hours	_____
Park, reserve or outdoor site	_____

Field	Entry
Land manager / booking reference	_____
Event lead / alternate	_____
Roster lead	_____
Site and weather lead	_____
Safety / first-aid lead	_____
Safeguarding / lost-person lead	_____
Accessibility contact	_____
Environmental/site-handback lead	_____
Related F01 plan and controlled roster location	_____
Emergency access / meeting point	_____

3. Outdoor readiness gate

Gate	Decision, threshold or evidence	Owner	Complete
Land-manager conditions, site boundaries and public access	_____	_____	[]
Weather source, check times and modify/pause/cancel triggers	_____	_____	[]
Shade, drinking water, toilets, seating and accessible route	_____	_____	[]
Emergency access, first aid, communications and meeting point	_____	_____	[]
Activity competence, equipment, supervision and accessible option	_____	_____	[]
Child-safe conduct, screening, supervision and parent/carer handover	_____	_____	[]
Lost-person process and authorised roles	_____	_____	[]
Perimeter, car-park, setup/pack-down and safe-departure controls	_____	_____	[]
Insurance, photography, data and incident routes	_____	_____	[]

Gate decision / reviewer / date: _____

4. Required roster pattern

Required function	Primary	Alternate / relief	Coverage rule
Site and weather lead	_____	_____	Checks before travel, setup, opening and at approved frequency
Setup and pack-down pairs	_____	_____	Shelters, weights, signs, seating and activity equipment; no isolated close
Welcome / entrance hosts	_____	_____	Cover approved entrances without blocking public use
Roaming host	_____	_____	Maintain observable public support across the activity area
Activity lead(s)	_____	_____	Verified competence and accessible participation option
Safety / first aid	_____	_____	Approved full-period coverage
Safeguarding / lost-person	_____	_____	Authorised supervision and parent/carer handover route
Relief / hydration	_____	_____	Cover outdoor roles before breaks are taken
Environmental / handback	_____	_____	Waste, vegetation, equipment, public access and site acceptance

5. Controlled internal roster

Volunteer ID / preferred name	Role / activity / zone	Start	Finish	Briefing	Supervisor	Planned break	Relief	Competence/screening status	Adjustment flag only
_____	Setup pair / _____	_____	_____	_____	_____	_____	_____	Verified / Pending / N/A	Restricted None

Volunteer ID / preferred name	Role / activity / zone	Start	Finish	Briefing	Supervisor	Planned break	Relief	Competence/screening status	Adjustment flag only
	Site/weather lead							Verified / Pending	Restricted None
	Welcome / entrance							Verified / Pending	Restricted None
	Activity lead /							Verified / Pending	Restricted None
	Safeguarding/lost person							Verified / Pending	Restricted None
	Relief / hydration							Verified / Pending	Restricted None
	Pack-down/handback pair							Verified / Pending	Restricted None

6. Activity and supervision plan

Activity / zone	Audience	Lead	Required competence	Accessible option	Approved supervisor model	Relief	Stop triggers

7. Weather and site review record

Check point	Planned time	Actual time	Official source / observation	Threshold status	Decision	Communicated by / method
Before volunteer travel				Within / Near / Exceeded	Proceed / Modify / Pause / Cancel	
Before setup				Within / Near / Exceeded	Proceed / Modify / Pause / Cancel	
Before opening				Within / Near / Exceeded	Proceed / Modify / Pause / Cancel	
Scheduled review				Within / Near / Exceeded	Proceed / Modify / Pause / Cancel	
Close/pack-down				Within / Near / Exceeded	Proceed / Modify / Pause / Cancel	

8. Briefing and coverage checklist

- ☐ Site boundary, public access, toilets, water, shade, accessible route and emergency access are shown.
- ☐ Shelter/weight, furniture, equipment and manual-handling instructions are demonstrated.
- ☐ Weather checks and modify/pause/cancel authority are understood.
- ☐ Activity leaders know competence limits, supervision, accessible options and stop triggers.
- ☐ Child and family contact remains observable and within the approved supervision model.
- ☐ Lost-person and parent/carer handover roles use the authorised process.
- ☐ No unapproved isolated perimeter, car-park or final pack-down role remains.
- ☐ Break, hydration, fit-for-task and welfare reporting routes are active.
- ☐ Final team has a buddy, transport and safe-departure plan.

9. Break, handover and safe-departure record

Volunteer ID	Planned break	Relief	Actual break	Handover output / accepted by	Finish	Safe departure / buddy	Shift-lead check

Volunteer ID	Planned break	Relief	Actual break	Handover output / accepted by	Finish	Safe departure / buddy	Shift-lead check
_____	_____	_____	_____	_____	_____	_____	_____

10. Public duty list

Time	Public role	Preferred name	Location	Ask this person about
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Exclude private contact, adjustments, screening evidence and emergency details.

11. Close-out and REVIEW approval

- ☐ Every person is accounted for, signed off and safely departed.
- ☐ Activities are closed and equipment, signs, weights and seating are reconciled.
- ☐ Waste, vegetation, public access and site condition are checked.
- ☐ Land-manager handback is accepted and damage/issues are recorded.
- ☐ Safety, safeguarding, lost-person, privacy and welfare matters are transferred by restricted reference.
- ☐ Weather decisions, breaks, late changes and lessons are recorded.

Approval role	Name	Decision	Date	Evidence
Roster/site lead	_____	Reconciled / Return for action	_____	_____
Safety/safeguarding reviewer	_____	Controls accepted / Conditions	_____	_____
Event lead / land-manager handback	_____	Approved / Not approved	_____	_____

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