



Duty Officer Roster: July – December 2011

July

Monday	Tuesday	Thursday	Friday
			1 Blair
4 Lorraine	5 Michael	7 Shona	8 Marlene
11 Yvonne	12 Mark	14 Daphne	15 Graham
18 Pauline	19 Ann	21 Jane	22 Marlene
25 Adrienne	26 Michael	28 Adrienne	29 Blair

August

Monday	Tuesday	Thursday	Friday
1 Shona	2 Graham	4 Adrienne	5 Shona
8 Yvonne	9 Blair	11 Daphne	12 Blair
15 Adrienne	16 Michael	18 Jane	19 Marlene
22 Pauline	23 Graham	25 Adrienne	26 Blair
29 Shona			

September

Monday	Tuesday	Thursday	Friday
		1 Jane	2 Graham
5 Shona	6 Michael	8 Daphne	9 Mark
12 Yvonne	13 Ann	15 Maureen	16 Marlene
19 Pauline	20 Michael	22 Jane	23 Blair
26 Lorraine	27 Maureen	29 Dawn	30 Maureen

October

Monday	Tuesday	Thursday	Friday
3 Shona	4 Graham	6 Maureen	7 Marlene
10 Yvonne	11 Blair	13 Marlene	14 Maureen
17 Lorraine	18 Keith	20 Adrienne	21 Mark
24 NO PLAY	25 Maureen	27 Shona	28 Blair
31 Shona			

November

Monday	Tuesday	Thursday	Friday
	1 Michael	3 Adrienne	4 Blair
7 Shona	8 Graham	10 Maureen	11 Marlene
14 Lorraine	15 Mark	17 Daphne	18 Maureen
21 Pauline	22 Ann	24 Keith	25 Blair
28 Lorraine	29 Adrienne		

December

Monday	Tuesday	Thursday	Friday
		1 Adrienne	2 NO PLAY
5 Shona	6 Michael		

Duty Officer Up-date

Hi All

Once again thanks with your help running the Club by being a Duty Officer.

Just some changes for you to note and they have been updated on the notice board.

1. With the new dishwasher/sterilizer there is a different start-up procedure. **(DAYTIME ONLY)**

Put in the plug.

Switch on at the wall.

Push the large blue button.

The machine will go through filling up and heating the water. This is indicated by the bottom 2 lights.

It takes about 6 minutes to reach the desired temperature so you can go and do other duties then come back.

The 3rd to bottom light comes on when the water reaches the desired temperature.

You then lift up and down the lid and this will cause the machine to operate and circulate the hot water.

The machine is now ready for the Tea Lady.

2. The Bridgemates are prepared by you by checking they are in the start mode.

Put them in the basket and leave in the office for the scorer to distribute.

At the end of play collect the used Bridgemates and leave in the basket in the office.

This allows the scorers to use data from the individual Bridgemates if there is a problem.

The scorer will put them away in the suitcase.

3. We are trialling the travelling sheets behind the boards at the request of some of the Directors.

I will be asking North players at the end of play to discard the travelling sheets.

You will need to see that this is done when you return the boards to the box in numerical order

Cheers

Adrienne Gilbert
President

