

Roster

A roster is a vital document needed to organize employees' schedules and duties within the organization. This ensures that everyone is well aware of their shift and their agenda for the week or the month.



Roster Definition & Meaning

A roster is defined as a list of activities and schedules designed for members of an organization.

This is meant to ensure that there is an availability of staff who can work on a particular shift.

What Is a Roster?

Some companies require their employees to work on shifts since they need to stay open longer than the regular working hours. So to ensure that there is no shortage of staff, a roster is prepared by the supervisors and then authorized by the manager or department head. This document is posted and serves as an official order by which people need to abide by.

10 Types of Roster

Attendance Roster

An [attendance roster](#) is used in schools to record the participation of a group of people in an organization or a team. This document is used on a daily basis, especially in schools or training sessions, or whenever a manager needs to meet with their team. Its content includes the list of names, the dates, and their attendance status.

ATTENDANCE ROSTER

Advertising Arts Institute

3271 Capitol Avenue, Crawfordsville, IN 47933
industrialdesigninstitute@gmail.com | 222 555 7777

COURSE:
INSTRUCTOR:

STUDENTS NAME	GENDER	PHONE NUMBER	EMAIL	SIGNATURE
Alden Chaote	M	222 555 7777	aldenchaote@gmail.com	
Frederick Sepe	M	222 555 7777	fredsepe@gmail.com	
William Kiefer	M	222 555 7777	williamkiefer@gmail.com	
Marsha Hite	F	222 555 7777	marshahite@gmail.com	
Kristina Nabors	F	222 555 7777	tina.nabors@gmail.com	
John Easley	M	222 555 7777	johnasley@gmail.com	
Rose Woodruff	F	222 555 7777	rose.woodruff@gmail.com	
Elize Brooks	F	222 555 7777	elizebrooks@gmail.com	
Nathan Bacon	M	222 555 7777	nathanbacon@gmail.com	
Edward Swink	M	222 555 7777	edwardswink@gmail.com	
Paula Heyes	F	222 555 7777	paulaheyes@gmail.com	
Richard Simpson	M	222 555 7777	richard@gmail.com	
Eve Wilmot	F	222 555 7777	evewilmot@gmail.com	

• Editable | Printable
• Instant Download

W

TEMPLATE.NET

Cleaning Roster

A [cleaning roster](#) is prepared to orderly assign different cleaning tasks for each individual. This is commonly used in schools to assign a set of students to clean on a particular day of the week, or for cleaning personnel working in an office or any other property. This kind of roster designates what areas are to be clean, who should be doing it, and on what day.

CLEANING ROSTER

Newtown Cleaning Services

3300 S Berkley Blvd, Key West, FL 33040
newtowncleaningservices@zmail.com | 222 555 7777

EMPLOYEE NAME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Richard Melton	10am – 7pm	10am – 7pm	10am – 7pm	10am – 7pm	10am – 7pm
Carlos Carlson	10am – 7pm	10am – 7pm	10am – 7pm	10am – 7pm	10am – 7pm
Linda Conte	9am – 6pm	9am – 6pm	9am – 6pm	9am – 6pm	9am – 6pm
Franklin Newman	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm
Robin Watkins	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm
Matthew Cohen	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm
Martha Salazar	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm
Charles Partin	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm
Sandra Campbell	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm
Erin Spear	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm

- Editable | Printable
- Instant Download



TEMPLATE.NET

Duty Roster

A work shift or [duty roster](#) shows a list of personnel, their corresponding tasks hours of duty, and days off for each member of the staff. This kind of roster is bound to change on a weekly or monthly basis, depending on the organization's work policy and the industry it is in. This document is sometimes presented in a calendar or spreadsheet format.

EDITABLE | PRINTABLE | INSTANT DOWNLOAD

DUTY ROSTER

White Lane Secondary School

3479 Chapel Street, Houston, TX 77063
whitelaneschool@gmail.com | 222 555 7777

DUTY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sweep and mop the floor	Patricia Oliver & Jose Fields	Mary Yoon & Todd Yi	Steven Clark & Jessie Simmons	Julia Miller & Jenny Morales	Yong Steele & Shirley Pitman
Arrange tables and chairs	Thomas Louder & Benjamin Day	Chris Church & Shannon Wright	Clay Mullins & Marvin Lewis	Danny Greenwood & Monice Jones	Bruce Ross & Maria Nelson
Empty trash bins	Julia Miller & Jenny Morales	Yong Steele & Shirley Pitman	Mary Yoon & Todd Yi	Steven Clark & Jessie Simmons	Patricia Oliver & Jose Fields
Dust shelves and filing cabinets	Danny Greenwood & Monice Jones	Bruce Ross & Maria Nelson	Chris Church & Shannon Wright	Clay Mullins & Marvin Lewis	Thomas Louder & Benjamin Day
Dust and clean furniture surfaces	Patricia Oliver & Jose Fields	Mary Yoon & Todd Yi	Steven Clark & Jessie Simmons	Julia Miller & Jenny Morales	Yong Steele & Shirley Pitman
Clean entrance door	Thomas Louder & Benjamin Day	Chris Church & Shannon Wright	Clay Mullins & Marvin Lewis	Danny Greenwood & Monice Jones	Bruce Ross & Maria Nelson
Sanitize high touch surfaces	Julia Miller & Jenny Morales	Yong Steele & Shirley Pitman	Mary Yoon & Todd Yi	Steven Clark & Jessie Simmons	Patricia Oliver & Jose Fields
Put or dispose of unnecessary objects in the classroom	Danny Greenwood & Monice Jones	Bruce Ross & Maria Nelson	Chris Church & Shannon Wright	Clay Mullins & Marvin Lewis	Thomas Louder & Benjamin Day



Employee Roster

An [employee roster](#) is a vital document used by management to organize employees' workload and assignments, their work location, and working hours. This is essential to ensure that every employee is made available on certain days of the week. Business operations tend to be successful when an employee roster is carefully prepared beforehand.

Employee Roster



East Industries

2203 Henery Street, Wichita, KS 67226
pathfinderstraining@gmail.com | 222 555 7777

Department: Accounting

EMPLOYEE NAME	BIRTHDATE	CONTACT #	POSITION	MONTHLY SALARY
Jose Hopper	May 18, 2060	222 555 7777	Director	\$15,00.00
Amanda Hutzler	December 10, 2064	222 555 7777	Accounting Manager	\$12,200.00
Joyce Carver	August 09, 2061	222 555 7777	Accounting Assistant Manager	\$11,200.00
Donna Dowell	March 12, 2064	222 555 7777	Analyst	\$7,500.00
Robin Gomez	September 20, 2070	222 555 7777	Analyst	\$7,500.00
Matilda Shelton	September 03, 2066	222 555 7777	Analyst	\$7,500.00
Erica Greene	March 03, 2060	222 555 7777	Accounting Clerk	\$6,000.00
Abe Lozano	January 28, 2062	222 555 7777	Accounting Clerk	\$6,000.00
Otis Hill	June 11, 2068	222 555 7777	Accounting Clerk	\$6,000.00
Casey Poole	July 03, 2064	222 555 7777	Accounting Clerk	\$6,000.00

- Editable | Printable
- Instant Download



TEMPLATE.NET

Softball Roster



A softball game is a sports activity that is similar to baseball yet the balls used are larger and the pitches are thrown underhand rather than overhand. Because this particular sport needs nine or ten players from one team on the field at a time, it is crucial that the team's manager is able to organize each player's role. A [softball roster](#) is a great tool to ensure that every member of the team is equally distributed and is able to play.

SOFTBALL ROSTER

Team Name: Golden Bats
Coach Name: Ronald York

PLAYER NAME	NUMBER	HEIGHT	POSITION
Paul Stephens	00	5'9"	Catcher
Howard Kinley	05	5'7"	Pitcher
Richard Neill	09	5'8"	First Baseman
Harry Campbell	12	5'6"	Second Baseman
Jose Baker	19	5'7"	Third Baseman
Lloyd Tolan	22	5'8"	Shortstop
Delmer Knighton	26	5'10"	Left Fielder
Randy Bullock	33	5'7"	Center Fielder
Elias Murphy	45	5'5"	Right Fielder
John Frias	48	5'6"	Pitcher / 1B
Noah Gilpin	60	5'9"	Catcher / 2B
Robert Spriggs	88	5'7"	LF / CF

- Editable | Printable
- Instant Download



TEMPLATE.NET

Monthly Roster

Some organizations would require their employees to change shifts or be assigned elsewhere. A [monthly roster](#) is a document that helps organize the monthly schedule, workload, leaves, and assignment location of each member of an organization. This is to ensure that every schedule has staff available and reduces the reliance on workers who can come at short notice.

EDITABLE | PRINTABLE

MONTHLY ROSTER



Monthly Roster


XYZ Enterprises

4765 Harron Drive, Baltimore, MD 21201
xyzenterprises@gmail.com | 222 555 7777

EMPLOYEE NAME	JANUARY	FEBRUARY	MARCH	APRIL
Leslie Bradley	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Kendra Cheung	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Heather Melton	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Gertrude Do	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Marc Pierce	8am – 5pm	8am – 5pm	8am – 5pm	8am – 5pm
Jenny Ruiz	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm
James Decker	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm
David Rowan	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm
Robert Ford	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm
Dennis Kelly	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm
Clara Dicken	2pm – 10pm	2pm – 10pm	2pm – 10pm	2pm – 10pm

INSTANT
DOWNLOAD





TEMPLATE.NET

Training Roster

A [training roster](#) is an important document used by trainers to organize the training schedules and activities of their participants. This gives them an idea of how many people are joining, and their needs and helps them prepare all the other necessary provisions. This document also ensures that there is no conflict between the scheduling and they have the right number of participants.



EDITABLE | PRINTABLE | INSTANT DOWNLOAD

TRAINING ROSTER

Trusted Partners Agency
3135 Hall Street, Las Vegas, NV 89121
trustedpartnersagency@gmail.com | 222 555 7777

Training Program: Change Management Training
No. of Participants: 15

LAST NAME	FIRST NAME	M.I	DEPARTMENT
Faber	Wade	M.	General Management
Miller	Earl	B.	General Management
Parker	Theo	S.	Marketing
Duke	Mary	J.	Marketing
Presley	Annie	A.	Marketing
Brown	Robert	I.	Finance
Delgado	Stacey	L.	Human Resource
Whitney	Dorothy	R.	Marketing
Leblanc	Mike	Q.	Marketing
Kelley	Jeremiah	A.	Finance
Blevins	Stanley	J.	General Management
Leeds	Adam	A.	Finance



TEMPLATE.NET

Camp Roster

Large-scale camping activities have a sizeable amount of participants and would expand to several weeks. A [camp roster](#) is needed to track and make sure that organizers have information about their participants. This is essential in preparing different camp activities, what needs to be provided, and other requirements that need to be taken into consideration.

EDITABLE | PRINTABLE

CAMP ROSTER



CAMP ROSTER


St. Claire Elementary School

3479 Chapel Street, Houston, TX 77063
stclaireelementaryschool@gmail.com | 222 555 7777

STUDENT NAME	ID	GRADE LEVEL	PHONE NUMBER	AGE	GENDER
Rebecca Kelsey	2078-010	4	222 555 7777	9	F
Kathy Greer	2078-658	4	222 555 7777	9	F
Jerry Rose	2078-130	4	222 555 7777	10	M
Bess Watson	2078-081	5	222 555 7777	10	F
Edward Lopez	2078-100	5	222 555 7777	10	M
Callie Mcdaniel	2078-085	6	222 555 7777	12	F
Chris Breen	2078-212	6	222 555 7777	12	M
Nick Sandoval	2078-924	6	222 555 7777	13	M
Karen Esquivel	2078-223	5	222 555 7777	10	F

INSTANT
DOWNLOAD





TEMPLATE.NET

Sports Roster

Sports teams consist of a number of players and some are not required to play all together. A [sports roster](#) is a great tool to organize each player's schedule, including training and time off if needed. This is particularly used for volleyball, soccer, basketball, hockey teams, or any sporting event with several players involved.


Sports Team Roster

West Side University
2618 Clair Street, Waco, TX 76706
westsideuniversity@zmail.com | 222 555 7777

Team Name: Blazing Dragons
Coach Name: Sam Ross
Assistant Coach: Charles Salazar

PLAYER NAME	NUMBER	POSITION	HEIGHT	WEIGHT	BIRTHDATE
Richard Jordan	11	Position 1	6'8"	290 lbs.	December 8, 2056
Sidney Posey	29	Position 2	5'10"	274 lbs.	January 3, 2059
Rod Cruz	08	Position 3	6'7"	265 lbs.	June 6, 2060
Shawn Bates	45	Position 4	6'7"	280 lbs.	May 9, 2061
Mark Stack	38	Position 5	6'5"	286 lbs.	May 15, 2059
Peter Simpson	30	Position 6	6'3"	274 lbs.	August 07, 2057
Lucas Keefer	33	Position 7	6'5"	292 lbs.	June 19, 2060
Alan Street	36	Position 8	6'2"	260 lbs.	October 10, 2059
Peter Matlock	48	Position 9	7'0"	275 lbs.	September 07, 2058
Brian Lopez	54	Position 10	6'4"	260 lbs.	August 01, 2056
Leonard Goings	62	Position 11	6'1"	670 lbs.	March 1, 2058

- Editable | Printable
- Instant Download



TEMPLATE.NET

Chore Roster

A [chore roster](#) is used for chores especially when space or property such as dormitories and apartments are shared with a number of occupants. This document contains the list of names assigned to each chore on a particular day of the week. In most cases, a chore roster is changed on a weekly or monthly basis.

EDITABLE | PRINTABLE | INSTANT DOWNLOAD

CHORE ROSTER

NAME	CHORE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
JAMES	Sweep the floor	DONE	DONE	DONE	DONE	DONE
	Wipe the windows	DONE	DONE	DONE	DONE	DONE
	Water the plants	DONE	DONE	DONE	DONE	DONE
	Pick up the toys	DONE	DONE	DONE	DONE	DONE
	Put away unnecessary things	DONE	DONE	DONE	DONE	DONE
	Arrange furniture	DONE	DONE	DONE	DONE	DONE
STACEY	Wipe the tables and chairs	DONE	DONE	DONE	DONE	DONE
	Put away the trash and replace a new garbage bag					
	Take out the recyclables					
	Load/unload the dishwasher					
	Do laundry					
	Hang clothes					

W

TEMPLATE.NET

Roster Uses, Purpose, and Importance

Managing a group of people and their work schedules can be a daunting task for management or a sports athletic team. Preparing a roster ensures that a business or the team is able to operate favorably and the workload is evenly distributed without conflict. Since this document serves as a formal order that instructs those who are involved on their assigned tasks and corresponding schedules.

Ensures That Employees Are Readily Available

The process of planning and organizing a roster involves organizing employees' schedules and shifting their assignments and tasks. But more importantly, a roster ensures that enough workers are available to keep their operations running smoothly and are able to meet customers' needs. This is quite applicable for a company that is open more than the regular working hours and would need to shift their employees every once in a while.

Cost-Effective

Properly preparing a roster would help companies save money. A roster will ensure that is enough staff available for a particular shift. In this way, it can assist managers in controlling their labor costs and making sure they are within the budget.

Equality

Whether you are creating a roster for your crew or a women's softball team you need to make sure that you've equally distributed their tasks and schedules. A well-made roster should be able to establish a fair working environment amongst its members and colleagues. This will ensure that everyone gets to work equally and are able to take their day off as required by the law. Which in the end will eventually lead to better performance and satisfaction.

Quality of Service

When organizing staff it is important also to make sure that the staff available on a particular shift are well equipped and knowledgeable. They should be a mix of those who are

experienced and perhaps others who are starting. The right set of people in a particular shift or a team off to play should be able to deliver quality service or perform accurately.

Minimize Errors

Rosters also make sure that staff are able to follow the right schedule and are well aware of who works on the next shift. This will help minimize errors such as miscommunication or perhaps wrong endorsements. With a documented order such as a roster, both management and staff will be able to track and monitor each one's tasks and schedules.

What's in a Roster? Parts?

Title

In the upper portion of the document, write down the title so the reader would be able to identify what the roster document is all about.

Purpose

A brief statement should explain the purpose of the roster to give the reader additional information. Is the document all about changing employee shifts and work assignments or is it a list of training participants?

Names

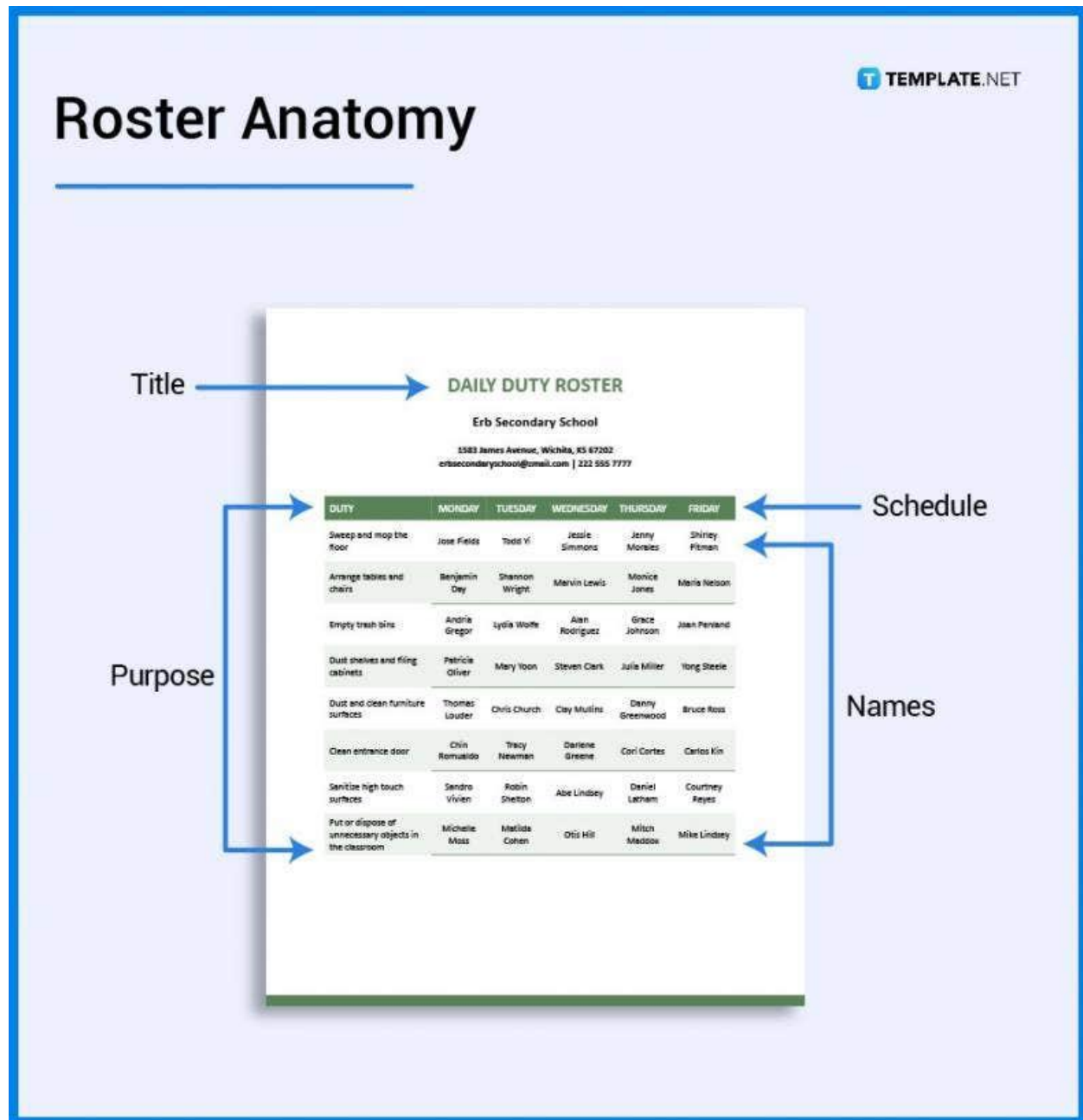
A roster should include the list of names of the team members, employees, or participants.

Details

If the roster is needed for a training event, a sports team, or employees then it is vital to include specific details relevant to the purpose of the document. This may include contact and personal information, position, department, and other relevant details.

Schedule

If the roster is designed to prepare schedules then create separate columns for the day, hours, and month that should be assigned to each employee or participant.



How To Design a Roster?

1. Choose a [Roster Size](#).
2. Decide on the purpose of the roster document.
3. Select a [Roster Template](#).
4. Customize the template and write down its content.
5. Add any icons or logos.
6. Finalize and download.

How to Design a Roster?

- 1 Choose a Roster Size.
- 2 Decide on the purpose of the roster document.
- 3 Select a Roster Template.
- 4 Customize the template and write down its content.
- 5 Add any icons or logos.
- 6 Finalize and download.

Roster vs. Schedule

A roster is a list of names that includes schedules, work assignments, responsibilities, and locations for a given time period.

A schedule on the other hand is the assigned schedule (day, month, hours) given to an individual and is simpler in format.

What's the Difference Between Roster, Vector Scheduling, and Schedule?

A roster is a given order that instructs a group of people on their schedule and assignments and it also records their information.

Vector scheduling is a type of software that helps accurately manage an employee's work schedule, overtime, payroll, and compensation.

A schedule on the other hand is more like a timetable of plans, activities, and a list of names.

Roster Sizes

A roster is a document that holds valuable information that includes names, schedules, and more. Since a roster is a lengthy document, choosing the correct [roster sizes](#) such as the following is important.

Roster Sizes	
Types of Rosters	Size (in)
Letter	8.5 × 11
A4	8.3 × 11.7

Roster Ideas and Examples

A roster may be widely used in businesses but it is also applicable in various aspects that involve managing a group of people. To identify which works best for you, we've got a list of [roster ideas](#) and examples that may fit your needs.

- Roster Ideas and Examples
- Travel Roster Ideas and Examples
- Schedule Roster Ideas and Examples
- Camp Roster Ideas and Examples
- League Roster Ideas and Examples
- Sign in Roster Ideas and Examples
- Testing Roster Ideas and Examples
- Weekly Roster Ideas and Examples
- Grading Roster Ideas and Examples
- Class Roster Ideas and Examples
- Shift Roster Ideas and Examples

FAQs

Why Is Roster Data Important?

Roster data is important because this serves as a reference for organizing a roster document and making sure that schedules are properly planned and employees are readily available.

What Are the Tips for Creating a Roster?

To create an effective roster you need to plan your week or month, collect staff availability and double-check their functions, strictly implement leave request policies, and make sure to constantly monitor the roster.

What Are the Different Roster Benefits?

Rosters can help you save on cost, increase the quality of service offered, enhance work performance and productivity, and makes sure that you've got staff available to serve clients.

How Do You Prepare a Roster?

To prepare a roster document, first, cross reference your weekly or monthly planned schedule with the team/staff, then plan the assigned teams, then share the roster with the team to get any feedback, and lastly make sure you allocate time for day-off and leaves.

What Does a Healthy Roster Do?

A healthy roster is an online platform that is used by athletic trainers and it provides an avenue for engagement, care coordination, communication, and outreach tools for trainers and sports medicine departments.

What Is Included in the Faculty Roster?

A faculty roster is a tool that is used by colleges and universities which provides instructors an outlet to organize their coursework, credentials, and modules and is also a list of tenured faculty, tenure-track faculty, non-tenured appointments, and adjunct/part-time instructors.

What Is a Roster Verification?

A roster verification is a tool that provides verified data to teachers which can help them develop their reports and instructions so they may be able to meet their student's needs and requirements.

What Is a Roster Note?

A roster note is used to add comments of individual students regarding their performance.

How to Make a Cleaning Roster?

To create a cleaning roster first you need to plan what kind of cleaning activities or tasks should be accomplished and on what day of the week, then assign personnel and map out their schedule, and lastly make sure everyone has an equal distribution of their tasks.

Why Should Teachers Complete Roster Verification?

It is important to complete the process since this is essential in assigning instructional responsibility to the students they teach.