

DUTY CLASS – CHECKLIST

Before Racing

- Set up chairs in the clubhouse for briefing.
- Check paper towels in kitchen, empty dishwasher
- Fill drinks fridge & adult drink fridge as necessary. Empty dishwasher if clean, put sign to dirty.
- Hoist National Flag to highest hoist and hoist Club Flag on southern hoist.
- Unlock boat storage bays and put out the club's trolleys.
- Put out hoses with trigger handles. Hoses are in Bay 'A'.
- Take club dinghy and oars to the beach, as required by Race Control Officer.
- Turn radio on. Channel 91 is the usual channel.
- Set up club tablets to be used for 'Sign On', Boat Logbook and Volunteer Roster.
- Put out square tablet located in office cupboard next to keys and plug in next to drinks fridge. Put out money box.

After Racing

- As scheduled, fire up the barbeque and prepare food, as necessary. Clean BBQ area afterwards.
- Collect dinghies with oars and any marks (if used). Collect marks and hang them at the back of Bay.
- Check beach and grassed area. Store any equipment and any lost property that has been found.
- Store hoses in Bay 'A' and turn off external taps.
- Lower flags and store in clubhouse.
- Put dirty bbq plates, utensils plus any cups/glasses into dishwasher, put soap cube in turn on and switch sign to clean.
- Switch off radio (**NOT** at main switch).
- Put Square tablet and money box back in to office cupboard next to keys cupboard
- Empty rubbish bins in clubhouse: paper into yellow, bottles into blue bin and general rubbish into red bin.
- Secure clubhouse by closing windows and locking upstairs doors including sliding doors and door to balcony near stairwell.
- Turn off all upstairs clubhouse lights.
- Lock office, stair door, lost property, and roller shutters.
- Check front door is locked and secure by trying handle. If it is not secure, press the small button in the edge of the door to activate the lock.