TANKERTON BAY SAILING CLUB

Duty Manager – programmed events

In the week before

1. Check the Duty Team (contacts on DutyMan) are aware of duties, and are prepared for the day
2. One day before - check to see if any club boats are booked out on the On-Line System.
3. Make sure you know the codes/links - refer to Duty Manager WhatsApp Group description

On the day (if members are already at the club, you can always enlist their help!!)

1. Arrive **an hour and a half** before the start time, to give yourself time to prepare
2. Check the water is on (its should be left on) - the switch is just inside the back door
3. Unlock the clubhouse and release the alarm
4. Add your name as DM and those on duty to the Race Board
5. Raise the shutters & open the bar/galley window and hatch
6. Place the participation sheet by the front door and politely remind everyone to complete
7. Fix the external club pole and flags
8. If warm enough, place tables and chairs outside
9. Check the changing rooms are open
10. Turn three galley water switches on if you arrive first (with turquoise stickers)
11. Open the main gate
12. **Power Boat team** to arrive **an hour and a half** before start time. Check they are aware of duties
13. **Galley and Bar team** to arrive **an hour** before start time. Check they are aware of their duties. .
14. **Race Office Team** to arrive **an hour** before start time. Check they are aware of their duties. .
15. Unlock and sign out club boats and any equipment borrowed. Collect money if required.
16. Be prepared to step in or arrange a substitute if duty team members don't show
17. Ensure any incidents, accidents or near misses are recorded on an incident form
18. As DM, you may have other requests on the day, please be the first point of contact for these.
19. ***Once complete, either go & enjoy the sea or just relax in the clubhouse.***

At the end of the day (if members are still at the club, you can always enlist their help!!)

1. Thank the Duty Team
2. Make sure all club boats locked up and any used equipment is replaced and signed back in
3. Make sure the PB team have cleaned and locked down the support boats
4. Make sure the ramp post is in place and locked down
5. Ensure the Sail Locker, Crypt, Sundeck locker and PB locker are all closed and locked.
6. Check keys are in the lobby key safe.
7. Photograph the race results sheets (1 for each race) and add to Duty Managers WhatsApp Group
8. Bring in outside tower flags, check tower door is locked and the radios are upstairs and turned off.
9. Ensure any chairs and tables outside are put away
10. Ensure keys are put away in the indoor key safe
11. Lock the gate and close the windows in the galley
12. Close electric shutters **FROM THE OUTSIDE**, making sure nothing is in their way and they fully close
13. Check all items in the galley are cleaned away, switches off and boiling water drained
14. On a Sunday Duty, empty club bins and place main bin outside the gate
15. Switch off any lights, set the alarm & lock the internal door making sure key is in lobby key safe
16. Turn off lobby light and shut the back door
17. Any Issues from the day, please note on the Duty Managers WhatsApp group