



KIELDER WATER SAILING CLUB

COMMITTEE MEMBER ON DUTY

GUIDANCE DOCUMENT AND CHECKLIST v2

Key Responsibilities	Done
During the week check Dutyman to ensure you know who is on duty, what racing is planned which RIB'S are to be used. Identify any attendance problems.	
Open up the clubhouse, galley and race office. Fill any vacancies if members fail to attend for duty.	
Identify any new members and proactively assist anyone who wishes to sail by ensuring they are partnered, helms/crews	
During the day be available for any visitors, prospective new members and to offer help and advice as required. Carry out Induction tours as required. Generally to act as the focal point for the day's activities. Be aware of the club Emergency procedures and be prepared to act if necessary.	
At the end of the day ensure all rubbish is removed or recycled. Member's galley is clean and tidy. Confirm with the Race Office that all containers, fuel store and committee boats are secured.	
During the day try to make your best estimate of the number of people using the club, and make a note on the Race signing on sheet.	
Try, if possible to ensure the members galley is used correctly.	
Lock up, and ensure the Clubhouse in secure if no members are staying over.	
If you feel up to it why not write a report on the days sailing for the forum/facebook sites.	

Committee Checklist for 'Closing Down' the Club House

As a Committee Member it is your responsibility to supervise the close down of the club house – not necessarily to do it yourself but to make sure it happens with one or more individual members.

Changing Rooms (3):

Light off	Heaters Off	Windows Shut
Showers off	Hot water off	Bins emptied
Hairdryer (ladies) off	Fans off	

Galley:

Rear shutter locked (key with front shutter key and shutter door key in safe box)	Recorded Galley takings in Galley book	Dishwasher off
Money box in Rear shutter (al but approx £15 float given to PH for banking)	Fan off	Hot water off
Beverage boiler off	Rear door locked	Windows shut
All tidied up	Bins emptied	

Members' Galley:

Fridge emptied as required (but left switched on with door closed)	Hot water off	Hob off at wall
Extractor fan off	Toaster and kettle off	Bins emptied

Garage/Orkney Committee Boat:

All petrol containers removed from RIBs and placed in fuel store	Orkney engine removed	Orkney fuel can removed
Orkney cover in place	Wheel clamp on and the clamp cover locked.	RIB isolator switches off
Radios off or removed	Flag pole down	Race course board to race office (and courses removed for drying if necessary)
Garage lights off	Garage door closed and secure	

Containers (4):

Light off (if applicable)	Padlock in place and key back to key safe	Door locked
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Fuel Dump:

Both cupboards locked

Training Shed:

Locked? And Key returned to hook near phone

Race Office:

Computer Off	Printer Off	Main radio off
Hand held radios on charge (there should be 4 plus one VHF set)	Horn off	Curtains shut
Door locked		

Main Club House:

Outside light off (yellow cable below phone)	All rubbish from all bins taken to Tower Knowe bins.	Double fire doors shut properly
Bins emptied	Lights off including lobby	Windows shut
Recycling (plastic/cans) taken to Tower Knowe bins by someone	Stove closed down	Club alarmed
Front door latch off to lock it		

Club Main Gate:

Locked (or someone doing this)	Notify and remaining members that they are responsible for any shutting down not managed at the point you leave. (Remember, almost all non committee members are not in a position to lock the galley/garage/race office/fuel dump/container and to set the alarm.)	
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Thank you.