**Duty Manager – club based events – Covid -19 Guidelines**

**In the week before**

1. Check that the Duty Team are aware of their duties, the Covid -19 guidelines that are on our website and are prepared for the day
2. One day before - check to see if any club boats booked out on the On-Line System. Check if those booked have to pay or if it’s part of their membership
3. Make sure you know all the codes - these are on the Committee WhatsApp Group description

**On the day**

1. Arrive at least **an hour and a quarter** before the start time, to give yourself time to prepare
2. Use hand sanitisers on arrival and wear a face covering whilst on duty in the clubhouse
3. Check the water is on - the switch just inside the back door
4. Unlock the clubhouse and release the alarm
5. Raise the shutters & open the bar/galley window and hatch
6. Fix the external club pole and flags
7. Place tables and chairs outside in the socially distanced bays
8. Check the changing rooms are open and bays correctly marked for Covid (Gents 6 and ladies 3). Turn extractor fans on in the changing room when people are getting changed
9. Check that hand sanitisers, spare face coverings and Covid notices are in place around the club
10. Open the upstairs tower door, the front doors and one of the kitchen windows to allow air flow
11. Place the Face Covering reminder table just inside the Balcony front door.
12. Check the CC is aware of their duties – eg recording members (no guests at this time allowed) for track and trace, supporting members to understand our guidance
13. Check that the bar is manned and the bar person is aware of how things work and their duties.
14. Check that the Race Officer, Assistant Race Office and Support Boat teams are aware of how things work and their duties
15. Ensure PB teams are aware of their duties
16. Unlock Club boats and collect money if required.
17. Check any club equipment is correctly signed out.
18. Ensure members are aware of (and as far as practicable) adhere to the Covid -19 guidance
19. ***If it’s on, go & enjoy the sailing***

**At the end of the day**

1. Make sure all club boats locked up and anu used equipment is replaced and signed back in
2. Thank the duty team

3. Make sure the patrol boats are clean and locked down

1. Close and lock Sail Locker, crypt and PB locker. Check keys are in the outside key safe.
2. Check the tower door is locked and the radios are upstairs and turned off.
3. Take down the outside flag pole and bring in tables and chairs. Make sure clubroom tidy
4. Lock the gate, secure all the window shutters, close the windows in the galley
5. Check all items in the galley cleaned away and switches off turned off by galley team
6. Switch off any lights in the main room, set the alarm & lock the internal door
7. Lock up the club