**Duty Manager – for non Race events – Guidelines**

**In the week before**

1. Check that those involved in the event are aware of the plans and are prepared for the day

**On the day**

1. Please arrive at least **an hour and a quarter** before the due start time for the event, to give yourself time to prepare
2. Turn on the water at the switch just inside the back door
3. As required –
	1. Unlock the clubhouse and release the alarm
	2. Raise the shutters & open the bar
	3. Fix the external club pole and flags and open the gate
	4. Place tables and chairs outside
	5. Turn on electric water heaters – one switch left of sink, the other above fridge.
	6. Turn on the beer fridge
	7. Check that the bar is manned and the bar person is happy with how things work and aware of their duties.
	8. Check that the Race Officer, Assistant Race Office and Support Boat teams are all happy with how things work and are aware of their duties
	9. Ensure any club boats and club equipment that is being used is correctly signed and where applicable paid for. Use the club boat sheets provided
4. Ensure all those sailing sign out before sailing
5. ***go & enjoy the sailing***

**At the end of the day**

* + - 1. Make sure all those who sailed have returned safely and have signed back in
			2. As required
				1. Make sure all club boats and equipment are replaced and signed back in
				2. Thank the duty team
				3. Switch off theelectric water heaters above sinks – one switch to left of yellow sink, the other is above fridge. Also for the water in the yellow sink turn off the stopcock to the left of the sink
				4. Switch off all heaters including those in each of the changing rooms
				5. Switch off the beer fridge and leave open. (but leave white fridge behind bar on)
				6. Make sure the support boats are locked down and radios are turned off
				7. Close and lock downstairs and check the tower door is locked and the radio is off
				8. Complete the participation log
				9. Take down outside flag pole and bring in tables and chairs. Lock the gate
				10. Secure all the window shutters & switch off any lights in the main club room
				11. Set the alarm & lock the internal door
			3. Switch off the water and lock up the club

*Please note that these guidelines ONLY apply to the Duty Managers*

*for Freesail and non-racing events*