**Duty Manager – Race events – Guidelines**

**In the week before**

1. Check that the Duty Team are aware of their duties 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. Unlock the clubhouse and release the alarm
4. Raise the shutters & open the bar
5. Fix the external club pole and flags and open the gate
6. Place tables and chairs outside
7. Turn on electric water heaters – one switch left of sink, the other above fridge.
8. Turn on the beer fridge.
9. Check that the bar is manned and the bar person is happy with how things work and aware of their duties.
10. 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
11. Ensure any club boats and club equipment that is being used is correctly signed for and where applicable paid for.
12. ***go & enjoy the sailing***

**At the end of the day**

1. Make sure all club boats and equipment are replaced and signed back in
2. Complete the participation log
3. 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

1. Switch off all heaters including those in each of the changing rooms
2. Switch off the beer fridge and leave open. (but leave the white fridge behind the bar on).
3. Make sure the patrol boats are locked down and radios turned off
4. Close and lock downstairs and check the tower door is locked and the radio is off
5. Take down outside flag pole and bring in tables and chairs. Lock the gate
6. Secure all the window shutters & switch off any lights in the main cabin
7. Set the alarm & lock the internal door
8. Switch off the water & lock up the club

*Please note that separate guidelines exist for Duty Managers*

*for Freesail and non-racing events*