



## **CSC Duty Sign in and Check Lists**

Dear Duty Crew,

Please use the laminated check lists to make sure that your duty runs smoothly.

When you arrive please ensure the Officer of the day signs you in on line and read the check lists to give you an overview of how the day will run and what needs to be done.

To help make sure that you don't forget to carry out a task, please initial against the check item as you go.

All members of the crew are expected to help each other (including cleaning) until all of the actions have been completed.

If you have any feedback about the check lists, then please get in touch.

I hope you enjoy your day and thank you for your help!

Best Regards,

Symon Dolinsky

e-mail: [commodore@cotswoldsailingclub.org](mailto:commodore@cotswoldsailingclub.org)

# Duty Sign in Sheet

Date: \_\_\_\_\_

Please complete and update the Duty Attendance records on-line, see additional instructions.

Duty	Print Name	Signature In	Time	Signature Out	Time
Officer of the Day					
Assistant Officer of the Day					
Race Officer					
Assistant Race Officer					
Safety Boat Helm					
Safety Boat Crew					

<b>Weather Conditions</b>	
<b>Wind Strength &amp; Direction</b>	
<b>Officer of the day Report</b>	
Incidents / Near Misses <i>please continue on reverse if necessary</i>	
<b>Race Officers Report</b> <i>please continue on reverse if necessary</i>	

# Start of Day - Inside

Date: \_\_\_\_\_

Tick List	Details	Initials
Log in online.	Welcome, please sign in on-line. (Left hand PC on the race table.)	
Switch on electricity	Switch on the electricity if it is off - you can find the switch situated above the back door. Then you can fill urn in the galley (instructions at back of file).	
Unlock: Store cupboard, Clubhouse & Boat shed doors.	A member of the committee will usually arrive at 10am to open up. They will give you the keys to the galley cupboard and powerboat sheds, which are kept in the safe. Emergency phone details are in the cupboard of the disabled toilet, in case no committee member arrives by 10am.	
Prepare the Galley	The galley cupboard will contain the following Items: grey float tin (unlocked), coffee, hot chocolate, tea bags, sugar, cold drinks, sweets, crisps, pot noodles, serviettes, serving tray with lid for cakes.	
	Put a display of stock available on counter and if hot weather put a selection of choc and drinks in the fridge.	
	It is a good idea to put a jug of milk, bowl of sugar, cup containing teaspoons and a dish for used teabags on the counter.	
	The busiest times are usually after races so try and be prepared with an urn full of boiling water.	
	The duty crew can have free hot drinks all day.	
Check the toilets	Check that all the toilets have loo rolls - if not they are kept in the disabled loo. The key to the dispensers will be hanging on the wall in disabled toilet.	
Weather conditions	Check that the weather is safe for sailing to take place	

# Start Of Day - Outside

Date: \_\_\_\_\_

Tick List	Detail	Initials
Safety Boats	Once all the crew members have arrived unlock the boat sheds and bring out the safety boats. Have the safety boats ready ASAP. Safety boat cover is for the whole day for members who are cruising or racing. If you are unsure of anything please ask a member of the committee who answer any of your questions.	
Fuel	All fuel is kept in Shed 4 (green garage door). Check the fuel levels in the safety boats and fill up from the green jerry cans (unleaded). If fuel is needed, advise the OOD. The nearest garage is Tesco, Cirencester. Money may be reimbursed at the end of the day from takings or by sending receipts to treasurer who will reimburse you. Treasurer@cotswoldsailingclub.org	
Check Safety Boat Kit	Take the First Aid Kit (Dry Barrel) from the galley store cupboard and put one in each safety boat. They contain a basic first aid kit knife, and spare kill cord.	
	Take a radio with its case from the galley store cupboard for each helm. Instructions on another sheet.	
	The safety boats should have: Paddle, Tow line, Anchor, Throw Line and Fire Extinguisher (from the galley store cupboard or sheds)	
	Check air in safety boats and pump up if too soft, in summer you may have to release air as pressure builds up in warm sheds. There is a battery jump starter in the galley store if needed for starting any of the boats. Check tyres if they need air – do not pump up too hard.	
Crew Check	Safety boat helms and crew must wear suitable clothing and buoyancy aids. This is to ensure that the crew or helm can get into the water safely in a rescue situation. If you do not believe yourself to be fit enough to do this then do not volunteer for this role.	
Bosun' Locker	If a member uses any of the club equipment they must stow it back in the locker after use, please emphasise this to the member	
Launch	Once launched, boats should be moored at the big jetty halfway down the boat park. Do not moor the boats on the pontoon in front of the clubhouse which is for children's play.	
Committee Boat	Fuel and Keys will need to be taken out to the Committee boat. Once there fuel up, unlock and move to a suitable start mooring position chosen by the Race officer. Check the flags and horn.	

# End Of Day - Outside

Date: \_\_\_\_\_

Tick List	Detail	Initials
Boat Faults Reported	Write down any faults there is a white board in each powerboat shed and maintenance log in bosuns locker also on OOD notes	
Store Committee boat	Put back in its shelter on the island stern first, leave free of rubbish. Bring back kill cord, key and fuel. Put the engine lock on.	
Fuel tanks Stored	Take fuel tanks out of all the boats and place in Shed 4 (green garage door) then lock it up Kill Cords to be stored with respective fuel tanks – looped to handle.	
Trolley Dolly	There is a trolley dolly in the green boat shed to aid retrieval of boats from water. Instructions are laminated to the machine. Put this on charge during races	
Lock away RIB's	Powerboats need to go back in the sheds - rubbish free, cleaned and drained of water. Engines need to be in the downward position once in the shed.	
Bosun's Locker	If a member has uses any of the club equipment they must stow it back in the locker in a tidy state after use, Details of any damaged or missing parts must be written in the A5 log book.( This can be found on the work bench in the Bosuns locker)	
Lock up red safety boat	Lock the engine to the pole on the Jetty, Rubbish free, cleaned and drained of water.	
Safety Equipment and Radios Stored	Take First Aid Kits, throw lines, fire extinguisher, radios back to the clubhouse, switch them off and put them in the chargers, which have a time-switch to charge them on Sunday nights.	

# End Of Day - Inside

Date: \_\_\_\_\_

Tick List	Detail	Initials
Bins Emptied	Empty the bins. Bin bags in drawer by sink. Two large industrial wheelies are situated by main gate. Ensure that general waste and recycling waste are put in the correct bins. (Black bin bags must never be used in the recycling bin)	
Clubhouse Clean	The clearing up will generally start about 5 - 5.30pm. All of the duty crew are expected to help and stay until the job is done. See separate cleaning check list	
Galley tidy	All galley stock put away, fridge emptied of stock. A small quantity of milk can be left. Leave the Microwave door open.	
Switch off utilities	Ensure all electric plugs in the kitchen are switched off and that the gas cooker is all switched off. The electric switch over the back door needs to be left on. Leave the radio plug on.  It is standard practise to leave the Gas boiler on full time, so this shouldn't need to be touched.	
Stack chairs	Check that all the plastic chairs are stacked in a corner. Leave a pathway to phone	
Secure Windows	Secure all windows including the ones in the conservatory. The small windows in the changing rooms are fine to be left open. Leave the doors between the conservatory and the clubhouse open.	
Secure Clubhouse	All external patio doors and front door must be locked at the end of the day.	
Handover	Keys to be handed back to a committee member for storage in the safe	
Sand pit	Check the sandpit for debris and ensure the cover is put back over.	
Lock Gates	It isn't necessary to be the last person to leave in the summer; people will often stay on for BBQ's etc.	

# Cleaning

Date: \_\_\_\_\_

Tick List	Detail	Initials
Cleaning Materials	All cleaning materials can be found either under the kitchen sink or in the cupboard under the washbasins in the ladies changing rooms.	
Floors	Sweep and wash the floors throughout the clubhouse.	
Carpet	Hoover the carpet.	
Surfaces	Wipe down tables, worktops, window sills and walls below windows where there are muddy footprints.	
Toilets	Clean toilet bowls in ladies and gents and if needed. Check and refill toilet rolls if necessary, spare ones are kept in the disabled toilet. Spare soap is kept in galley cupboard.	
Wash Basins	Clean all the washbasins.	
Showers	Clean showers and mirrors, leave shower curtains open to dry.	

## Extra Cleaning Check list

If it is quiet there are additional cleaning jobs below which can be done any time during the day. These are not a requirement of your duty but will be appreciated.

Tick List	Detail	Initials
Cooker	Clean the cooker, fridge, microwave and cupboards.	
Windows	Clean windows in and out.	
Bins	Clean kitchen bins and recycling bins inside and out.	
Blue Mats	Take the blue change mats outside and give them a scrub.	

## First Aid

The First Aid Box and accident forms are kept in the labelled kitchen cabinet

If you use any supplies please tell a committee member – there are some spare in the Store cupboard – top shelf

There is an AED “defibrillator” kept with its own first aid kit next to the race map. It is automated and will guide you in use.

All accidents Must be recorded on accident form; this should be placed in envelope and posted in box for committee. (by front door)

The telephone located on the wall at far end of club house.

If an ambulance is called please ensure that someone is at the gate to let them in.

**Thank-you for helping Cotswold Sailing Club.**