

Twilight Sailing Duty Crew Responsibilities 2018

The duty crew is responsible for:

- Assisting the catering team
- Ensuring tables and chairs are stowed
 - Chair stacks to be 14 high
 - Stacks at rear of clubhouse to be 2 stacks deep, not across rear door.
 - Stacks inside sliding door entry only 4 stacks.
 - Remainder of chairs to go in stacking area behind the notice board outside the sailing office.
- BBQs
 - Scraping, cleaning and stowing BBQ's
 - Gas bottles to be stored in cages on the rigging deck.
 - Empty gas bottles to be stored upside-down.
 - Cages to be locked.
- Empty and rinse the counter bins
- Return to the 4 GFS bins to the rigging deck. Do NOT bring in the council bin located on the eastern side of the wharf.
- Stow the flag and furl the outside blind
- Lock-up
 - Sailing office windows and blinds closed
 - Turn off ceiling fan in kitchen. Switch at the right-hand end of the bench looking out into clubhouse.
 - Security grilles on external doors plus the entrance grille to the rigging deck bolted and locked.
 - All three clubhouse doors bolted and locked.
 - Turn off deck lights and internal lights
 - Leave the light on that is marked "not to be turned off" as that is the security light.
 - Activate the alarm.

If a few stragglers wish to stay late as they often do, please complete what you can and ask a remaining member to oversee the lock-up.

If you think you will have difficulty performing the duties on any particular night, could we please ask you to liaise with other crews who will be undertaking future duties and arrange a swap. Please copy the Twilight Captain on the correspondence so that we can keep track of changes and ensure we have a duty crew at all times.

If you are unfamiliar with the duties on the night, please see the Clubhouse Manager, Twilight Captain, or any other Committee member and we can walk you through what is required.