



## **MKCC DUTY OFFICER**

### **ROLE OF THE DUTY OFFICER**

Essentially the role of the duty officer is to unlock the premises, manage the boat store and then lock up again at the end before passing the keys on to the next volunteer. The list of duties makes it look extensive but it does depend on the time of year and what else is going on as to how busy it can be. It is always a good idea to have someone else to help you. Tuesdays are generally less busy than Fridays. The main thing is that as a volunteer you are doing your bit to help the Club – you may not get everything right at first but there are always people to hand who will help.

### **OPENING UP**

- Make arrangements to collect keys from the previous duty officer (if appropriate) – Committee will give details of outer door entry key code and key code to security system.
- Unlock five bar gate at entrance to access road and open Clubhouse at 18:00
- Open main door, key in alarm code. Open outer doors to boat store. Unlock inter-connecting doors through to boat store. Raise all outer shutters, where appropriate.
- Check that the building is undamaged and that no attempt has been made to force an entry. In the event that the premises may have been broken into, inform a Committee member who will make arrangements to call the Police and advise the Lessee
- Provide access with the keys to the secure cupboard in the passage for the person on Tuck Shop duty.
- Place MKCC Safety Notice and Signing On/Off Water clipboard in a prominent place near slipway to Lake. (Stored by paddles)

### **IN THE BOAT STORE**

- As there are hazards involved in moving boats and equipment around in a confined space make sure that as far as possible everyone keeps out of the store and out of the way.
- As far as possible try to make sure that kayaks/canoes used on Courses are not removed until the instructors are present and that the correct boat can be matched to each paddler. Where possible, assist Course participants to select buoyancy aids and if appropriate, spray decks.
- Anyone using a Club boat on the Lake who is not on a course, must pay the appropriate fee £1 per item – (boat + paddle + buoyancy aid + spraydeck = £4 ). Collect this and place in tub (available at Tuck Shop). The exception to this rule is when a prospective Club member on their first visit, is taken on to the Lake by a suitably qualified Club member. Tick register (available from cupboard by front door) for anyone borrowing Club boats.
- All boats used on Tuesdays must be paid for.
- Any equipment/boats borrowed for a paddle, need to be recorded in the book at the Tuck Shop – see instructions in box.
- Ensure that all paddlers are fitted with the appropriate buoyancy aids and have a suitable paddle.
- Spraydecks only to be given to those who have passed a spraydeck test.



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### **SAFETY REQUIREMENTS**

- All paddlers are asked to sign on/off the water using the clipboard provided.
- Check that there is a suitably qualified person on the water before allowing paddlers on.
- No persons are to be allowed onto the landing pontoons unless they are wearing buoyancy aids.
- For safety reasons, jumping from the pontoons is not permitted.
- If necessary, remind children that they are not to swim around the slipway. There is a potential risk of injury to swimmers from kayaks/canoes coming into and leaving the slipway.
- Ensure there is someone on the water who can assist non-course participants in case of an emergency.

### **ON GOING REQUIREMENTS**

- Assist with enquiries from people visiting the Club for the first time (brochures available in Clubhouse).
- Anyone wishing to join as a member should see Shirley in the Clubhouse.
- In her absence, there are membership forms in the box file (in cupboard by front door). Ask them to complete the form and give a receipt for the money. Shirley will make out a new membership card when she is next there. Put forms and money in box file.

### **END OF SESSION**

- At the end of training sessions, oversee all equipment/boats being returned and check that no boats/equipment are left at the Lakeside or on the slipway.
- Lock the boat store as soon as is practically possible.
- Secure outer doors to patios and close and lock shutters.
- Lock inner connecting doors from boat store to passageway.
- Are both shower rooms empty? Swab floors and ensure that no personal possessions have been left behind.
- Make sure that there is no-one left on the premises. Secure door from meeting room to passageway having switched all lights off. Set alarm and lock entry door and bring down and fix shutter.
- All rubbish to be placed in the bin provided outside. The combination number is to be found inside the kitchen cupboard.
- Close and lock five bar gate at entrance to access road.
- Hold keys for next duty officer to collect.



## Loan of Equipment

### To be included in the box for equipment loan:

Club members wishing to borrow boats/equipment for a Club trip must have their loan properly recorded in the 'Equipment Loans Book' by the duty officer and must also be advised to pay their appropriate loan fee to the person on Tuck Shop Duty.

They are also required without exception and irrespective of the type of equipment, to leave a cheque for £50 with the duty officer. (Made payable to MKCC, crossed and with their banker's card details on the reverse). This will act as a surety against their loan. The cheque will only be handed back upon return of the equipment and the 'Loan Book' will record the return. Before returning the cheque, the duty officer is requested to check the condition of the equipment for possible damage, if in any doubt, a Committee member should be consulted. The duty officer will place the cheque in the 'cash box' where it will be retained. At the end of each evening, the box will be handed to the Chairman or Treasurer.