

# Whitefriars Sailing Club: Duty Report Sheet

Date .....

When completed please clip into the ring binder in the Start Hut

OOD's name: ..... scheduled Y/N

AOD's name: ..... scheduled Y/N

SO's name: ..... scheduled Y/N

ASO's name: ..... scheduled Y/N

Tea Bar names: .....; ..... scheduled Y/N

Didn't turn up? .....

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Average Wind Strength ..... Direction .....

Approx. number of boats cruising .....

Number of Boats Racing : Race 1 .....; Race 2 .....; Race 3 .....; Race 4 .....

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Comments: Safety Boats Used ..... 1/2/3 .....

Equipment, Loss, Breakages etc: .....

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Incidents, protests etc:.....

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Any Other Comments (continue over if necessary) .....

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## CHECKLIST

1. Please put this report sheet in the ring binder.
2. Please ensure the safety boats are put away securely.
3. Lock up the Start Hut, under hut store and fuel store.
4. Clean up the tea bar (and ensure it is locked), refreshment area and changing rooms.

**All of the cleaning up should be done by your whole team**