

Hello! First of all, thanks for coming out for your Duty Day shift. We are a co-operative Club and without members who contribute their time and energy to the Club, we simply would not exist. Your contributions help to make the Kanata Sailing Club a safe, fun and friendly space for us all. This Checklist is intended to guide you through your day. Like all checklists, it only covers the basics and the most obvious. If you are concerned about anything, please contact the Site Director or someone from the Emergency Contact List, which you can find in this binder. If you see something that isn't an emergency, but "looks like something that needs gettin' done", then by all means, do it! Thank you!

Please Sign In: Name: _____ **Date:** _____ Morning / Afternoon

Note:

- Having switched from an *all-day* Duty Day to a *half-day* shift, some of the tasks apply only to the start of the morning shift and the end of the afternoon shift. If you find a partially completed Morning Duty Day Checklist and you are doing the afternoon shift, then feel free to continue completing the first checklist.
- When unlocking the combination locks, always spin the dials so the 'open' combo isn't indicated.
- Please submit a request for reimbursement for any expenses you incur by completing the online form and a copy of your receipt. <https://kanatasailingclub.com/membership/forms/>
- Emails to the Site Director are sent to site@kanatasailingclub.com.

Safety First:

The address is 1610 Sixth Line Rd., Ottawa (Dunrobin).

You may or may not be the first person at the Club today. Check the Tag Board and the Sign-out Log to see if anybody is on the water. ____

If anyone signed out the previous day, and has not signed back in, look for their boat on the beach. If the boat is back, then sign it back in and return the tags on the board. If the boat is not back, contact someone on the Emergency Call List immediately. It is located in the Emergency Plan within this binder.

1. **Unlock the Clubhouse doors but ensure that they are left shut to keep the wildlife out.** ____
2. **Ensure that all combination locks are open but that the 'Open' combination numbers are not showing - especially at the front gate.** ____
3. **Optionally, post a *sailing/weather* report on the Members' Facebook page and WhatsApp.** ____

Throughout the Day:

4. **Maintain an awareness of which boats are out on the water and keep an eye out for any boats in trouble.** ____

Skippers must have a Blue, Green or Red Tag. Refer White Tag sailors who want to check out a boat to the Training Director at training@kanatasailingclub.com. Yellow Tag sailors require a Guardian to be watching while they are sailing.

5. If any visitors drop by the Club, please tell them how much fun our low-cost, co-operative club is; give them a tour of the place; and refer them to the web site, kanatasailingclub.com for more information.

6. If anyone comes down to the club thinking they're in Sheila McKee Memorial Park, tell them that it's actually 600m further north along Sixth Line Rd. The address is 1730 Sixth Line Rd.

Power Boats:

7. **Ensure that both powerboats are moored properly and that the mooring ropes are not frayed.** ____

8. **Check the gas fill level in the Outboard motor gas tanks.** ____

The tanks and safety kits are stored on the beach in the *gas hut* at the base of the boat ramp, on the right side of the beach. Please ensure that the gas tanks are at least ½ full. Additional gas is stored in the gas shed. If we're low on gas, purchase more gas. Our outboards are *4-cycle* therefore - Do not mix oil with the gas. Also, the outboards use only gas that contains no ethanol. Purchase the 91 Octane gas from the Shell on March Road.

Note: The following powerboat steps are not applicable for a powerboat that is on the beach.

9. **First-Aid kits:** Check that the First-Aid kits are present in the powerboat safety boxes. ____

10. **Install the gas tanks and safety box in one of the Power Boats.** ____

11. **Powerboat drain plugs and auto-bailer pumps.**

11.1. Confirm that the rear transom plug is in place. If a boat is on the beach then leave its drain plug open. ____

11.2. The Green boat (Corinne) has a battery-powered, solar-charged, water pump. ____

12. **For the boat(s) in the water, if you are qualified to operate them, ensure that the motor starts and runs as expected in the boat you set up. No need to set up if no one qualified is on-site to operate them.** ____

Getting the Clubhouse Ship-Shape:

13. **First-Aid kits:** Check that the First-Aid kit is present hanging on the wall outside the clubhouse 'office' room. Note that the first-aid cabinet on the wall in the Instructor's office room may have extra supplies if needed. ____

14. **Put away any hanging sails that are dry.** ____

15. **Document binders on the clubhouse desk.**

- 15.1. **Sailboat Sign-out Log Binder.**

Confirm that there are additional blank pages in the binder. ____

- 15.2. **Boat Repair / Maintenance Log Binder.**

If reporting a boat-related problem or repair, please report it in this Boat Repair/Maintenance Log book and to harbourmaster@kanatasailingclub.com. Confirm that there are additional blank pages in the binder. ____

- 15.3. **Duty Day Binder.**

Confirm that there are additional blank pages there for the next Duty Day crew. ____

16. **Water Cooler bottles.** If we're down to less than 2 bottles then notify the Site Director or purchase replacements. ____

17. Kitchen Area

Tidy up the counters, cabinets, drawers and notify the Site Director if we're getting short on:
Garbage bags / Cups (large / small) / Coffee / Tea / Sugar / Single-use Knives, Forks, Spoons / Plates /
Ketchup / Mustard / Relish. ____

18. Sweep the floor and front stairs; wash the floor, if required. ____

19. Tidy up the outside Deck area. ____

20. Put all surplus tires that are in the yard with the others behind the clubhouse. ____

21. Clean and check the operation of the BBQ.

Clean the BBQ utensils. Clean the drip tray, if required and ensure that it is in place. Light the BBQ. If there is a problem with the BBQ, please notify the Site Director. ____

22. Check the level of the propane tank and note it here _____%. ____

The propane tank is the big white cylinder outside the Clubhouse front door. The gauge is under the cover. If the level is less than 30%, please notify the Site Director.

23. Pick up litter in the yard, around the outside of the clubhouse, deck and beach. Remove any stones and other objects you may find in the yard - they can damage the lawnmower blade. ____

24. Prune/Trim/Cut the vegetation. ____

This includes the lawn, the parking area, the route down to the beach and the driveway. If using the string trimmer, use the fuel from the one container marked as mixed with oil for the two-cycle string trimmer. The lawnmower is four stroke and uses normal gasoline. Ear protection is in the workshop on the pegboard.

25. Tidy up the workshop and sweep the floor. Take home the garbage bag when full. ____

26. Tidy up the sail storage areas and sweep the floors. ____

Ensure that the correct masts, booms, and sail bags are on the corresponding labelled racks.

27. Empty garbage bins in clubhouse and outhouses. Take home the garbage.

The end of your shift:

Everyone wants to know, "when am I done?" ☺ 1:00 P.M. if the morning shift and 5:00 P.M. if the afternoon.

28. Powerboats: Applies to the afternoon shift or, morning shift if no one is on duty in the afternoon.

28.1. **Ensure that the powerboats are moored.** ____

28.2. **Lock the gas tanks and safety boxes in the (beach) gas hut.** ____

29. If you are the last one to leave, lock up on the way out and close windows. ____

This includes the beach gas hut, main gas shed, tool-shed, sail-shed, clubhouse and gate. If you are not the last one out, tell someone that you are leaving so they will know to close up.

When locking the locks, spin the dials so the 'open' combo doesn't show.

30. Report anything that needs special attention to the Site Director and note it here:

You're Done! Thanks again. Next time you come out to the Club, and the place is looking ship-shape and running smoothly, you'll know it was because of members like you ☺