

CVCC Checklist for Sunday Sessions

Generally

- The Club is responsible for cleaning after their sessions and the disposal of rubbish produced during the session.
- The whole Barn should be left “better than found”.
- Any issues please report ASAP to Club Committee.

On Arrival

- Barrier padlock; secure padlock closed to ‘open’ post.
- Check that Changing / Toilets / Training Room all functioning, clean and tidy.
- Check rinsing butt is topped up with clean water.
- Have sign-on sheets / pens / notices etc. ready on internal front desk.
- Turn on the CVCC mobile phone and check for messages.
- Put the banners/ signs in the car park.

Briefing to paddlers

- Coaches to allocate coloured bibs to their group.
- Each coach to have the sign-up/contact sheet for their group.
- Brief all group on putting their kit away at the end of the session – including checking bungs are put back in kayaks.
- Each coach to check the skill level / medical of their group and do an appropriate warm-up and specific briefing.

Whilst on the Water

- If Barn is to be unoccupied ensure all doors are locked (including container).
- Even if someone remains in Barn, lock Front door.
- Coach on the water to have the CVCC mobile.

End of Session

- Training Room is for use by coaches for tea/coffee.
- Use urns to offer tea/coffee in car park to any members wanting to stay and chat.
- All boats and kit used during the morning are to be rinsed, drained and put away in the appropriate place.
- Check with Buzz staff what equipment they want left out.
- Slipway clear, hose coiled and water off – check with Buzz.
- Training Room clean, tidy with all washing-up done and put away.
- Sheets from morning sessions locked in safe.
- Toilets / Changing rooms clean and ensure floors are free from surface water – use squeegee.
- All areas. Clear and bag up any rubbish.

On Leaving

- Container and side area padlocked.
- Take 'Club' rubbish away for disposal.
- Car park clear.
- If Buzz is not operating, then all doors and windows in the Barn to be checked and locked.

Security is most important – Please double check!