

## WSC CAR PARK DUTY AIDE MEMOIRE

REQUIREMENT	ACTION	RESPONSIBILITY	COMMENTS	COMPLETE
2 volunteers required only for big events ie Easter Egg, Regatta, Cadet Week & Cartoon	Configure Dutyman accordingly	Peter Mills	Cadet Week delegated to their management team. Only required for Day 1 of event and from early am to lunchtime	
Mitigate risk of running out of space for cars and visiting boats/trailers	Warn off members in weekly updates prior to event and villagers on Waldringfielders	Commodore	Encourage members to minimise guests, families to rationalise vehicles, and villagers to walk	
Volunteers require hi vis vests, waterproof signage, ground penetrating stakes, hi vis tape and a mallet	Have these in pre-prepared box ready for collection by volunteers from foyer cupboard in clubhouse	Rear Commodore	Volunteers need to be set up and ready to receive visitors from 8.30am on Day 1, so duty starts 8am latest	
Mark out camping area at top of car park	Tape off and sign sufficient space for likely number of tents	Cadet Week management team or Rear Commodore	Probably Cadet Week only in any numbers. Needs to be done by evening before Day 1	
Mark out area for 10-15 visiting boats and trailers	Tape off and sign sufficient space to right of barrier	Duty volunteers, based on info from Vice Commodore	Pace out based on room taken by boats resident in clifftop car park and beware overhanging trees for masts	
Sign and mark out clockwise one way system for vehicles	Put one-way sign beside first righthand post opposite barrier and mark out turning space at top of car park	Duty volunteers	Need sufficient space for van to turn across the central 'aisle' between top hedge/camping area and car parking area	
Stand by barrier	Brief drivers on where to go and encourage neat and close parking	1 x duty volunteer	From 8.30am latest. Only vehicles towing visiting boats/trailers turn right. As soon as boats/trailers unhooked and parked, vehicles to park with rest	
Park vehicles	Start from bottom to top and right to left for ease of organisation and movement	1 x duty volunteer	Politely but firmly direct drivers to park neatly and as close together as reasonable. Vehicles should be parked in normal 4 rows not obstructing one way circuit	