

BYC ROD & AROD DUTIES

Duties to be done for all weekend races

Take flags from file drawer; hoist up on the flag pole ___
Prepare Committee Boat ___
Set race course ___
Run races ___
Report race results to Vice Commodore;
(Text message with photo of score card is preferred method) ___
Put away Committee Boat gear ___
Check Committee Boat fuel supply; if low, inform Boatswain ___
Store hoist sling & bar in Barn; secure hook, unplug cord ___
Set out full refreshments after races ___
Clean up refreshments ___
Fill two water bottles (For lemonade for next race) & place in fridge ___
Check ice cube trays; refill if needed ___
Date & label leftover refreshments; store in large tin; place in fridge ___
Notify next ROD & AROD of left-over refreshments ___
Check lemonade supply: if low, inform House Steward ___
Clean kitchen counters & sinks ___
Clean bathroom sinks, toilets & floors ___
Check on toilet paper supply; if low, inform House Steward ___
Put all trash into outside cans ___
Replace trash can liners (Stored under sink) ___
Sweep & vacuum floors in Clubhouse ___
Straighten Clubhouse as needed ___
Store chairs in deck closet or inside ___
Sponge clean picnic tables ___
Sweep (**NOT HOSE WASH**) deck ___
Check potted plants on deck, hoist & chimney areas; water if needed ___
Lower flags & store in file drawer ___

Duties to be done monthly

After first race weekend of each month

Dust kitchen ___
Clean range & oven ___

After second race weekend of each month

Clean refrigerators ___
Clean, sanitize & flush icemaker inside & out ___

After third race weekend of each month

Dust bathrooms ___
Sanitize bathroom sinks & toilets ___
Mop floors of bathrooms ___

After fourth race weekend of each month

Spray clean shower ___
Sweep out gear room ___