

GCBA Duty Committee Member's Checklist

Before Play:

- Arrive half an hour before the session starts, open the club front and back (to rear car park) doors
- Switch on lights (including rear car park light) as necessary
- Help the TD, eg by putting out boards and bridgemates.
- Ensure that the table money is collected and counted, and put in the GCBA blue box with a slip.
- About 5 minutes before play starts **lock the back door (to car park) and the front door using the Yale latch.**

At the break

- Put away any boards going out of circulation.
- For weekend events, pay the staff and reimburse members for catering.

Please hang this back on the GCBA notice board when not in use.

After Play:

- Help the TD, eg by putting away boards and bridgemates.
- Check that all windows are **closed and secured.**
- Check that vent fans (upstairs only) are off.
- Turn off the rear car park light and **lock the back door.**
- Check that the **front fire exit from the basement is secured**
- Check that the building is empty apart from the scorer.
- **Shut the (internal) fire doors,** and switch off all lights except those the scorer needs.
- Tell the scorer when you leave.
- The last person to leave (scorer or duty member) should turn off the light above the steps using the switch to the left of the front door. Pressing the button immediately above the switch will put the front light on again for 4 minutes. **Drop the front door latch, pull door closed and then secure the Mortice lock with the key**

NB Items in **bold** relate to security and/or fire safety and may invalidate the Club's insurance if not carried out