



Thanks!

BRITISH DISABLED WATER SKI ASSOCIATION

Duty Officer



The National Centre
British Disabled Water Ski Association
Heron Lake
Hythe End Road
Wraysbury
Middlesex
TW19 6HW

Tel. 01784 483664



Gordon Bloor	01784 481701
Adrian Coulter	07971 661538
Gary Fahey	01932 844157
Ann Griffiths	01932 761532
Rod Haigh	N/A
Jack Harding	020 8693 5621
Rob Hinxman	01784 439562
Chris Lee	01494 873634 / 07836 227211
Brian Marris	(Alarm 2)01784 453848
Bob Mitchell	07977298919
Robin Nichols	(Alarm 1)01784 482715
Dave Patient	07813 710729
Alan Pettigrew	01344 776632
Jim Thompson	07968 774289 / 01784 435812
John Valentine	07971 405262

Thanks

Thanks for being a duty officer, it is an onerous task but to make everyone's life easier we have put these notes together. They are not meant to be insulting but to try and tighten up on some of last year's problems. We are not asking you to do all these things, just to ensure they are done by someone.

rota

If you can't make your duty day we do rely on you swapping with someone else. If you don't want to carry on, please let us know. Contact details are on the back for all other duty drivers. **Currently;**

SUN DEC 7 th	Chris Lee
SUN DEC 14 th	Alan PETTIGREW
SUN DEC 21 st	John VALENTINE
SUN DEC 28 th	Bob MITCHELL
SUN JAN 4 th	Rob HINXMAN
SUN JAN 11 th	Gary FAHEY
SUN JAN 18 th	Robin NICHOLS
SUN JAN 25 th	Gordon BLOOR
SUN FEB 1 st	Adrian COULTER
SUN FEB 8 th	Brian MARRIS
SUN FEB 15 th	Alan PETTIGREW
SUN FEB 22 nd	John VALENTINE
SUN FEB 29 th	Bob MITCHELL
SUN MAR 7 th	Alan PETTIGREW
SUN MAR 14 th	Gary FAHEY
SUN MAR 21 st	Gordon BLOOR

OPENING UP

In the summer

9.00 until end of skiing

In the winter

10.00 –12.00 or end of skiing

Hopefully the last duty person will have ensured the following but please check the state of;

- Toilets are clean and free of clothing/equipment (many complaints last year)
- Ski locker and cage are clear and wheelie friendly
- Log boats hours
- Basic boat checks (oil, water, prop, etc)
- Launch the boat
- Check lake, gas level

CLOSING UP

Please;

- log the boat hours
- log ticket numbers
- ensure all clothing is out of the changing rooms
- Check the state of the toilets
- Empty the bins
- Check state of ski locker and cage, we are trying to make sure they are always wheelie friendly
- Lock boathouse, locker, cage and clubhouse.

Ticket sales

The accounts have always proved difficult to resolve, please help Anne by completing the paperwork, we know it's a chore but it does make life easier.

If you are not selling tickets yourself, please ask someone you trust to do it and make sure the office door is locked. There have been problems with children in the office last year, please keep it locked.

1. Take money!
2. Complete receipt slip
3. Enter the receipt slip on the daily cash sheet.
4. Stamp and give out tickets

Currently sold pink tickets can only be used up to 31st March 2004 and until then anyone can ski for £7 and buy 11 for the price of 10.

Ringo's

Drivers are reminded that our insurance limits the towing of Ringo's, Doughnuts etc to two persons at one time, either two solo riders or one pair. Buoyancy aids and fitted helmets must worn by all riders. The manufacturers speed limit should be observed, this is very low at 15mph / 24kph for our current Ringo's.