

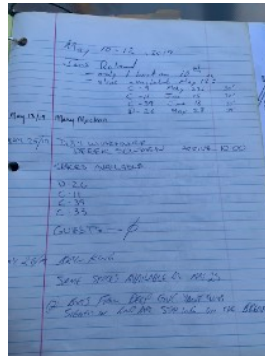
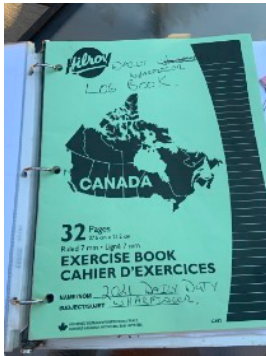
## INSTRUCTIONS TO DAILY DUTY WHARFINGER

Daily 11:00 to 16:00 hours

1. Pick up the duty wharfinger's binder, located inside the clubhouse on the shelf across from the entrance door.



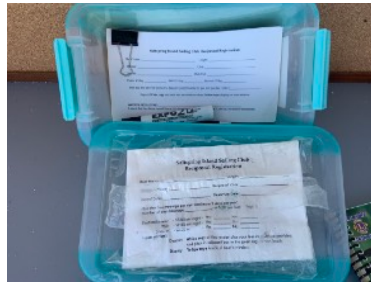
2. Check the Log Book entries from yesterday's duty wharfinger. Note the slips occupied by visitors and the vacant slips.



3. Proceed to gate house and make a list of all members who have signed out of their slips. You can place reciprocal visitors in these slips. Allow a buffer of one or two days prior to the expected return of the signed out member.



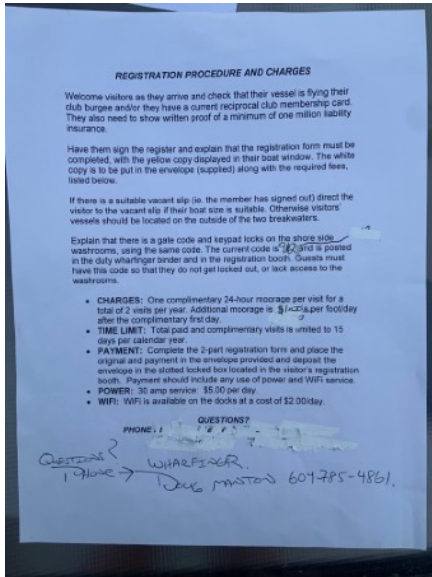
4. Go out to the reciprocal registration booth at the end of C dock. Ensure enough registration slips and envelopes are available. Check that each visitor's vessel is displaying the yellow registration slip in their window. This confirms that they are registered.



5. Return to the clubhouse and check that the exterior washrooms have adequate supplies of toilet paper and paper towels. Extra supplies are in the broom closet at the bottom of the stairs in the clubhouse.
6. Keep an eye out for the arriving visitors. They should tie up on the outside of F dock, or the breakwater dock. They may press the red button in the registration booth to activate the buzzer, to call the daily duty wharfinger. You can also post a note with your cell phone number and your slip location and ask them to call you.



7. When a visitor arrives, greet them, ask for proof of \$2,000,000 liability insurance and their current reciprocal club membership card. Help them register, show them their assigned berth inside the club marina and help them tie up. Registration details are in the wharfinger binder. Maximum length is 48' and beam is 15'.



8. You may return to your boat and attend to needed jobs. As you walk around the club, watch out for any problems such as large driftwood, or untied or improperly tied boats. Stay alert for arriving visitors and listen for the buzzer.
9. At the end of your shift, please fill in the logbook with a record of the day's activity, including visitors who have arrived and their assigned slip and also slips available for the next day. Make sure the marina gate is closed and the clubhouse is secure. Check that the taps in the washroom are turned off.