

PERSONNEL MANAGER

WHAT TO DO

Ensure all volunteers (per the rota published beforehand) are accounted for. Find replacements for positions left vacant by no-shows.

WHERE TO DO IT

In the clubroom. You will no doubt have to be in the clubroom most of the day, to deal with people who are helping in later divisions but do not know where to go, or what to do.

HOW TO DO IT

Volunteers will have been asked to print out their own job description and bring it with them. Most will forget. If possible, have a complete set of job descriptions on hand as backup.

As people arrive, check them off your list and direct them to the Equipment Officer.

Remind them to pass their kit bag to their successor, or return it to the Equipment Officer. Remind them not to leave kit bags unattended.

- Ensure Monitors 6 & 7 understand their dual roles as monitors and short course start timers.
- Ensure Monitor 9 knows they also act as radio relay.
- Ensure Monitor 10 knows she/he is in a launch, at the 1750m marker, and must therefore be a RYA LII qualified driver.