

WEY To Help Out How-To's

Click/tap a box to be taken to a quick guide on each task

How to play volunteering bingo

Coach a WRCjnr Beginner/ Intermediate session	Coach an Adult Beginner session	Sweep out a boathouse bay	Sweep out a changing room	Keep workbench and area tidy	Log any and all rigging adjustments	Give a club bike some basic TLC
Launder hi-vis tops	Prep and host a Supper Club	Coordinate a kit orders	Coordinate a WRCjnr squad	Fix a broken trestle	Assist an Adult Beginner session	Reorder blades
Pull a trailer for a race event	Haul out and power wash a launch	Time a time trial	Launder 'boat towels'	Assist a WRCjnr session	Keep balcony tidy	Refresh and reorder boating cards
Prep and host a Breakfast Club	Sort boat bits	Deep clean a fine shell or two		Take stock of kit at next delivery	Sort boat shoes and tools	Coach/assist a Junior Learn To Row session
Join a blade painting party	Launder lost/unclaimed kit	Keep kit store tidy	Mend orphaned or broken blades	Man our stand at the Community Fair, June 24th	Coordinate Men's squads	Assist an Adult Learn To Row session
Coach a WRCjnr Dev or Performance squad session	Log ergo maintenance checks	Tilt launch engine out of the water	Empty a fuel can? Top it up	Join the grounds work-party	Play Bar Manager	Coach an Adult Dev squad session
Sweep down steps and pontoon	Coach an Adult Learn To Row session	Relabel and rejig riggers	Check and refresh First Aid	Take away a full rubbish bag	Keep clubroom counter-tops tidy	Coordinate Women's squads

Urgent, ad-hoc, one-off or annual tasks or activities are highlighted in orange



This icon appears on every page and will take you back to the full list of things to do

Volunteering Bingo: How to play

Why volunteering bingo

- It's fun and helps us all see the many ways we can each help out in and around Club – from the bigger (e.g. coaching and coordination) to the not-so-big (e.g. take away a full rubbish bag) – all for the love of rowing!

Who can play

- Any member of Weybridge Rowing Club and non-rowing or non-member supporters, e.g. parent to junior member or 200 Club member, who picks up one of the [many tasks listed here](#).
- To reclaim any expenses incurred taking on any of the [tasks outlined here](#), please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club

How to play

1. Please check your email inbox – also your spam/junk folders, just in case – where you should find an email inviting you to join our volunteering bingo game.
2. Click/tap on the link to generate your own unique bingo card – please save this link to your bookmarks or email it to yourself to visit again and again.
3. On the bingo card itself, click/tap a box to mark it – or to unmark it, click/tap the box again.
4. The game is played over the course of a month as you take on any number of tasks, marking them off on your card, as above.
5. At the end of each month, our volunteers coordinator will 'call out' the tasks as they are randomly generated to produce a winning shape or pattern – for example, if you've taken on tasks that form the shape of a chevron (of course!) then you are the winner of some little rowing-related gift (surely, you can never have enough rigger-jiggers or hi-vis!). This along with our thanks all around will be announced across the 'WEY To Help Out' Community on WhatsApp and in *By The WEY*.

For any queries, or in case you lose the link to your bingo card, email letsplaybingo@weybridgerowing.club



How-to: Give the club bikes a little TLC

What's involved in this task:

- Please bring your own set of tools for this task.
- Assuming you know a thing or two about basic bike maintenance, please assess the state of each club bike and either using your own know-how or [these Cycling UK guides](#), please set to bring each bike into a proper state of safe use.
- Please let [our volunteers coordinator](#) know of any bikes that look to be beyond repair.

How many are needed to help here:

- 1 to 2 people

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Join a blade painting party

What's involved in this task:

- Taking a steer from our resident blade-painting artist, Geoff T :) there are currently c. 12 sets of blades to be painted WEY colours.
- We normally need a couple dry days to sand, prime, paint and decorate each blade, so please set aside some time for this.
- Supplied: blades(!), sanding paper, paint, tape, etc.

How many are needed to help here:

- Two teams of 2 people per team is optimal.

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)

How-to: Keep sculling blades in order

What's involved in this task:

- See below for how the blades should look when racked properly...

How many are needed to help here:

- All squads, all the time!

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)





How-to: Mend any broken trestles or oars

What's involved in this task:

- Instructions/update to follow shortly
- ...
- ...

How many are needed to help here:

- ...

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Sort boat shoes and tools

What's involved in this task:

- Spare rowing shoes should be all stored in a large clear box towards the back of the boathouse, far left, but please check elsewhere in the boathouse for any that are misplaced and pop them in the shoe box.
- If any of the shoes are looking particularly ropey, please let our Fleet Manager (fleet@weybridgerowing.club) know.
- Once finished sorting the shoes, please turn your attention to the tools possibly scattered about the boathouse or even in the clubroom – these should be in the boathouse, hanging off the magnetic strips.

How many are needed to help here:

- 1 person – or 2 for the company and extra pair of hands and eyes

What to do next:

- Please go mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Sort boat bits/parts

What's involved in this task:

- Spare boat parts are generally stored in the back of the boathouse, far left, in the metal cabinet or toolboxes on or under the workbench.
- There is one other location for boat bits, on the wall in a small parts tilting bins store – this needs sorting/restocking also, please.
- If it obvious we are low on stock of any particular part or if any storage box/toolbox is damaged, please let our Fleet Manager (fleet@weybridgerowing.club) know.

How many are needed to help here:

- 1 person – or 2 for the company and extra pair of eyes

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Refresh boating cards

What's involved in this task:

- The magnetic boating cards on the boating whiteboard in the boathouse need refreshing/rewriting about once a year
- Any new boating cards should be made up for incoming club or private boats, and also refreshed at least once a year
- The image below shows how the cards should look, i.e. a template of what to note on each card using permanent Sharpie pens (provided), plus nail polish remover for cards that need cleaning up.

How many are needed to help here:

- 1 to 2 people

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Rejig and relabel riggers

What's involved - rejigging the way we store our riggers:

- Whilst awaiting the go-ahead from Eric (our [facilities manager](#)), please mark up your bingo card to say you are interested in helping out here.
- [This photo](#) should give you some idea of what we hope to achieve as a better storage solution for our riggers, especially wing riggers, currently falling about on the floor.

What's involved - relabelling:

- Over time those riggers that are not actually attached to their boat have lost their label, or the writing has faded.
- New labels and marker pens will be provided so that fresh labels can be written up and attached, noting, for example, 'Pull Ardour WEY007 2x/-'
- Please work your way through all the sets of riggers, whether attached to the wall of the boathouse or on the floor (see task below for what we hope to achieve for a better storage solution).

How many are needed to help here:

- This is a fairly sizeable task so at least 4 people, including or additionally another 1 to 3 people to then relabel the riggers (labels and marker pens provided).

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Hauling out and washing launches

What's involved – hauling out a launch:

- Before our 3 coaching launches get too grimy they need regular clean that only a pressure washer can make light (and fun) work of. About 3 people are needed to each launch to haul it from the river onto the pontoon for cleaning.
- Hands on: once each boat is washed, please return it to the river and moor it up.

What's involved – jet washing a launch:

- Between 3 teams of 2 people at least one pressure washer is needed and extension cable to run from the men's changing room – even better if cordless (we ask if you have one at the end).
- Working as a team, get busy with buckets, suds, some powerful hull cleaner and power hosing the interior and exterior.
- Hands on: once each boat is washed, please return it to the river and moor it up.
- For the launch named Jon: wash down and air dry the cover before putting it back on – doing after the launch should give the interior a bit of time to air dry too.
- A lifejacket for launch cleaning duties should be worn properly at all times.

How many are needed to help here:

- 3 to 5 people per launch, 16+ years of age and at least one adult per team.

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Deep clean a fine shell or two

What's involved in this task:

- Despite every boat of course being cleaned inside *and* out after *every* outing, our boats, young and old, can pick up that nasty yellow-brown oil stain along the hull.
- The hull cleaner stored at the back of the boathouse makes light work of getting rid of this and any other staining – not only restoring the boat to its original colour and shine but also bring us a sense of ‘boat pride’!
- Be sure to use the soft brush provided and wear protective gloves; also at the back of the boathouse.

How many are needed to help here:

- 2 people per boat but just as well to make it a whole crew affair and do a couple other boats whilst on a roll :)

What to do next:

- Please do mark your bingo card to say you’re taking on this task – and [be in with a chance of winning a little rowing-related gift](#)





How-to: Launder hi-vis tops

What's involved in this task:

- The club hi-vis tops can be found draped on the air dryer, on hangers (where they should be), or crumpled up in some random places!
- Please round them all up and take away for a good wash in your machine at home.
- As hi-vis tops are in regular use, please return them to the club straightaway – they can continue air drying at the club.
- For any damaged hi-vis tops or any other worn out textiles you find, please take them away for textiles recycling at the local council tip.

How many are needed to help here:

- 1 person – or 2 for the company and extra pair of hands

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Launder 'boat towels'

What's involved in this task:

- Typically found draped over boats and the air dryer, please round up all the towels used for cleaning boats and take away for a good wash in your machine at home!
- If you happen to have any old (but intact) towels you're happy to donate, these will be gratefully received.
- As 'boat towels' are in regular use, please return them to the club straightaway – they can continue air drying at the club.
- If you notice any broken buckets and/or sponges, or there don't appear to be enough, please either donate any that you have going spare or pop to a local hardware store, remembering to [reclaim any expenses incurred here](#).

How many are needed to help here:

- 1 person – or 2 for the company and extra pair of hands

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Launder unclaimed/lost kit

What's involved in this task:

- Round up any/all kit that is lying around and take away for a good wash in your machine at home!
- Bring back the kit for display in the clubroom or books on the balcony.
- If, after 3 to 4 weeks, no-one has claimed this kit, please **setup a pop-up kit shop** – or take away for donating to charity:
 - Set up in the clubroom: a foldable table, chairs, price list/tags, cash box, and card reader (optional).
 - All unclaimed kit and any kit samples can be displayed for sale at heavily discounted prices, or eventually donated to charity.

How many are needed to help here:

- 1 to 2 people

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Sweep down steps and pontoon

What's involved in this task:

- Remove any obstructions or bin any large debris – spare water bottles or other kit can be left in the 'lost property' crate.
- Grab a broom and dampen it using river water before sweeping it down, working your way from the top to bottom step – you'll be getting in your steps for the day!
- Collect and dispose of excess dust using a dust pan and brush.

How many are needed to help here:

- 1 person – or 2 for the company and extra pair of hands

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Tidy up and sweep out boathouse bays

What's involved in this task:

- There are 4 bays, three of which are laid to concrete – all the bay doors will be open.
- Remove any obstructions or bin any large debris from the floor and sides of each bay.
- Grab a broom and ask for anyone in the bay you pick to move out temporarily.
- Lightly dampen the concrete before sweeping it down, working your way from the back of the boathouse to the front.
- Collect and dispose of excess dust using the vacuum cleaner or dust pan and brush – whichever is preferred, just ask from where to locate either.
- You might want to wear a face mask to prevent inhaling dust.

How many are needed to help here:

- 1 person per bay

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance to win a little rowing-related gift](#)



How-to: Tidy up and sweep out a changing room

What's involved in this task:

- There are two changing rooms – the ladies is under the clubroom; the men's at the far end of the path away from the boathouse.
- Whilst we do have regular cleaners, such high traffic areas need even more regular cleaning and the bins emptying.
- Tidy up the spare dry kit, towels, etc. and bin any large debris from the floor, corners and benches.
- Grab a broom and ask for anyone in the changing rooms to move out temporarily.
- Collect and dispose of excess dust using the vacuum cleaner or dust pan and brush – whichever is preferred, just ask from where to locate either.
- Please empty any full bins and replace with a new bin liner – the bin bag will need to be taken away for disposal in domestic waste, please.

How many are needed to help here:

- 1 person per changing room – or 2 for the company and extra pair of hands

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift!](#)



How-to: Keep a log of...

What's involved in..

- **CoW holders only**: any rigging adjustments made should be logged at bit.ly/WEYToRig
- Ergo maintenance checks at bit.ly/WEYErgMaintenance

How many are needed to help:

- 2 to 4 people per boat depending on the size of the boat
- 1 to 2 people per ergo

To reclaim expenses incurred here, please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Keep tidy...

What's involved in this task:

- **Counter-tops** in clubroom and kitchen – wiped down and kept clear including cupboards being free of clutter
- **Dishwasher** – emptied and set to 'Eco' cycle as and when needed
- **Balcony** – neatly stacked weights benches, free weights, etc. Clear of kit including taking home for washing kit that's left behind and can be left hanging to be reclaimed or resold in a [pop-up kit shop](#)
- **Kit store** – please get in touch with kit@weybridgerowing.club
- **Workbench** – also parts cupboard and shelving at the back of the boathouse kept clear and clutter-free
- **Changing rooms** – usually taking away full rubbish bag or removing any towels or unclaimed kit for washing – [see here for more info](#)

How many are needed to help here:

- 1 to 2 people in each area, as and when needed

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Take away full rubbish bags

What's involved in this task:

- Our island location precludes us from having the council refuse services, so we must ask members to help out here too, by taking away full bin bags for disposal with domestic waste.
- This task is really for everyone to be mindful to any bins getting full – and certainly not so full that we end up with a vermin or pest problem – squirrels are not cute or welcome in this instance!
- For recycling, we have a bin for dry recyclables and two bins for compostable food waste - for now these need taking away for disposal in domestic recycling bins.

How many are needed to help here:

- All to keep a good lookout for any full bin bags and remove them at the same time as replacing with a new bin liner (under the kitchen sink).

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Join the 'Thursday Club'

What's involved in this task:

- To join the 'Thursday Club' – our facilities and grounds work-party – please reach out to facilities@weybridgerowing.club
- If you wish to receive a reminder and any updates, you can [add this invite to your calendar](#)
- To reclaim expenses incurred here, please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club

How many are needed to help here:

- Join the other 5 or so people on a weekly basis

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Coordinate our WRCjnr squads

What's involved in this task:

The make up of our junior squads will see recent Learn To Row graduates starting out with our Beginner squad, moving on to our Intermediate squad (incl. recreational rowers), usually according to age (J12 to J14), and later progressing to the Development squad, with potential to move to our top Performance squad, both of which are independent of age, but usually for J15+.

- The role of section coordination can be done by one person (and has been done this way for year), but the role is really best shared across a team of squad coordinators.
- To this end, all tasks across our junior squads are laid out [via this actions board](#) (also linked via the image below) – this should help avoid duplication of effort, missing any key actions or activity, or any other miscommunication.

How many are needed to help here:

- 1 to 2 people per squad

The image shows a Kanban board for 'Junior Performance' with 5 items. The board is organized into three columns: 'TO DO' (24 items), 'DOING' (1 item), and 'DONE' (6 items). The tasks are as follows:

Task	Category
Pre-course	TO DO
Post-course	TO DO
Member onboarding	TO DO
Squad/membership change	TO DO
General squads admin	TO DO
Safety matters	TO DO
Training camp	TO DO
Member offboarding (leavers)	TO DO
Check and update sessions / signup sheet	DOING
Check for coach availability	DOING
Send weekly reminder/chaser to sign up for upcoming weekend by Tuesday	DOING
Book boats, incl. launch and cox-box	TO DO

How-to: Coordinate our Senior/Masters squads



What's involved in this task:

Coordinating the Senior/Masters squads is quite fluid so this 'how-to' isn't overly prescriptive. Note: all new or returning members will be added by the [Membership Secretary](#) to the 'WRC Coached Sessions' WhatsApp group.

- **For training sessions:**
 - Send via WhatsApp and/or email* a weekly reminder to signup for sessions by Tuesday evening for the coming weekend and as far in advance as possible: bit.ly/WEYToSignup-Seniors
 - Produce crew lineups and post to the appropriate WhatsApp group.
 - Regularly poll for interest in and availability for races (link to race calendar is bit.ly/WEYToRace but also available via the signup sheet)
- **In order to make race entries:**
 - Check/chase any squad member who needs to renew their British Rowing Race membership (race licence).
- **WEY To Be Safe**
 - Send regular reminders for members to complete the relevant part of the safety quiz (bit.ly/WEYSafetyQuiz) – all logged at bit.ly/WEYToBeSafe

How many are needed to help here:

- 1 to 2 people per squad – with coordinators coordinating between squads however agreed.

What to do next:

- When emailing squad comms for the first time, please get in touch with [our systems administrator](mailto:systems@weybridgerowing.club) (systems@weybridgerowing.club)
- Please remember to mark your bingo card to say you're taking on coaching or support – and [be in with a chance of winning a little rowing-related gift](#)

How-to: Coach or provide bank support for our junior squads



What's involved:

Squad coordinators usually lineup crews based on athletes showing their availability at bit.ly/WEYToSignup-Juniors, as well as booking boats, leaving coaches to run with the usual considerations and running order for coaching sessions:

Know and assess conditions before you go out:	bit.ly/CanIRowToday
Know who's passed the online safety quiz:	bit.ly/WEYSafetyQuiz
Know who's taken the Yellow Boards Safety Test (YBST):	bit.ly/WEYToBeSafeonYellow
Anyone ready to have a CoW? Here's what's needed...	bit.ly/JuniorsHavingaCoW
Use the boating whiteboard in the boathouse:	bit.ly/WEYToBoat2
Report an issue with a boat, blade, bike, building, etc:	bit.ly/weyreportanissue

How many people are needed to help here:

- It very much depends on conditions and a crew or rower's experience, but as a guide, we have a 4:1 athlete-to-coach ratio for juniors, across all the squads.

What to do next:

- **Not yet a coach, but interested or keen to develop?** [Read on here...](#)
- Please show your availability using 'c' against your name via bit.ly/WEYToSignup-Juniors – this way too we know that we have enough coaches for each session
- To add a junior squad's training sessions to your calendar and receive reminders and any updates, go to wrcjnr.com
- Please do mark your bingo card to say you're taking on coaching or support – and [be in with a chance of winning a little rowing-related gift](#)

How-to: Coach or coach-assist across our Senior/Masters squads



What's involved:

Squad coordinators usually lineup crews based on athletes showing their availability at bit.ly/WEYToSignup-Seniors, as well as booking boats, leaving coaches to run with the usual considerations and running order for coaching sessions:

Know and assess conditions before you go out:	bit.ly/CanIRowToday
Know who's passed the online safety quiz:	bit.ly/WEYSafetyQuiz
Know who's taken the Yellow Boards Safety Test (YBST):	bit.ly/WEYToBeSafeonYellow
Know who holds a CoW (Certificate of Watermanship):	bit.ly/WEYToBeSafe
Use the boating whiteboard in the boathouse:	bit.ly/WEYToBoat2
Report an issue with a boat, blade, bike, building, etc:	bit.ly/weytoreportanissue

How many people are needed to help here:

- It very much depends on conditions and a crew or rower's experience, but as a guide, we have a 4:1 athlete-to-coach ratio for Beginners and 8:1 for more experienced Seniors (Development squad).

What to do next:

1. **Not yet a coach, but interested or keen to develop? [Read on here...](#)**
2. Please show your availability using 'c' against your name via bit.ly/WEYToSignup-Seniors – this way we know we have enough coaches
 - a. **Note:** If all the more experienced Seniors sign up to coach at least one session per month, this helps spread the load and develop coaching experience.
3. If you require a coaching launch, please be sure to read the latest briefing note at bit.ly/WEYToDriveaLaunch and book a launch via bit.ly/WEYToBookBoats
4. Add these sessions to your calendar to receive a reminder and any updates
5. Please do mark your bingo card to say you're taking on coaching or support – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Time a time trial

What's involved in this task:

- Instructions/update to follow shortly
- Agree the course and notify all squads and clubs on our reach: ...
- Start order and issuing race numbers: ...
- Start timing team: ...
- Finish timing team: ...
- After plugging in the results at bit.ly/WEY-TT, share this link via the relevant WhatsApp groups
- To calculate or compare times to the Gold Medal Standard, go to bit.ly/WEY-TT-GMS

How many are needed to help here:

- 1 to 2 people at the Start
- 2 to 3 people at the Finish

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Pull a trailer for an 'away' race event

What's involved in this task:

- When we go away to race events (such as the National Schools Regatta), help is needed to load and unload boats, and with trailering.
- As a competitive rowing club, racing is a key part of our raison d'etre. We are forever grateful to the few people who help out here, but do need additional drivers who:
 - can tow (and have appropriate licence and some experience);
 - have a tow vehicle (mileage is covered by the club). If not, we can hire but if we don't need to this is an obvious saving.
- Please look out for notices in 'By The WEY' or check our race planner for when/where trailering is required: bit.ly/WEYToRace-Planner

How many are needed to help here:

- Ideally 2 people in each direction, plus the help of crews

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)
- If available to pull the trailer in either/both directions, please let us know by popping your name under the event using the race planner linked above or by emailing trailering@weybridgerowing.club
- To reclaim expenses incurred here, please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club



How-to: Prep and host Breakfast/Supper club

Breakfast Club

What's involved:

- [Please read this quick reference guide](#)

How many are needed to help:

- 2 to 3 people

To reclaim expenses incurred here, please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)

Supper Club

What's involved:

- Instructions/update to follow shortly

How many are needed to help:

- 2 people



How-to: Coordinate kit supply and orders

What's involved in this task:

- Instructions/update to follow shortly
- ...
- ...
- To reclaim expenses incurred here, please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club

How many are needed to help here:

- ...

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Check and refresh First Aid kit

What's involved in this task:

- The First Aid kit is kept in the cupboard under the PC in the clubroom, on the left-hand side.
- It is best to pick a quiet moment, when the clubroom is mostly empty and you can spread out the contents of the First Aid kit on a clean sheet.
- Take stock of the state, date and number of each item, referring to and updating the list available at bit.ly/WEYFirstAidKit
- For any items low in stock or out of date, please place an online order as appropriate – each item is linked [here](#) to the supplier last used and that offered the best price at the time.
- Any items that are out of date but in good condition can be used for practice/drills.
- To reclaim expenses incurred here, please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club

How many are needed to help here:

- 1 to 3 people is usually optimal

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)



How-to: Play Bar Manager

What's involved in this task:

- Instructions/update to follow shortly
- ...
- ...
- To reclaim expenses incurred here, please email a scanned/PDF copy of your receipt to treasurer@weybridgerowing.club

How many are needed to help here:

- ...

What to do next:

- Please do mark your bingo card to say you're taking on this task – and [be in with a chance of winning a little rowing-related gift](#)