



2018 Watch Captain and Crew

Watch purpose: to get everyone in the club to participate, train new members, spread the workload, and to generate new ideas and events.

Watch consists of: Watch Captain(s) (usually a couple) and 2 – 3 couples (or singles) as crew members.

Timeframe: Watch covers one monthly meeting and should meet or communicate with each other a month or so ahead of time to plan what they want to do.

The following are guidelines for the Watch and the Watch Captain. There is a notebook on watches in the pantry at the club. Club opening and clean-up responsibilities are posted inside the pantry door. Code for key lockbox is the same as the outside door.

Watch Captain Responsibilities:

1. Communicate with watch crew to plan the meeting. This should be done with enough advance time to get information on potlucks or other plans in the Baggywrinkle and out to members, if needed.
2. If you find you are unable to captain your watch month, please find an experienced replacement from your crew or trade months.
3. Train members on all the details of opening the club, using the galley, making coffee, and cleaning up.
4. Submit any bills to the Treasurer on the reimbursement form which can be found on the website (Home-About –scroll to bottom) or in the Watch book in the pantry. Try to submit all the bills together on one form. Watch Captain is responsible for dispensing moneys to their crew.
5. Fill out the Watch report and submit to the Watch and Program Committee.

Watch Responsibilities:

1. Plan and make the refreshments for the break. Feel free to make items but store bought desserts from Costco or other sources are fine. Open the club early, turn on heat, and follow procedures for set-up and clean-up posted on the inside of the pantry door.

NOTES:

1. The club provides \$100 to cover watch **expenses** for the meeting.
2. **Please stay within the budget.**



PTYC Watch Procedures (updated 2018)

Opening the Club:

1. Turn on all lights
2. Turn on heat to high mark, as needed, remember the restrooms
3. Start coffee (takes ½ hour for the reservoir to heat up.) Coffee is in locked cabinet near the coffee pot.
4. Set up tables and chairs as needed. This should include one table by the closet doors and 2 tables in the front for the board. **Please do not drag tables or chairs.**
5. Set up microphone
6. Set up tables for refreshments
7. Put out handicap parking signs
8. Electric teapot should be filled, put out and plugged in. There is a lever that needs to be pushed down to turn on.
9. Set up 2 tables at the front for the Board
10. You will find serving utensils, etc. in the rolling bins in the pantry. To open the box for the keys for the pantry, enter the current front door code and slide up the lock lever on the left side. You will also find napkins, plates, cups, etc. in the pantry.

Cleaning after a General Meeting:

1. Remove all decorations and displays
2. Empty all trash containers, including those in the restrooms, and put in new bags
3. Take garbage sacks to dumpster behind CJ's. We have an agreement with them. Be sure to deposit garbage in the correct bins. If you do not know please ask.
4. Bottles and cans recycle: have someone from the watch take them to recycle. Put in new bags.
5. Return coffee, filters and measuring cup to locked cabinet near coffee pot.
6. Return tables and chairs to their proper locations
7. If food was served, wipe down tables with a damp cloth
8. Take all items from the refrigerator that you brought in
9. Sweep the floor and damp mop and vacuum carpets.
10. Clean and return all kitchen items to their proper storage space in the pantry
11. Leave kitchen stoves, sinks and countertops and refrigerator clean
12. If towels were used, take home to wash and return.
13. If linens were used, please launder and return to the club. PTYC has an account with Mom's Laundromat across the street if you wish to use them for linens.
14. Bring in handicap signs

Closing up:

1. Turn off the heat. If freezing temperatures are anticipated, turn down to low mark and leave interior doors open. Remember the restrooms.
2. Check all doors for security
3. Turn off all lights
4. Make sure front door is securely locked
5. **Watch Captain should be last to leave.**

If you find that we are running low on pantry items, please call or email the Purser:

Mary Schefstrom -- jhse27@hotmail.com or 503-410-4568.



2018 PTYC Watch Report

Meeting Date:

Watch Captain and Crew:

- 1. Speaker:**

- 2. Extras done at the meeting (dinner, etc.):**

- 3. Expense/Revenue summary:**

- 4. Program Attendance:**

- 5. Comments on speaker or meeting:**

- 6. Meeting Attendance:**



PORT TOWNSEND YACHT CLUB
 PO Box 75, Port Townsend, WA 98368
Expense Reimbursement Voucher

		Amt for Attached
Date	Explanation of Reimbursements	Receipts
	Total	
Cruises: Submit to Fleet Captain		
Other Expenses: Submit to Treasurer		
Make Check Payable To		
Name		
Address		
City, State, Zip Code		
Telephone #		
PTYC Use Only		
Check #		
Date		