

WASABI PADDLING CLUB

MAINTENANCE CHAIR/COMMITTEE

Description and Duties

Ensures safety: The Maintenance Chair (and committee if more than one person) ensures that the appropriate repair and upkeep to takes place to ensure Wasabi Paddling Club dragon boats, 6-person outrigger canoes (OC6), small outrigger canoes, chase boat and associated equipment items are safe for Club use on the water. Duties include but are not limited to:

- Timely follow-up on damage reports
- Running lights in good working order, including replacing batteries
- Ensure there are replacement AA batteries available in the boathouse.
- Ensure there are at least four sets of dragon boat running lights, and three sets of outrigger canoe running lights.
- Mooring lines functional
- Clip lines functional
- Appropriate number of bumpers attached to each boat
- Ensure there are at least five functional bailers, and 1-2 sponges for each of the four bailer bags.
- Ensure there are at least two bailer buckets for the OC6s, which should contain 2 small bailers and one sponge.
- Ensure there are Aquatic Invasive Species Permits (AISP) under seat 5 of each OC6, attached to each dragon boat bailer bag, and in each of the small safety dry bags that must accompany small outrigger canoes when they are on the water.

Coordinates general upkeep: Notice when aspects of the dragon boats and steering arms are in need of repair or maintenance. Ensure or facilitate repair and maintenance taking place timely. Examples of repair and maintenance include but are not limited to:

- Coordinate boat cleaning for boats in the water
- Coordinate boat repair and cleaning off the water, including transport to and from the maintenance facility
- Ensure there are enough back-up locks available in the boathouse in the event that a lock is lost.
- Check steering arms for damage and arrange for refinishing if necessary.

Ensures the chase boat, including outboard motor and battery, is appropriately maintained and serviced.

Coordinates boat rotation with the Coach Coordinator and the OC Coordinator

Ensures there is a functional reporting system for Club members to report damage or repair needs to the Maintenance Chair/Committee:

- Monitors damage/repair reports and follows up timely. This would include following up with the reporting Club member acknowledging the receipt of the report.