

The Club Companion

Start well. Share the tools. Leave a useful note.



01

GET STARTED

02

SHARED EQUIPMENT

03

HAND OVER

A fictional club handbook. These sample procedures do not replace equipment training or local safety rules.

From newcomer to useful helper

01 / Find the host

Introduce yourself to the session host. Say what you would like to try and ask which tasks are suitable for a first visit.

02 / Walk the shared areas

Locate the sign-in sheet, equipment return point and club noticeboard. Ask the host to explain local access and emergency arrangements.

03 / Choose one small task

Start with a defined job such as sorting labels or checking the notebook supplies. Agree what finished looks like before beginning.

04 / Close the loop

Return what you borrowed, leave the area ready for the next person and tell the host what remains unfinished.

THREE VOLUNTEER ROLES

Host	Welcomes people and confirms the work for the session.
Tool steward	Checks the loan log and isolates equipment with a reported fault.
Recorder	Dates the handover note and records unresolved questions.

Borrow, return, hand over

Before borrowing

Ask the steward which equipment you are trained to use. Inspect the item together, note its identifier in the loan log and agree a return time. Do not use an unfamiliar or damaged item.

When returning

Switch off and clean the item as instructed by its manufacturer and the club. Return all parts to their marked storage point. Report wear or damage rather than putting a faulty item back into circulation.

If something is wrong

Stop work and tell the host. Mark the item as unavailable using the club procedure. Only an authorized person should decide when it can be used again.

HANDOVER CHECKLIST

Record: task and date; tools returned; work still open; the person responsible for the next step. Avoid leaving personal information in a public notebook.

PHOTOGRAPHY / SOURCES

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