

● MCMA GATE DUTY OPEN

- UNLOCK CLUB HOUSE (KITCHEN NOT REQUIRED)
- UNLOCK MINE PASS THROUGH GATE AND MINE ROAD GATE (KEY ON RIM)

● GATE DUTY REQUIREMENT

- POSITION YOURSELF SO YOU CAN HAVE THE MEMBERS SIGN THE GATE DUTY SHEET BEFORE THEY PARK THEIR VEHICLE
- ASK FOR CURRENT MCMA MEMBERSHIP CARD
- INSPECT BIKES FOR BLUE NUMBER PLATE WITH WHITE NUMBERS AND SPARK ARRESTOR
- NO HELMET- NO BLUE NUMBER PLATE -NO SPARK ARRESTOR-NO RIDE

● GATE DUTY CLOSE

- SLIDE THE GATE DUTY SHEET THROUGH THE GATE DUTY DRAWER ON THE RIGHT SIDE OF THE CABINET
- MAKE SURE ANY FIRE IN THE FIRE PIT IS OUT COMPLETELY (USE THE HOSE ON THE SIDE OF THE KITCHEN)
- LOCK UP THE CLUB HOUSE AND KITCHEN
- TURN OFF ALL LIGHTS
- CLOSE BATHROOMS
- CLOSE ALL GATES SURROUNDING THE CLUB HOUSE (5 GATES)
- LOCK THE PASS THROUGH GATE AND THE MINE GATE
- *IT IS YOUR RESPONSIBILITY TO MAKE SURE EVERYTHING IS SECURE BEFORE YOU LEAVE. IF THERE ARE MEMBERS STILL PRESENT YOU CAN COORDINATE WITH THEM ON THESE TASKS*

IF YOU WITNESS A MEMBER NOT COMPLYING WITH MCMA RULES PLEASE WRITE A DESCRIPTION OF WHAT YOU WITNESSED ON THE BACK OF THE GATE DUTY SHEET. PLEASE INCLUDE THE PERSON'S NAME AND MEMBERSHIP NUMBER.

UPON RETURNING HOME PLEASE EMAIL MCMA THROUGH THE MCMA WEBSITE OF THIS INFRACTION.