

## OFFICER OF THE DAY

Thank you for undertaking your sailing club duty. Please arrive at least 30mins, preferable 1hr, before the advertised race start time.

The OOD is the committee representative responsible for the safe running of the club for the day.

Open the clubhouse, ensure lights/electrics are working correctly and check that the rear emergency exit is clear and the door is free to open.

Hoist the Ensign Gaff and the Club Burgee to the top of the clubhouse mast.

Ensure the Race Officer and safety boat crew have turned up for their duties. You may wish to exchange mobile phone numbers. If someone does not turn up for their duty please inform Guy Kippen who will maintain a record of no-shows.

With the Race Officer, ensure that the conditions are suitable and safe for club racing. Ensure adequate safety cover for the weather conditions – remember, no safety cover = no racing!

If you consider the conditions to be unsuitable for club boats to launch, you are to advise any members who request to use one. In short, if you are not prepared to risk damage to your own boat in the conditions then club boats should not be launched regardless of the sailor.

Check that the First Aid box and accident book are available.

Ensure that lifejackets are worn by members aged 16 and under, when on or near the water.

You should manage the handling of any protests made during the racing with the race officer and appoint a protest committee and chairman to deal with any protest on the day if possible. If necessary ask a member of the sailing committee to help you.

Prospective members are to be welcomed to the club and the Programme, Rules/Regulations, Subscriptions and Fees explained to them.

Ensure that the bar opening and closing times are adhered to.

The OOD duty finishes 1 hour after the last race finishes.

Ensure at the completion of the duty that all the club boats have been stowed away, the race hut and the clubhouse basement are secure and locked, that all the clubhouse windows and doors are closed and locked, that the electric power is turned off.

If there are still members present when the OOD wishes to leave the site for the day, or be absent from the club premises during the duty, you need to ensure that the remaining duties have been handed over to a responsible member who will remain present and will take responsibility for the OOD.

If the last person to leave please close and lock the club gate. If not the last, please remind those who are still there.