

# Officer of the Day, Duty

## Duty objectives

**The duty officers on a particular day are a team and must work together for the safe and efficient use of the club, no one person is entirely responsible for decisions made but the team is.**

The Officer of the Day (OOD) has the responsibility along with the Safety Officer for the running of the Club and the safety of the members on site at the Club. **The first task for the OOD is to collect the keys and unlock the facilities. The keys are located within a short distance of the Club. If you do not know the address where the keys are stored, please contact the Sailing Secretary or another committee member well before your duty.** (Details regarding the location of the keys are not published for security reasons.) They will be able to direct you to the key box. The keys are secured within the box which is locked using the club's combination lock.

Once on site the Officer of the Day must take the advice of the Safety Officer and be satisfied that anyone sailing can cope with the prevailing conditions. The Duty Officers must also ensure that no racing or general sailing takes place without a safety boat and crew being available. The OOD must be prepared to crew the safety boat at any time and be dressed accordingly, wearing his/her buoyancy aid.

The OOD should welcome and advise any visitors to the Club, but ensure that animals are not allowed to enter the Club House. Advice and assistance can be requested from any club committee member present if any problems arise. A list (and photographs) of club officers/committee members can be found by the door to the clubhouse.

There is no on-site phone at the Club so please **ensure you have a charged mobile phone with you, in case of an emergency.**

## General

The normal complement of Duty Officers at any time is three: Safety Officer; Officer of the Day; and Canteen Duty. The Safety Officer must be a person qualified to helm the powered safety boats. When taking the safety boat, he/she should be accompanied by a competent crew member who will normally be the Officer of the Day, but by arrangement could be any other Club member present. Separate instruction sheets describe the other duties; this sheet outlines the duties of the Officer of the Day.

## Duties of the Officer of the Day - Saturday Opening

The Club is open for sailing from 2pm to 5.30 pm, but the OOD should be on site by 1.45 pm at the latest to unlock the facilities and turn the gas etc. The location of the club keys can be found in the TTSC key box. (If you do not know the address, please contact the Sailing Secretary or another committee member well before your duty and they will be able to help you). The box can be accessed from the footpath and there should be no need to ring the doorbell. The box will be found locked with the club's combination lock.

Opening sequence:

1. **Main Gate (1st key)** - remove inside padlock and replace with combination lock. Temporarily lock the padlock to the gate post so that it is not lost and can be used to replace the combination lock at the end of the day.
2. **Second Gate (1st key)** - unlock and leave open. Leave chain and padlock chained to one gate so that it is not lost.
3. **Compound Gates (2nd key)** - unlock both gates and secure open. Leave padlock locked to wire fence on gate so that it is not lost.
4. **Container No 2 (2nd key)** - fold back the doors and release gates to upstairs.
5. **Containers No 1 and No 3 (2nd key)** - fold doors all the way back and secure if required. Please note these doors are heavy and on a windy day can slam shut. Please also be aware that there is some additional security to the doors on container No. 3. If you have not opened these doors before, please ask someone who has to show you how to do it.
6. **Club House (3rd key)** - open door and windows.
7. **Toilets/cedar shed/club boats/Shutters** - keys can be found in key cabinet in kitchen (cedar shed should remain locked with access only by permission of the OOD). Please note life jackets stored in the cedar shed are for club use only when training. They are **NOT** to be used by members or visitors who do not have a life jacket.
8. **Open tap on main gas cylinder** - (just to the left of Gents changing room).

Ensure the padlocks are locked back in place so that they do not get lost or mixed up. (The canteen is opened from the door nearest to the kitchen. The door at the other side is fastened by means of a bolt on the inside of the door.). Check that the water is flowing to the kitchen and toilets, and also that the toilets are clean and fully supplied.

Assist the Safety Officer to launch the appropriate safety boat. This must always be on the water before any sailing can take place. The metal cabinet containing fuel must be kept closed at all times. Ensure the life buoy is on its stand in front of the Club House.

Check that the Canteen officer knows what to do; hygiene in the kitchen area is paramount. The Club Flag and canteen cash box can be found in the micro wave oven. The OOD has the key on his key ring to open the cash box.

## **Communication with the Safety Boat**

It is recommended that one of the two-way radios should be given to the Safety Officer and the other one should be in the possession of the OOD to be able to contact the safety officer if required. Should the OOD need to go in the safety boat it is recommended that the second radio be left in the canteen so that the OOD or Safety Officer can still be contacted from the shore. If the Canteen Officer needs to contact the Safety Officer/OOD in an emergency and they are both in the safety boat then the Canteen Officer should use the radio or push the race starter hooter button (located on the side of the race hut towards the top), and or use the megaphone which is in the clubhouse to attract their attention.

As soon as the OOD is satisfied that everything is ready and that the safety boat is operational hoist the club flag to show that the club is open for business, ensure that all people intending to sail are wearing a buoyancy aid and boats on the water have current TTSC stickers, and that all members and guests have signed the logbook. You should be prepared to go out at any time with the Safety Officer in an emergency. (In such circumstances the Canteen Officer should be responsible for welcoming visitors.) If you have the opportunity, a very helpful task is to sweep the jetty (bosun's point) clear of bird dropping and weather permitting cut the grass.

## **Sunday Opening (and Bank Holidays)**

Sunday morning is usually devoted to racing. The OOD must arrive by 8.45 am to open up the club facilities, though some key-holders may be found to have arrived first. Opening up is the same as for Saturday opening described above. The club closes at 5.30pm (Please see below).

## **Sunday Lunchtime**

Sailing may be allowed to continue during the lunch period, but this must be subject to the provision of suitable Safety Boat facilities.

## **Club Equipment**

The following Club boats are available for use by members and are located as follows:

- GP14s TTSC1,2,3 & 4/Laser/Pico/Xenon - in boat park
- Toppers (6) - on racks
- Optimists (6) – on racks

The sails, rudder etc. for these boats is held in the container No 3. If anyone requests a boat, they must be aware that they are responsible for ensuring the boat is sea worthy before launching. They will be given a form to complete, and the key to unlock the boat, you will show them where the equipment is stored. At the end of the hire you must check that all the equipment is correctly store, the boat is properly covered, tied down and locked. Finally ensure the form is completed and any damage or breakages noted.

Please note that the club's buoyancy aids are for training use only. The cedar shed should be locked at all times.

## **Accidents, or Damage to Club Equipment**

The OOD should report any issues occurring during his duty by email to the club secretary ([ttssecretary@hotmail.com](mailto:ttssecretary@hotmail.com)) if there are no committee members present. Any damage or breakages should be reported as above but also by writing a description of the defect on the Perspex board located at the foot of the main stairs. This will alert the Bosun and his team to address the problem when next on site. In the event of an injury the Accident Book (located in canteen next to First Aid kit) should be filled in, the page removed as indicated and passed to a committee member as soon as possible.

## **End of duty**

Towards the end of your duty, you need help to: -

- Wash and dry all used cups/mugs and replace under counter
- Wash the floors in the clubhouse and toilets (use the correct mops and buckets)
- Clean the toilets
- Remove rubbish from bins in the clubhouse, toilets and downstairs. Replace bin liners (If possible, please take away with you and dispose at home. T&MBC do not collect waste from the club. Thank you.).
- Replenish stocks of toilet roll and hand towel
- Put away the drinks and snacks tidily and clean the counter top
- Ensure all outstanding tabs are paid
- Replace the cash tins
- Close all shutters, windows and doors, lock as required
- Ensure water heater and cooker are all turned off
- Turn off gas at bottle.

## **Closing the Club**

Sailing is terminated by lowering the club flag and requesting the safety boat to ask sailors to come ashore. All boats should be off the water by 5.00 pm, and the Club will be closed by 5.30 pm. **Please note that this time may be brought forward (but not before 3.30 pm) on RYA training course days (when an OOD duty officer is not required) or on other days at the OODs discretion if there are no club members present, or if the weather is cold, dark or windless.** The closing sequence is the reverse of the opening sequence detailed above.

Please check the following:

1. Is the gas bottle turned off?
2. Are the toilets clean, and locked up, and any used towels/rubbish removed?
3. Are the safety boats and outboard engines secure? (please leave them as you found them)  
- ensure petrol store is properly closed.
4. Has the flag been taken down? The flag and canteen cash box (locked) should then be left in the microwave.
5. Return two-way radios to the club house.

6. Have all the Club House windows been closed/secured?
7. Have the gates and doors been secured with the correct padlocks?
8. Have all the rubbish bags been emptied and replaced? Please take any rubbish from the club house, ground floor passage way and toilets home with you as there is no TMBC rubbish collection from the club.

The keys **must** be returned to the location they were collected and secured in the TTSC box using the combination lock, unless you are also on duty on the following day. (Keyholders may be left behind to pack up, as long they have signed the book, but the Club House must always be left locked).

Finally, spend five minutes congratulating yourself on a job well done. Thanks!