

Officer of the Day (OOD) Duty Guidance Notes

The OOD is responsible for the safe running of the club's activities, care of the club's equipment and facilities and, on Saturday afternoons and Wednesday evenings (summer), race management, assisted by a Timekeeper. Full instructions and advice for OODs are contained in a manual in the Race Hut.

The OOD is also the point of contact for members wishing to use boats from the club's hire fleet. Full instructions for the hire fleet are in a folder in the Race Hut.

The OOD should be at the club to open up by 9.00 am at weekends and 6.00 pm on Wednesday evenings. The keys and radios should first be collected from Eva Pendry at South Park Farm. The farm can be found by taking the left fork after the bridge on the approach road. The farmhouse is on the right at the top of the hill where the road bends to the left.

If the swing gate at the approach road to the car park is closed and locked (which it should be), open it. The combination for the padlock is the same number as for the electric gate by the club house. Please secure the padlock and spin the numbers to prevent anyone taking the padlock.

On arrival, unlock the clubhouse and disarm the alarm. **Full instructions for operating the alarm will be found in the OOD's box.** All the electrical controls for the clubhouse are located in the entrance hall and are clearly labelled. All the heaters and water heaters are on automatic timers – **do not attempt to adjust them** – simply switch on all the switches. Unlock the changing rooms, the clubroom upstairs, the kitchen and the balcony door. Unlock the patio doors if it is a warm day. Hoist the club flag.

Unlock the two RIB garage doors, but do not open them unless the Support Boat crews and briefer are ready and waiting. Unlock the Race Hut and switch on the power at the large red switch below the bench on the right hand side. Enter duty attendances in the log book. (You may wish to log on to Dutyman the previous day to note the names and phone numbers of the duty team so you can call them if they do not show up).

As OOD, you are responsible for the deployment of the Support Boat(s). A Briefer will brief the crew, but you should ensure that the crew are equipped with radios and First Aid kits. Carry out a radio check with the crew to establish the radios are working, using the fixed radio on the left hand end of the bench in the Race Hut.

When the Support Boat is operational, raise the Red Ensign. Maintain contact with the Support Boat crews during the day. Ensure that they attend any incident promptly. Be aware that Club Rules allow unsupervised sailing, so Support Boat cover is not a pre-requisite of sailing.

Try to discourage vehicles driving past the garages towards Oppy Bay unless they have a very good reason, ie delivering or collecting a boat. Anglers are not permitted to fish from the southern bank at weekends or summer Wednesday evenings. If any issues with

anglers do arise it is better to seek a resolution through Mike Smith in the fishing lodge rather than directly with the persons involved.

Remember there is no public access to this side of the reservoir, so this should be pointed out politely to anyone who clearly is not a member. If they show any interest in joining the club, information is available in the clubroom and they should be encouraged to check the website (www.wwsc.org.uk)

On Saturday afternoons and Wednesday evenings, you are responsible for race management (one race, one start), together with the duty Timekeeper. Full instructions are in the manual in the Race Hut.

In summertime, the aim should be to clear the water by 6.00 pm at weekends, earlier in winter. If competent crews wish to continue sailing, the Support Boat crews should advise them that safety cover is being withdrawn. Ensure radios and First Aid kits are returned to the Race Hut. Flags should be lowered and race course numbers and board stowed in the Race Hut.

Closing up checklist

- **Lock Race Hut**
- **Lock fuel store (if open)**
- **Lock RIB garages (close doors firmly to engage all 4 corner locks)**
- **Lower clubhouse flag and drape over banister rail**
- **In the clubroom, lock all patio doors and check fire escape door is closed**
- **Close and lock the bar**
- **Lock main clubroom, balcony and kitchen doors**
- **Lock changing rooms**
- **Switch off all switches (red lights) in the entrance hall and all lights BUT be careful not to switch off the outside light sensors!**
- **To lock the clubhouse front door, you must first turn the handle upwards to set the dead bolts, then turn the key in the lock. SEE INSTRUCTIONS FOR SETTING THE ALARM IN THE RADIO BOX. Check the door is properly locked after you have removed the key.**

By the time you are ready to leave, the car park should be empty and you will be able lock the swing gate at the car park approach. If there are any cars remaining in the car park, encourage their owners to leave. Giving them a 5 minute warning should do the trick!

Finally, return the keys and radios to Eva at South Park Farm and go home, safe in the knowledge that you have done a great day's work which has enabled members to obtain maximum enjoyment from the club and its facilities.

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