

TCSC OFFICER OF THE DAY – DUTIES AND TASKS

Thank you for undertaking your duty. OOD duty time is normally from 10am until 6pm (3pm in November and December). The OOD is the committee representative responsible for the safe running of the Club for the day and for the oversight of Members on duty.

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. Write your name and contact number on the duty board next to the ladies changing room door.

Flags - hoist the Ensign on the Gaff and the Club Burgee to the top of the clubhouse mast.

Ensure the Race Officer, Safety Boat crew, Galley and Bar volunteers have turned up for their duties. If someone does not turn up for their duty then a replacement will need to be found from amongst the Members present. In most circumstances this is resolved satisfactorily.

The Club has 4 2-way radios to be used for local communications. These should be issued to the OOD, the Race Officer, the Safety Boat crew and one should remain in the Clubhouse if possible. Carry out radio checks to confirm all are in working order and everyone knows how to use them.

Details of Members failing to turn up to do their duty should be recorded in the Clubhouse Log book.

With the Race Officer, ensure that the conditions are suitable and safe for club racing and whether the Y flag (PFD's for all competitors) should be flown. If in doubt then it should be flown. A PFD is a Personal Flotation Device – Lifejacket or Buoyancy Aid.

Ensure adequate safety cover for the weather conditions, this may sometimes require a second safety boat on the water – 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. Flag 'N' should be hoisted. Flag 'N' is blue and white chequered and means inexperienced sailors are advised not to go sailing.

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

Be observant that PFD's are worn by members aged 16 and under at all times 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, Duties, Subscriptions and Fees explained to them. Rules and Regulations can be found on the Club website.

Ensure at the completion of the duty that all the Club boats and equipment have been stowed away, the race hut and the clubhouse basement are secure and locked and all radios have been returned and put on charge,

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 you are the last person to leave, please ensure that all the clubhouse windows and doors are closed and locked and that the electric power is turned off and lock the Club gate.