

Officer of the Day (OOD)

Duties during Covid recovery period

Please ensure you have a mobile phone with you while on duty

1. Your reporting time is 9 am. On arrival, first open the front door of the clubhouse, using the key and alarm fob from the key safe (the key safe number will be emailed to you a few days before your duty). If the alarm panel makes a noise when you open the front door, the alarm needs to be disarmed by holding the grey plastic fob up to the panel. (If all is quiet, someone has got there before you and already disarmed the alarm!) All other keys are in a cabinet on the right hand wall of the Training Room. **Please wear an OOD Hi-Vis jacket (in Race Hut) while on duty.**
2. To allow access to the toilets and changing rooms, unlock the men's changing room fire door (next to main gate) from the outside and the new door immediately to the right of the main clubhouse door for the ladies' toilets. Limited access to the changing rooms is now permitted, but the showers may not be used.
3. Members may now use the clubroom, subject to the Rule of six or 2 households per table. Members should enter the clubroom from the fire escape door and exit via the stairs, so these doors need to be opened.
4. Only club members may use the toilets. **UNDER NO CIRCUMSTANCES SHOULD NON-MEMBERS BE PERMITTED TO USE THE TOILETS.**
5. Make sure that members are observing social distancing when rigging their boats. Remember to observe social distancing yourself at all times! **Social distancing is key to preventing the spread of the virus, do not hesitate to remind members who are failing to social distance.**
6. On Sunday mornings, if racing is being organised from the race hut, you should avoid entering the race hut while the race Officer and Timekeeper are in occupation. You may park your car next to the race hut or use the clubroom until racing has finished.
7. If you observe members of the public entering the site, please explain politely that the club is private land and there is no public access (there are clear signs on the gate, so there is no excuse). On the other hand, if anyone expresses interest in joining the club, please have a chat with them and suggest they contact the membership secretary membership@wwsc.org.uk 07726 568985 for information about joining. We always need new members and you would be surprised how many new members we have recruited in this way!
8. Please note that Brendan has informed us that he will no longer be running casual (ie 'pay and play') paddleboarding and kayaking as from Easter this year, so anyone turning up with a paddleboard or kayak should also be politely, but firmly, turned away.
9. Discourage club members from bringing their cars onto the site. If they need access to deliver a boat or a windsurfer, they should unload and then return their cars to the car park.
10. Liaise with the support boat crew when they report for duty and help them deploy the support boat. The default club support boat is the grey Avon 20 hp RIB which is kept in RIB cage 3 (nearest to the clubhouse). This RIB has a safe operating limit of F4, so if the wind exceeds

F4, the larger red Zodiac 30 hp RIB in the middle cage should be used. When the support boat is deployed, raise the Red Ensign on the flagpole in front of the Race Hut. Lower it when the support boat comes off the water.

11. During the time the support boat is deployed, keep a close watch on sailing activity (bring binoculars if you have a pair) and maintain radio contact. There is sanitising spray and paper towel in the race hut, please use this to wipe down the door handle and surfaces when entering in the morning and when leaving in the afternoon. No one else should enter the race hut.
12. Use your judgement when deciding to recall the support boat crew and close up. If the weather is bad and it looks unlikely that there will be any afternoon sailing, you may close up soon after lunch.
13. Before departure, close **and lock** all doors, including both the mens' and ladies' changing room fire doors **from the outside** (closing them from the inside is not enough). Then set the alarm and lock the clubhouse. If you are unable to set the alarm on departure, please call Dick Lankester (07913 266592) or James Hogbin (01825 740024 or 07786 910895). This is important, as we may need to call out the alarm company in order to comply with our insurance conditions. (There is a closing up checklist on the wall in the Training Room beside the key cabinet).

THANKS FOR GIVING UP YOUR TIME TO HELP RUN THE CLUB. IF YOU HAVE ANY QUERIES, CALL EITHER 07913 266592 (Dick) or 07726 568985 (Peter Hargeaves).