

Officer of the Day (OOD)

Guidance Notes

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

1. On arrival, if the clubhouse is still locked, open the left hand front door of the clubhouse, using the key and alarm fob from the keysafe (the keysafe number will be emailed to you a few days before your duty). To find the keysafe, walk past the front door to the end of the building, it is round the corner above the lean-to shed. 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 (hanging in Race Hut) while on duty.**
2. After opening the clubhouse, unlock the doors upstairs and raise the club flag which should be hanging over the bannisters outside the kitchen. If the weather is suitable, open the patio doors in the clubroom to provide access to the balcony.
3. Please discourage club members from bringing their cars and vans onto the site. If they need access to deliver a boat/windsurfer or equipment, they should unload and then return their vehicles to the car park. Lead by example, **OODs do not have the right to park beside the race hut!**
4. Liaise with the support boat crew when they report for duty and help them deploy the support boat. The 20hp Avon RIB in Rib Cage A should be used unless it is particularly windy (20 knots +), in which case the larger 30hp Zodiac RIB in Cage B should be used. Ignition keys, kill-cords and radios are in the Race Hut. Both RIBs have been equipped with new safety tubs containing first aid and safety equipment. They are sealed and should only be opened in a real emergency. They should be left in the RIBs at the end of the day. When the support boat is deployed, raise the red ensign on the flagpole in front of the Race Hut. Lower the flag if the crew come off the water (eg at lunchtime).
5. At all times, keep a close watch on sailing activity (there is now a decent pair of binoculars in the race hut, but you may wish to bring your own) and maintain radio contact with the support boat crew. If you leave the race hut, take a radio with you. Ensure the support boat attends any incident on the water promptly. You may have a better view of the lake from the Race Hut than the crew on the water, so draw their attention to incidents if they do not respond promptly.
6. Please help members who have booked or wish to hire a club boat. The hire boats are in the first two rows of the boat park behind the race hut and comprise Picos, Lasers, and 2000s. Sails and foils for the 2000s are in the hire shed. Members can either book and pay for hire boats using WebCollect, or pay the OOD on the day (£15 for a single hander, £20 for a double hander). Please ensure all hires are logged in the Hire Fleet folder in the race hut and any issues reported. Any cash payments should be placed in an envelope (there is a supply on top of one of the cabinets), and posted in the metal 'safe' in the cubbyhole behind the clubhouse bar.
7. Under the terms of our lease, the sailing club enjoys exclusive use of the reservoir for water based recreation at weekends, Bank Holidays and Wednesday evenings in the summer. Other activities are permitted at these times, but only if the club has been consulted and has granted

consent in advance. Detailed guidance regarding other water based activities is set out in a separate guidance note for OODs (see attached). A copy is also in the Race Hut.

8. If you come across visitors who express interest in sailing, do have a chat with them - there are leaflets with information about the club and membership next to the clubhouse front door and in the Race Hut. We always need new members and you would be surprised how many new members we recruit in this way!
9. Use your judgement when deciding to recall the support boat crew and close up. In good weather, it is suggested that at around 4.00 pm you make any boats sailing aware that the support boat will be coming off the water at 4.30 pm. (Obviously, much earlier in winter months). Before returning to the clubhouse, return radios and RIB keys to the race hut, lock the race hut, fuel store, garages and RIB cages. Lower the red ensign when the support boat comes off the water.
10. Before departure, close **and lock** all doors and windows in the clubhouse. Check hot water heating and clubroom heating time clocks (to left of alarm panel) have not been overridden – if they have, switch them off (they are timed to come on and go off at weekends). Then set the alarm and lock the front door. 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). If the caterers are still on site when you leave, please liaise with them, they have their own front door key and alarm fob. The front door key and alarm fob must be returned to the external keysafe and NOT left in the training room 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).

Updated July 2023