

Netley Sailing Club (ASA)

Notes for the guidance of The Officer of the Day - 2010

General

The function of The Officer of the Day (OOD) is to act on behalf of the Committee to ensure the smooth and safe running of the club.

The list of tasks is a guide to those things that need to be done. It is requested that you are proactive in and around the club premises and use your duty time to the best effect.

The major area that you should monitor is safety during sailing/ racing although **safety of all boats sailing should be considered.**

There should be adequate safety cover for the conditions and if you are not satisfied do not allow racing to go ahead, if required 3 RIBs are now available to provide cover although typically only 1 crew will be rostered for club racing, the OOD may request volunteers to launch additional boats if required. The level of safety cover should be decided between the Race Officer, the OOD and the Safety Boat Drivers. There is a hand held VHF radio, this should be used for communication between the shore and afloat. The VHF can be found in the white cupboard behind the bar stockroom door.

Outside club racing times the OOD is asked to make a RIB accessible for non-racing members that may need access to safety assistance throughout your duty period. Such availability should always be subject to available persons to safely launch and recover the RIB and the state of tide that permits launch and recovery.

If any boat is observed to be in difficulty or distress within the local area of NSC the OOD is asked to make best efforts to provide NSC safety cover or notify emergency authorities.

The Committee will support all decisions relating to water based safety.

The OOD is asked to monitor security of the premises, making sure that the bar is locked when not staffed and the club and all outbuildings are locked with the burglar alarm set at the end of each day.

The OOD is asked to ensure the bar is run in accordance with the law.

The OOD is asked to challenge, or notify a committee member, if any person on the premises is not recognised in order to establish their status as a club member. A full members list is available behind the bar.

Tour of Duty

Your tour of duty is from 0900 hrs (or at least 2hrs before the start of any racing) to between 1600 and 1800 hrs (depending on the time of year) on the agreed date.

Major incident

In the event of a serious incident occurring, a separate sheet is included in the OOD folder kept in the bar stock room.

The Bar and Entertainment

On the wall in the Wet Room there is a chart of who is running the bar. If nobody turns up to run the bar, then alternative arrangements should be made.

Either

- Find somebody to open the bar
- Open it yourself
- Do not open the bar until somebody offers
- Do not open the bar

If there is entertainment then you do not need to be present, but you must make sure those running the event must do so within the rules and know how to lock up properly afterwards. The

OOD should hand over the responsibility to those members and record who they handed over to in the occurrences book so an accurate record is kept.

Other Responsibilities

Fuel

It is the responsibility of the OOD to ensure there is enough fuel to cover the sailing. Cash may be taken from the bar float to purchase unleaded fuel which should be transported in the red fuel containers that fit directly on to the boats. Please ensure a VAT receipt is obtained and sent to the Treasurer with the OOD return. Tesco Bursledon is the closest garage. It will cost about £60 to fill the three containers. The pump is on a time limit and will cut off after a certain time. The fuel does not require mixing with oil.

The Bosun is an additional duty to help the OOD. The Bosun duty was introduced to take responsibility for the hire of the club boats and if time permits to help sailors in particular the single-handers with their trolleys when launching and recovering. Time could also be used to collect rubbish from the foreshore and club grounds. The Bosun is responsible for reporting any faults with the club boats to the club co-ordinator.

Money When you take over you should find the float in the safe. You are requested to take charge of this and the takings for the duty dates agreed. At the end of the duty please ensure the float remains in the safe. The float should be £150. Consisting of all change from till, topped up with small denominations notes. If more change is required, contact Guy Pendred. The bar takings should be paid into the Bank at the earliest opportunity and the OOD return form (spare sheets can be found in the red OOD folder, in the Bar stockroom) should be posted to the Treasurer. **Even if it is nil takings an OOD return should be completed.** **Changes from March 2008: Please arrange with the member on duty in the bar to count the takings at the end of the day leaving a float of £150 and record the details on the OOD return.**

Other Occurrences

Please enter any special events in the Occurrences book kept in the wall-mounted cupboard opposite the bar stockroom door as you enter. If an incident occurs which requires further action you are to ensure you inform the Club Coordinator, or a Club Flag Officer at the earliest opportunity. Do not record bar takings in this book.

Routine for the Officer of the Day

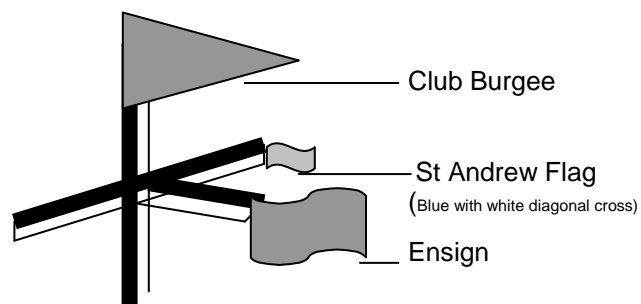
Opening up

1. Open the safe.
2. Remove the OOD keys and the bar float.
3. Open the lounge and cancel the burglar alarm.
4. Check the float is correct and place in the till prior to the bar opening.
5. Open the OOD Folder which is kept in the cupboard in the bar stock room and read through the pages to ensure you are fully conversant with the duty.
6. Take a reading at the beginning of the day from the meter which can be located in the cupboard in the Male changing room. The reading should be recorded on the OOD return.

Suggested sequence of events

1. Raise the club burgee and ensign (located by the key press in the bar stock room). The burgee goes at the top of the mast and the ensign flies at the yard. The St Andrew Flag is used when Power Boat cover is available.

Flag Pole



2. Obtain the weather forecast on Radio Solent 96.1 FM (times shown on board above bar telephone Or an alternative source which gives wind speed direction and sea state and general synopsis).
3. Write up the forecast and set the clocks to show the times of the tides for the day.
4. Issue keys as required. These may include Boat shed, Race box and Fuel locker.
5. Check all duties are covered (list is on the wall in the wet room).
6. Collect fees for: Camping (non-members), Visitors and Temporary Membership and issue receipts from receipt book kept next to the till. (See additional comments for advice)
7. After sailing/racing or at 1800 hrs take down the ensign and burgee.
8. After sailing/racing check that the safety boat has been put away and the fuel tank has been refilled.
9. Check the fuel locker, boat shed race box etc are all locked.
10. Empty bins if full. Two of the large bins are locked. Once the other bins are full the key to unlock them can be found in the key press.
11. At the end of the day: Ensure the cash details from the till, fees and any other expenses incurred including receipts are recorded on the OOD return.

Locking up

1. Turn off all lights and heaters.
2. Check the till is left open.
3. Ensure the Hi Fi is turned off.
4. Blinds are pulled.
5. Serving grill is closed (lounge and patio) and check that they are secured
6. Lock the bar stock room door, after securing the key press.
7. Draw curtains in bar lounge.
8. Lock the doors to the patio.
9. Set the alarm and leave promptly.
10. Lock the two swing doors to the lounge from foyer ensuring the top bolt to the right hand door is secure
11. Return the OOD keys and bar float to the safe.
12. Scramble the safe.
13. Lock Clubhouse. You should check the boat shed and the fuel locker are secure but leave the Superloo open at all times.
14. Take a reading at the end of the day from the meter which can be located in the cupboard in the Male changing room. The reading should be recorded on the OOD return.
15. Pay monies into the bank at the earliest opportunity sending the receipt to the Treasurer

Additional Information:

1. Spare toilet rolls are kept in the cupboard at the top of the stairs on the way to the ladies changing area. The keys for the holders are kept in the key press in the bar. Please ensure the key is returned after filling the holders.
2. A separate sheet is contained in the OOD folder which gives contact numbers for emergencies – ie plumbing, electrical, alarm faults etc.
3. Spare joining application forms and guides to Netley Club are contained on the notice board in the foyer.

Visitors and Temporary Membership:

1. **Temporary membership** is a person who is not a member and wishes to use the clubs facilities both ashore and afloat i.e. they have come to sail. The fee for this temporary membership is £10 per person per day. You are to ensure they have been handed the club water safety sheet appertaining to their responsibility whilst sailing at the club. The safety sheet can be found in the OOD folder.
2. A **Visitor** is a guest of a full member who is visiting the club. Where the same visitor has visited the club three times in the season he is required to take out temporary or full membership on his next visit. The fee for a visitor is £2 per day. They are to be accompanied by as full member and the member is responsible for that person at all times. If the member leaves then they are to ensure the visitor leaves as well.

3. All of the visitors either temporary member or day visitor must enter their details in the visitors book which is kept on the bar and pay the required fees to the barman. The barman is to give a receipt and ensure the OOD shows in the OOD report the monies collected for temporary memberships and visitors to the club in a separate column for accounting purposes.

Please be aware that as a "Members Club" we must ensure all visitors are entered into the book as it is a requirement by law and we do not wish to jeopardize our license.