

## **PRIORY SAILING CLUB**

### **SUMMARY OF OFFICER OF THE DAY DUTIES**

New members (and even old hands!) can be unclear about what their Officer of the Day (OOD) at PSC duty will entail. The following is intended to be an outline, with further detailed information on duties, club protocols and how to answer enquiries etc in the folder on the OOD desk. There is also usually someone on hand to help you out should you need it.

There are two different categories of OOD –

1. An OOD – all of the responsibilities are outlined below.
2. An OOD / Safety Boat Assistant – this role has all of the OOD responsibilities with the additional task to provide support to the qualified and trained Safety Boat driver who has responsibility for the safe operation of the Safety Boat.

The scheduling of all OOD duties will be managed by Dutyman software with PSC members self-selecting their duty dates. Each adult member of the club is required to assist in the smooth operation of the club by completing at least one duty per year. Families and couples are required to carry out two duties.

Weekend morning duties are from 10.00am to 1.00pm.

Weekend afternoon duties are from 1.00pm to 5.00pm (an earlier finish may be appropriate, at the OOD's discretion, if activity is complete for the afternoon.)

Wednesday afternoon duties are from 4.30pm to 7.30pm (an earlier finish may be appropriate, at the OOD's discretion, if activity is complete for the evening.)

As OOD you should -

- Sign in as Duty Officer in the Log Book on the OOD desk in the downstairs training room.
- Ensure that the Clubhouse, Safety Boat garage and storerooms are unlocked – in most cases this will already be the case. You may need to access keys from the key box under the stairs. You will be provided with the code via email ahead of your duty. Please make sure that you return the keys to the key box after unlocking!
- If you are an OOD/Safety Boat Assistant then please make contact with the Safety Boat driver and assist them with the launching and/or recovery of the boat and help them on the water as necessary.
- Carry a club two way radio. These are stored in the Safety Boat garage. Please put the radio on charge on completion of your duty.
- Record lake usage numbers in the diary on the OOD's desk – this is to help our reporting for grant applications etc.
- Any incidents that occur must be recorded in the OOD Log Book.

- Ensure that anyone using Club equipment is eligible to do so – see ‘Members use of club equipment and craft’ document.
- Member’s Guests. Please record the names of the guests and the accompanying member in the diary on the OOD’s desk. Please also remind the member to supervise their guests as they may be unaware of the potential risks associated with visiting our site e.g. swinging booms, trip and deep water hazards.
- Deal with enquiries from visitors. Leaflets and application forms for membership and training courses along with details of our next Open Days are available in the wet classroom together with other information, and answers to frequently asked questions. If a question is asked which cannot be immediately answered further information is available on the Club website [www.priorysc.org.uk](http://www.priorysc.org.uk) where there is also the club email address.
- Instructors and several Club members have a First Aid qualification. If there is an accident or a 999 call has been made ensure that a member of the committee is aware / informed. Phone numbers of Committee members are displayed in the wet room and on the notice-board in the upstairs clubroom.
- We have our own defibrillator. It is stored in the ground floor WC.
- Our What3Words address should you need to call an ambulance is - **tips.left.flying**
- Sell day tickets (Council Scheme) to visitors (day ticket book and prices are in the wet room desk). Please pass on any monies collected to a committee member.
- If you are on afternoon duty, please check the following at the end of the afternoon’s activity – all lights off, all windows shut (including changing rooms), heating off in upstairs clubroom, hot water urn switched off in kitchen, - then lock all storerooms, green container, Safety Boat garage and Clubhouse. You may need to access keys from the key box under the stairs. You will be provided with the code by Emma Stopford. Please make sure that you return the keys to the key box after locking up!
- Ensure the compound gate is locked, or that someone has been delegated to lock up as they leave.

**The role of Officer of the Day is a very important one in the running of our Club and brings with it the responsibilities outlined above. Please make every effort to fulfill your scheduled duty (Dutyman is a very useful tool for arranging swaps).**

**In an emergency please let the Commodore, Vice Commodore or Rear Commodore know if you are unable to complete your duty, their contact details are on the PSC website and published on the club noticeboards.**

Thanks.