



Bough Beech Sailing Club

Guidance notes for Assistant Officer of the Day duties.

This duty encompasses all the duties of the Officer of the Day and those of Bar Person. Therefore your primary responsibility is the safety of all the users of the club. The duty is intended as an apprenticeship to being selected for Officer of the Day duty so try to learn the procedures from your OOD.

Unlike the OOD however, for much of the time you will be able to roam beyond the view of the water and check on the activity in the car park and be able to manage the bar. Additionally there are numerous tasks that the Bosun can do much more efficiently with assistance. Any spare moments you may have can be usefully employed with them so you should make yourself known to them.

Times

You should be one of the first at the club.

1st May to 30thSept 09.30

1st October to 30th April 10.00 on Saturdays

09.00 on Sundays

Please assist the OOD, Race Officer and Safety Boat Skipper with their preparations at the beginning of sailing

During the day there are many simple tasks which are detailed in the OOD's notes, i.e. when visiting the car park please empty the rubbish bin

The duty of Assistant Officer of the Day is partly training for taking on responsibility of OOD – so take this opportunity to acquaint yourself with all the procedures of unlocking and locking the club house.

The Bar

Please open the bar at any opportunity and encourage people to use it.

Our licence now allows the bar to be open throughout the afternoon. However the duty person can use their discretion about whether it is necessary to be constantly behind the bar during the afternoon. During that time please relax in the clubroom and serve as and when required or - with the agreement of the OOD arrange for a person to temporarily deputise.

Opening The Bar

Keys to the bar are kept in the key safe in the computer room.

The OOD has the key to the safe.

Please open the bar at lunch time and again at end of sailing.

Preparing for Action

Switch on water heater on the wall in the bar.

Count the float in the cash box checking it agrees with that in the Cash Book.

Stock up from the store if necessary, using old stock first.

Serving

Please remember that, by law, children (i.e. Under 18) are not allowed behind the bar, or to be served anything from it.

Please wash up all the glasses and keep general good order in the bar.

Stack empty glass bottles in the appropriate crates.

Discard empty plastic bottles and cans (e.g. Coke & Lemonade).

Closing Up

Total the cash and enter the takings in the book in the format shown on Page 1 of Cash Book.

Switch off water heater

Replace the shutters.

Lock the store room and the bar and return the keys to the safe or the O.O.D.

In the event of any problem concerning the bar contact the Clubhouse Officer or the OOD.

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