



Officer Of the Day DUTY GUIDELINES

Introduction

The role of Officer of the Day (OOD) requires no special qualifications or experience although it is a responsible position that requires confidence and decision making for situations that may arise. Any member performing this duty should read and understand the guidelines and instructions below. If you have not performed this duty before then it would be best to volunteer for a duty on a Saturday when there is usually no racing, although be aware some Saturdays do host class open meetings. The type of racing for a day is shown on the club calendar and on the DutyMan Roster.

These first two pages give a brief guide to the tasks for the OOD. A fuller guide follows on page 3. The last page has the Major Incident Plan.

Time of arrival at the Club

Unless otherwise requested or agreed;

Normal Saturday or Bank Holiday – 09.30am

Normal Sunday – 09.00am

Event days, Open meetings – 09.00am

BBSC is wholly run by volunteers. Members sailing at BBSC are expressly advised that the decision to go afloat is their own and they should have due regard for their own competence & experience, the weather conditions and the condition of their own craft.

Major incident plan

There is a Major Incident Plan for both onshore and afloat incidents. A Major Incident for the Club is where there is immediate threat to life or risk of serious injury. Please see the end of these instructions for full details.

Observation and Communication

Make sure you are as aware as possible of what is happening on the lake. You have a better vantage point than the safety boat. Make sure they are aware of sailors in trouble especially young members and particularly in wintery conditions.

One Week Before

You will be in charge of the club so it is your job to make sure you have a team to cover the day's activities. Check on [DutyMan](#) who is rostered for the day and if they have confirmed they are coming by having a tick against their name.

RING ROUND BY MONDAY prior to your duty at the latest, otherwise you will not have enough time to find replacements. If you have any problems contact the Duty Secretary at duties@boughbeechsc.org.uk.

Opening up

It is rare you will beat the Galley staff in but just in case the procedures for entry access are in your main instructions.

Safety boats

Assist the safety skipper to open up boathouse and prepare enough safety boats to suit the weather conditions so you can quickly commandeer extra crews if necessary on the day. Keep an eye on schools sailing on Saturdays.

Club Burgee

Hoist the flag to indicate hours of sailing and degree of safety boat cover. The flag is normally kept in the stair well.

Radios

Check there is full radio contact between safety boats, committee boat, assistant OOD and you. Channel information is on the wall near the fixed office radio. (Use CH37 or M1 Low)



Paperwork

Fill in the OOD log sheet during the day. Please record duty absentees and amend the duty master sheet to show who actually did a duty. This is important for future reference if any safety issues arise on the day. Record non-rostered users of powerboats – e.g. schools, training etc. and fill in the bosun's log.

During the day

Remind others on duty to order their lunches and the RO to notify the Galley of any changes in the racing timetable as soon as possible.

Please assist the Galley Staff where possible with chores such as rubbish disposal.

Locking up

Make sure you know how to lock up before you are left alone to do it! Ask a committee member if you are unsure. If you leave the keys with anyone else, record that in the log.

****Remember your duty is until 6pm unless everyone else has left by then.****



Full Instructions

This may be the first time you have done this duty but the notes below will assist you and hopefully give you an insight to the running of the club. Although you are the appointed representative of the committee you will generally have lots of support if you need it and above all we hope you enjoy the day.

Your primary duty is to ensure the smooth running of the sailing on the lake and that the day's activities take place within the guidance of the club's Rules and Byelaws, copies of which are available in the club. **A fuller manual of rules, procedures, boat hire documentation, and technical guides for equipment is in preparation and will be in the top drawer of the control room filing cabinet.**

Your main tasks are to ensure your team turn up and to act as a focal point for the day's activities. You have the backing of the committee many of whom may be present on the day. Please read these notes carefully, even if you have been OOD before, and feel free to contact any committee member if anything is unclear or if you have any comments.

Contact your team at least one week prior to your duty. Check the roster on [DutyMan](#). There will be at least one safety boat skipper and crew to assist you. On Sundays there will also be a Race Officer (RO) and one or more Assistant Race Officers (ARO).

If in doubt on any point seek advice from any Flag Officer, Committee member or Race Officer present, particularly about the suitability of the

weather conditions for sailing or racing. A list of flag officers and committee members together with their phone numbers will be displayed in the Control Room or in the OOD's folder and is in the fixture list.

Times

Please try to be the first of your team at the club and be prepared to be the last out at the end of the day.

Normal opening times are:

May to Sept - 9:15am till 6pm,

Oct to April – 10am - Saturdays and 9am - Sundays till dusk.

In addition, if there is a special event such as an open meeting or training course on your duty day, you should contact the event organiser(s) for any further requirements e.g. boat & car parking arrangements, briefing times, etc. Be aware that the event organiser(s) should have already decided the allocation of extra safety craft.

Keys and Opening Up

Access to the main gate is by a combination lock on the main gate and to the club with a set of keys kept in the external key-safe in the fenced off rubbish bin. Contact the Vice Commodore or **Clubhouse Secretary** if you don't know the current code numbers, the location of the club keys or how to immobilise or reset the alarm. The club key set contains a front door key, a magnetic fob to immobilise the alarm and a key to the internal key-box.

The main gate can remain open during the official opening hours. It must be closed and locked at all other times.

Open the clubhouse and go to the control room where you will find the OOD's hi-vis jacket and log sheets.

Prepare a new log sheet for the OOD folder and complete it as far as possible. (Click the shortcut on the computer desktop if you need to print a new copy.) Read previous log sheets to see if there are any matters requiring attention. Check that everyone has turned up for duty, record any absentees in the log and notify the Duties Secretary by email (duties@boughbeechsc.org.uk) when you get home.

Radios and Communication

The Control room radio (Bough Beech Control) is powered by a small unit on the shelf by the window. This also powers the Tannoy if you need it. The portable radios are in the low cupboard to the right of the control room just before you enter it and should be left on their charging bases till needed. All radios are normally locked on to M, M1 or Ch37 low power but make sure. Toggle the 1/25 button to change 1W transmit power. Pick up a portable set from the cupboard and **keep it on and with you at all times**. Carry out a radio check between your portable (OOD), the base station, all safety boats and the Race Officer. Please keep radio traffic on this network to a minimum and observe correct radio protocol where possible. At the end of the day make sure all radios and the Tannoy are switched off and all portables back on their charging cradles.

Emergencies

In order to successfully deal with emergencies it is crucially important that you maintain a constant lookout over the lake and a permanent radio link to the safety boat. If you get distracted on other tasks make sure you deputise this role.

Emergencies should be managed from the control room. Call for external assistance where



Bough Beech Sailing Club

necessary to the club's address on the control room notice board, the galley and the front of the fixture list. Decide quickly who is in overall management control of the emergency and act on that decision. Use the radio network and if necessary quickly contact external rescue services from the phone in the control room or galley using 999. There is a stretcher in the entrance hall, a full first aid kit in the galley and a defibrillator in the small white box near the galley hatch. All safety boat skippers have first aid qualifications and most have been trained in the use of the defibrillator.

Safety Boats

Your safety boat skipper will prepare the safety boat(s). Establish a line of command between you, the skipper, the RO and any special event organiser. Consider preparing additional safety boats to be on standby in consultation with your team.

At least one safety boat needs to be manned and ready to respond at all times, including lunch time. Cover must be maintained throughout the period of scheduled sailing. Safety boat cover may not be withdrawn without your authorisation. When moored to the jetty on standby, at least one person must remain with the boat. Safety boats should not operate at high speed except in an emergency. Insist that the powerboat skippers respect the fishermen and their fishing gear by keeping well clear and by driving at a low speed.

Hours of Sailing (Club Burgee)

Hours of sailing for summer and winter seasons are determined by the General Committee and set out in the Fixture List. They are indicated by the

position of the club burgee on the flagpole as shown below:-

- Fully hoisted - full safety boat cover
- Half mast - sailing allowed but no safety cover

Other permitted sailing times will be published on the Club Notice Board.

On water activities

You are responsible for deciding whether to issue special instructions concerning the conduct of 'on the water' activities during your period of duty. You will have the full support of the club's Officers and Committee in making these decisions. Take advice from the race officer or any club official. Examples would include, but are not limited to:-

- Deployment of more safety boats.
- Limiting the sailing area.
- Postponing or abandoning sailing.
- The wearing of wet suits/dry suits.
- Management of emergencies

You are entitled to bar from sailing any boat that you consider unsafe or any crews inadequately dressed or without effective buoyancy aids. Be aware that the club concedes that competent windsurfers, who will often sail in conditions too severe for dinghies, can sail without full buoyancy as its use would constitute a hazard to them.

Lookout

As stated in Emergency Procedures above you must ensure that you maintain a constant observation of the lake, preferably from the clubhouse. If your duty calls you away for any reason, appoint someone with a separate radio to do this for you until you are back on station.

Ensure for yourself that your safety team is

aware of potential problems on the lake. This might include young or inexperienced sailors, unattended capsizes or crews separated from their boat.

Keep a general lookout for boats sailing too near the nature reserve or within 50mtrs of any fishermen. Send a warning by safety boat if necessary.

Record any incidents or near misses on your log sheet. If safety is involved, complete a safety incident report for the Rear Commodore (Sailing).

Heavy weather

If weather conditions deteriorate during the day, consult your team or any flag officer or committee member present and consider launching extra safety cover using qualified volunteers. It may be necessary to limit sailing.

Other Duties

Check that all boats bear a current club sticker. Deal with any hire of club craft and record in the register currently held by the club caterer. Also record the daily total of any hire in your log. Arrange help with boat parking on special event days.

Record any authorised visitors with permission to sail their own boat (see rule 10 – trial sailing). Answer visitors' queries as far as possible. (Most documentation is on the computer desktop). Arrange help to dispose of clubroom and galley waste where possible.

Bar

Be prepared to open the bar on a Saturday. Most members can be trusted to put money for their drinks in the bar till.



Bough Beech Sailing Club

Rules and Byelaws

There is a full set of club **Rules and Byelaws in the control room filing cabinet**. Try to ensure that members and their visitors comply with these, most of which are imposed by the water company. The most relevant ones are:-

- Unattended young children must keep off the lower slipway and jetty unless they are sailing
- Dinghy road trailers must not be used for launching.
- Deliberate capsizing is not permitted except on training courses.
- No swimming or paddling is permitted.
- Boats must keep out of the nature reserve at the north end of the lake and must not land anywhere but the slip and adjacent beach unless in emergency
- No animals are allowed on the club premises at all, not even in locked cars.
- Cars must be parked in the car parks provided.
- An adequate personal buoyancy aid of at least 50 Newtons must be worn at all times when afloat or on the jetty (except competent windsurfers).

Closing up

At the end of the day's sailing run through the list below:-

Check the skipper(s) have secured the safety boats and gear and the boathouse is locked.

Lock the club compound, sea container(s) and sheds.

Check all radios are off and on their charging cradles.

Lock all outer doors and windows in the clubroom and changing rooms

Turn the club computer and base station power supply off

Close and lock the control room door from inside.

Turn off all lights, check the club is clear, arm the alarm system and lock the front door.

Put the club keys in their box and scramble the code

Check the boat park is clear before locking the gate



MAJOR INCIDENT PLAN – ON THE WATER

**A MAJOR INCIDENT IS WHERE THERE IS IMMEDIATE THREAT TO LIFE
OR RISK OF SERIOUS INJURY**

IN THE EVENT OF A MAJOR INCIDENT ON THE WATER:

- 1. Assess the situation IMMEDIATELY**
 - a. What has happened & where
 - b. Numbers of casualties
 - c. Severity & nature of injuries
 - d. Any immediate support required on the water

- 2. Call the emergency services on 999**
 - a. Be prepared to give
 - i. Description of the emergency
 - ii. The address of the Club
 - iii. Your name
 - iv. The Club telephone number

- 3. Emergency equipment is located**
 - a. First Aid kit Galley
 - b. Defibrillator Club Room in white box to the right of galley
 - c. Stretcher On ceiling rack in the Safety Boat shed
 - d. Fire extinguishers Located around the Club House

- 4. Summon other people to assist you.**
 - a. **Remember:**
 - i. That ALL Safety Boat Skippers should be qualified in First Aid & Defibrillator use
 - ii. Safety Boat Skippers will take charge of rescues on the water
 - iii. Radio traffic must be kept to a minimum necessary to deal with incident
 - iv. Repeat the call to the emergency services if necessary
 - v. Send someone to the front gate to direct the emergency services

- 5. When the incident is over stand everyone down and reassess the situation**
 - a. Please complete the Club Accident Book which is kept with the First Aid kit

ADDRESS OF THE CLUB Bough Beech Sailing Club Winkhurst Green Road Bough Beech Edenbridge Kent TN8 7AN	CLUB TELEPHONE NUMBER 01892 870 538 OS GRID REFERENCE TQ 502 475 VHF RADIO FREQUENCY (IF REQUESTED) Channel M / 37
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