

TEWKESBURY CRUISING AND SAILING CLUB

OPERATING PROCEDURES

OFFICER OF THE DAY (OOD)

The OOD is the committee representative responsible for the safe running of the Club for the day and for the oversight of the designated volunteer Members on duty.

OOD duty time is normally from 10am until 6pm (3pm in November and December).

The club entrance gate can be left open for the day. Open the clubhouse and check that the electric supply is on. Check that the rear emergency exit is clear and the door is free to open. Write your name and contact number on the duty board next to the ladies changing room door. Check that the First Aid kit and accident book are available.

Flags - hoist the Ensign on the Gaff and the Club Burgee to the top of the clubhouse mast - as per image below.

Keys for the Race Hut are in the wooden keybox on the galley wall. Keys for the basement and the OOD locker are in the code-lock key safe next to the wooden key box.

Check that the Race Officer, Safety Boat crew, Galley and Bar volunteers have turned up for their duties. If someone does not turn up for their duty then a replacement will need to be found from amongst the Members present. In most circumstances this is resolved satisfactorily. Details of Members failing to turn up to do their duty should be recorded in the Duty Diary.

The Club has 4 2-way radios to be used for local communications. They are kept in the OOD locker in the ladies changing room. These should be issued to the OOD, the Race Officer, the Safety Boat crew and one should remain in the Clubhouse if possible. Carry out radio checks to confirm all are in working order and everyone knows how to use them.

Complete the 'Activity Risk Rating' form based on observation of weather conditions. This can be done in consultation with the Race Officer or other experienced members. The risk rating will determine if the conditions are suitable and safe for club racing and what club equipment can be used by members on the day. The rating will advise if the Y flag (PFD's for all competitors) should be flown. If in doubt then it should be flown. (A PFD is a Personal Flotation Device – Lifejacket or Buoyancy Aid.) The rating will advise if the 'N' flag should be hoisted. Flag 'N' is blue and white chequered and means novices are advised not to go sailing.

Ensure adequate safety cover for the weather conditions, this may sometimes require a second safety boat on the water – remember, no safety cover = no racing!

Be observant that PFD's are worn by members aged 16 and under at all times when on or near the water.

You should manage the handling of any protests made during the racing with the Race Officer and appoint a protest committee and chairman to deal with any protest on the day if possible. If necessary, ask a member of the sailing committee to help you. (This will be an extremely rare situation)

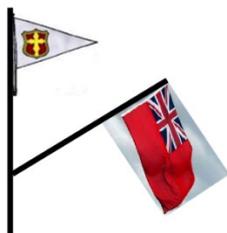
Prospective members are to be welcomed to the Club and the application form will guide you through the information required and the topics to be discussed. Rules and Regulations can be found on the Club website.

Ensure at the completion of the duty that all the Club boats and equipment have been stowed away, the race hut and the clubhouse basement are secure and locked and all radios have been returned and put on charge.

If there are still members present when the OOD wishes to leave the site for the day, or be absent from the Club premises during the duty, you need to ensure that the remaining duties have been handed over to a responsible member who will remain present and will take responsibility for the OOD.

If you are the last person to leave, please ensure that the electric power is turned off, the basement is closed and locked, all clubhouse windows and doors are closed and locked and finally close and lock the Club gate on exit from site.

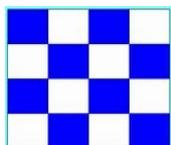
Club flags:



Arrangement of Club burgee and Ensign on the clubhouse mast.



Code flag 'Y' – PFD's to be worn.



Code flag 'N' – conditions unsuitable for novices.