

Officer of the Day P&P

Job Purpose

- Be responsible to Committee Members
- Be land based during the sailing session
- Personally coordinate all emergency situations
- Carry a radio with you during the session
- Communicate and work with Volunteer Coordinator
- To manage sailing/land based activities for the session.
- To ensure that all volunteers and volunteer positions report the OOD.
- To endeavor to delegate as many of the tasks as possible in order to enable good supervision and monitoring of operations by yourself.

Preparation

- Initial decisions with regard to weather will be made by the OOD and others and communicated via the morning phone message.
- Check the grounds, pontoon and crane to ensure the day's activities can progress.
- Review the roster for the day and ensure that adequate volunteer numbers and skills will be present. Any concerns should be passed to the Volunteer Coordinator or President. There may be an emergency call-out list available.
- Ensure that a shed key is available and that the venue is opened on time. All relevant keys are on the keyboard in the shed.
- Ensure safety boats are fuelled correctly and meet safety requirements with the appropriate equipment and MSQ paper work are on board.
- Ensure Radios are activated and distributed to the appropriate communication points.

Duties

- The OOD is responsible for cancelling sailing activities after sailing commences should bad weather or risk to volunteers and/or participants, require it.
- To coordinate all the day's activities both on and off the water.
- Ensure the desk activates and procedures are being followed correctly and that the takings are properly accounted for.
- To ensure that all volunteers sign on/off for the day. An individual failure to sign could negate and insurance claim if one were to arise.
- To ensure that all clients get a fair sail in a safe and timely manner.
- To monitor the transfer of clients to and from boats to ensure that transfers are safe.

Equipment

- It is the OOD responsibility to ensure that all safety checks have been performed and that all equipment is in good working order.
- Radio checks should be carried out between safety boats and pontoon and any other mobile stations that may be used.
- All boats should be checked to ensure the rigging is complete.

- Ensure that volunteers using any equipment have had satisfactory training in the safe use of that equipment.
- Ensure that the pontoon is operational, with personnel crane coat hanger, safety strop, boat hooks, horseshoe float, air horn and radio in place.
- Record equipment faults in the maintenance book and notify the Maintenance Officer.

Emergency Procedures

The OOD is responsible for initiating and coordinating the Emergency Procedure Plan in the event of an emergency and must be familiar with all components of that Plan.

The Emergency Procedure Plan consists of all the safety instruction and procedures outlined in the following SSC publications:

- OOD Procedures
- Safety Boat Procedures
- Dinghy Sailing Procedures
- Pontoon Procedures
- Shed Procedures

In the event of a serious injury, the OOD must take personal charge of the situation, delegating supervision of other activities to suitable persons. Contact numbers for Emergency Services will be displayed in the shed.

The safety of all other operations is the primary concern, followed by the safety and welfare of the injured person; i.e. the immediate safety of all other persons must be ensured whilst attention is directed to the injured person.

Accident reports must be completed and submitted to the OOD by all witnesses.

The OOD will report any accidents or incidents to the Executive Committee at the earliest convenient time and ensure that an Accident Report and witness statements are completed.

End of Day

- Ensure that dinghies are washed and stored correctly
- Ensure that safety boats and motors are washed down, motors flushed and boats are correctly stored.
- Ensure that the portable shade is dismantled correctly and stored in the garden shed.
- Ensure that all equipment (chairs, tables, shade umbrella, lifejackets) is stored in its correct place.
- Ensure that the VHF radios are placed on their rack and on charge if required.
- Check that registrar and shed equipment is stored, urn is unplugged, fridge is locked, rubbish bins emptied and stored and lights are off.
- Check that personnel crane is chained and locked.
- Check that Etchell crane motor is under cover, the slew arm is parallel to the deck, the power is off, the life ring chain and securing pin are locked and the chain across the entrance is locked.
- Check that the pontoon gate is closed.
- Check that the toilets are locked and ramps and wedges are stored in the shed.

- Lock gates and garden - shed, return keys to the keyboard and lock the main shed before leaving.
- Check who is doing the banking/handling the money taken for the session and that the client numbers and the takings add up correctly.