

# Sailability Sunshine Coast Queensland (SSCQ) Officer of the Day P&P 2020

## Job Purpose

- Be land based for the session
- Be responsible to Committee Members
- 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 primarily by the OOD, who may consult with others if there is doubt, and communicated via the morning phone message, on 0488 578 466. See weather guidance notes in the Appendices.
- Check the grounds, pontoon and crane to ensure the day's activities can progress.
- Review the available volunteers 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 fueled correctly and meet safety requirements with the appropriate equipment and paper work on board.
- Ensure radios are activated and distributed to the appropriate communication points.
- Check the Automatic External Defibrillator to ensure it does not have a flat battery and pads are have not expired
- Unlock the Disabled toilet.

## 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.

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## 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 strap, boat hooks, horseshoe float 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 SSCQ publications:

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

In the event of a serious injury or incident the OOD must take personal charge of the situation, delegating supervision of other activities to suitable persons.

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

Accident / Incident 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.

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## 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 all equipment (chairs, tables, shade umbrella, lifejackets) is stored in its correct place.
- Ensure that the correct number of VHF radios are placed on their rack and on charge if required.
- Check that registrar and shed equipment is stored, urn is unplugged, rubbish bins emptied and stored and lights are off.
- Check that personnel cranes are returned to the shed.
- Check that jib crane motor is under cover, the slew arm is aligned with the deck, the power is off, the life ring chain and securing pin are locked.
- Check that the pontoon gate is closed.
- Check that the toilets are locked and ramps and wedges are stored in the shed.
- Check who is doing the banking/handling the money taken for the session and that the client numbers and the takings add up correctly.
- Lock gates, Disabled Toilet and garden shed, return keys to the keyboard and lock the main shed before leaving.

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## Appendices

### Weather Guidance Material

For the safety and health of both volunteers and clients sailing will be cancelled when any of the following are forecast or expected to occur during the normal hours of operation:

- High chance of thunderstorms
- High chance of showers or rain
- Wind speed in excess of 20 knots (37 kph or 10 m/s) or very gusty conditions
- “Feels like” temperature in excess of 32 degrees Centigrade for a significant part of the sailing period. This can be referenced at <http://www.bom.gov.au/places/qld/mooloolaba/forecast/detailed/>

Note that there are a few different weather models available on the internet in addition to the BoM site, these can differ notably with respect to wind speed etc, and that the Coastal Weather forecast is primarily off-shore and usually has stronger winds forecast than we get on the estuary.

Due to the unpredictability of the weather the forecast may not be accurate.

Any decision made can use available information and the weather assessed through the course of the sailing time to ensure safe operation.

### Guidelines for reducing sailing times

To provide some standardization when sailing times are being reduced due to high demand, the following should be considered:

- Both the below are subject to volunteer numbers
  - On Tuesdays rig a sixth dinghy
  - Utilise the Bamboo Projects boat if appropriate
- Only reduce the sailing times to 20 minutes if the number of clients and available boats would indicate that sailing won't be completed before 1230 on Tuesdays or 1300 on Fridays. This could be later if the number of volunteers on site will allow rotation of staff and breaks made available.