

DUTIES AND PROCEDURE FOR THE DUTY OFFICER

THE MOST IMPORTANT RESPONSIBILITY OF THE DUTY OFFICER IS SAFETY ON THE WATER

MORNING DUTY (during BST): Saturday 10.00 - 13.00 and Sunday 09.30 - 13.30

- 1) Open the Clubhouse. After unlocking, always leave the combination padlocks closed and the numbers '**scrambled**' i.e. **locked**. Sign the 'signing on' list on the board. Check the water pump in the men's changing room is switched on (near the wash basin). It shouldn't be turned off.
- 2) Hoist the Club flag on the flagpole. The flag should be stored with the racing flags below the desk in the Clubhouse.
- 3) Unlock the fuel store **CAREFULLY as the lid, which is counter-balanced and the drop-down side which is not, are HEAVY**. The fuel store is the green steel tool locker next to the container nearest to the Clubhouse.
- 4) Launch the Orange Safety Boat (See separate instructions). **Remember to take the oars or a paddle in the dory. Engines can fail!!!**
- 5) **IF YOU HAVE PROBLEMS WITH THE OUTBOARD, PLEASE INFORM THE BOSUN, OR ANY COMMITTEE MEMBER. DO NOT MEDDLE WITH THE ENGINE.**
- 6) Keep a careful watch on the sailing dinghies and ensure that the Club rules are being obeyed on and off the water. During the winter months when the water is cold or when it is possible that capsize conditions exist, **the safety boat should be on station on the lake**. If possible, when dealing with a capsize, ask a Club member not on the water to help you with the rescue.
- 7) If racing is taking place, make yourself known to the Race Officer and if the fast race safety boat is in use, to the coxswain, and work with them.
- 8) At the end of your duty, inform your afternoon replacement of any relevant details or changes in procedure. Should a replacement not appear or during winter when there is no afternoon replacement please put the dory away see paragraphs (10) to (15) below.

AFTERNOON DUTY (during BST): Saturday 13.00 - 16.00 and Sunday 13.30 - 16.30

- 9) Introduce yourself to the morning Duty Officer and remember to sign on.
- 10) Follow the instructions in paragraphs (5) to (8) above.
- 11) At the end of the day, put the orange dory away (see separate instructions). Before putting the boat away go round the lake and tell those sailing that you are putting the safety boat away. Members who are staying may request that the safety boat be left available. Tell them that they are responsible for securing it (as described below) **and get their name**. If nobody is sailing, it may be advantageous to put the safety boat away while people are present, especially in winter. Don't wait until there is nobody to help you, to find that you can't lift the motor from the safety boat on to the trolley!
- 12) Take down flag from flagpole and store with racing flags below the desk in the Clubhouse.

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13) **Check that ALL four gas heaters are off**, in the changing rooms as well as in the main room. Physically check that the brass gas tap is shut i.e. the 'toggle' will flop down. **The electric tube heaters, which are controlled by a froststat, the switches high up on the wall above the basin and the gas hot water boiler in the men's changing room, are all LEFT ON.** Flush the WCs. The water pump in the men's changing room should be **LEFT ON.** The switch is located to the right of the wash basin.

14) Tidy up the Clubhouse, leave electricity supply on but check all sockets are switched off especially the cooker and kettle, **BUT LEAVE THE FRIDGE/FREEZER IN THE KITCHEN ON UNLESS NOTED OTHERWISE.**

15) Lock up the Clubhouse, the middle container which houses the club Toppers, the perimeter gate and finally the yellow Car Park gate. If Club members are staying on, tell them your duty is over and to lock up. **IF IN DOUBT, ALWAYS LOCK UP.** Cars in the Car Park may not belong to Club members! The combination number should be known by paid up members (although I wouldn't bet on it!).

Additional duties and information:

- a) Remove drift wood and weed from slipways.
- b) Check the Dinghy Park for unsecured boats, loose covers, etc.
- c) Club Brochures and the Membership Information Pack are in the rack near the door, if required. Give out Brochures in the first instance.

THE PHONE IS IN THE CUPBOARD ON THE WALL IN THE KITCHEN

Club telephone number is 01895 824749. Outgoing calls are restricted to a 35-mile radius and cannot be used to call mobile phones.

WINTER DUTY (during GMT): Saturday 10.00 - 14.00 and Sunday 9.30 - 13.30

- 1) Follow the instructions above for both morning and afternoon duties.
- 2) Please try to avoid sharp impacts to orange dory as the manufacturers have warned us that at temperatures less than 10 degrees C the boat is more likely to crack.

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