

Guidance for Duty Officers

At the beginning of the season:

Check the dates of your duties well in advance and make firm arrangements for a stand in if you are not going to be available.
You should be in possession of a set of keys for the Clubhouse

Before the Day:

Check, by phone if necessary, that the Race Officer of the day is aware of their duty a few days beforehand. The rota is in the Club Handbook and phone numbers are available from the Membership Secretary. Check that the safety boat drivers are available and that the galley will be manned. (Best done at the previous race).

On the Day:

Pre-Race

Open the club at least 1 hour before the race (front & back doors, containers and race box) Check for signs of damage, vandalism etc.
Check Race Officer has arrived and that he has some assistance. Discuss conditions, race programme, courses, and select appropriate safe sailing flag for display. Always check if the Slow Handicap Fleet are sailing and discuss appropriate course for them.
Check Safety Boat Crew has arrived and that rescue boats are briefed and afloat a minimum 30 minutes before start
Check club boat fees have been collected (recorded in a book in the galley)

After Racing:

Check everyone has returned from sailing (trolleys on beach, changing rooms)
Assist the RO in organising manpower to recover the rescue boats
Check all club property is put back in its place:
Collect the Hose Pipes and put them away in container,
Rubber Duck, Optimists & gear (in the container),
Petrol (in the bunker)
Switch off the Air Horn Compressor and close the tap
Switch off the Radio when all safety crew and sailors are on shore
Check VHF sets are put away and on their individual chargers
Switch off power to water heater (urn) in galley
Switch lights off including race box and changing rooms & check showers are off
Lock Containers and both doors of the Race Box
Put away the Club Keys in drawer underneath race results notice board
Cut off water to outside taps by switching off stopcock in corner of galley storeroom

General:

Be aware of visitors and new members and try to make them feel at home

Finally please switch everything off except the security lights in the corridor, check door between corridor and main room is locked, set the alarm (enter number and press FULL) & lock up on way out!!

Most of the time other members are helpful & will have put most of the things away and it is just a matter of checking.