



Guidelines for

OOD

(Officer of the Day)

Guidelines for OOD (Officer of the Day)

Preparation

- check when you are on duty and who you are on duty with - make contact with them in advance to agree time to meet at the club
- arrange to collect the club keys from one of the key-holders if necessary
- check if there are any special circumstances for the day (as indicated on the roster)

On the Day

- On arrival unlock the gates, the clubhouse and the rescue boat door using the main keys
- Saturday Sailing starts at 01.00 pm and usually finishes by 04.30 pm
- Get the keys for the changing rooms and the race hut (on race days) from the galley (above the cooker) and unlock these as well
- On race days;
 - ✓ Typically it is sensible to have opened up the club by 10.30 am to allow yourself time to get everything sorted before you are due to start the first race at about 11.30 am
 - ✓ Locate the black audio control box, the computer screen and the microphone in the club house and take them over to the race hut where there are further instructions about how to set up all of the computer and sound equipment
 - ✓ Check it all works (you should have the PC and the loud speaker working)
 - ✓ Open up the galley from the inside

Safety Boat

- The OOD should delegate responsibility for the rescue boat to the AOD who should do the following
- Remove the fuel from the fuel store which is near the bottom of the club house steps (same key as the race Race Hut)
- Connect the fuel (checking there is sufficient in the tank, ½ full is about right) to the rescue boat
- Get the boat onto the water and test it all works
- Check that the 2-way radios work and have one with the AOD and one with the OOD
- If there is a strong wind and the AOD will need some assistance with the rescue duty the OOD is responsible to co-opt assistance from among those present

Racing

- Discuss a sensible course for the first race with some of the experienced sailors and set the course by placing the numbers into the wooden rack that fits onto the bottom of the flag mast in front of the race hut
- Record all boats racing onto the computer in the columns you will see on screen when the computer starts up
- Commence the countdown (generally 10 minutes) at a suitable time taking into consideration those racing and the need to get the first race complete before lunch time
- Further instructions are in the race hut for using the equipment and running the race

At the End of the Day

- Close down all the equipment and put everything away
- Make sure that the race results are accurate and that the race sheet is stored in the clubhouse where indicated
- Tidy up the club house and the surrounding area to keep the club in good order
- Lock up the club (all the doors and gates you opened at the beginning)



Guidelines for

AOD

(Assistant Officer of the Day)

For the AOD (Assistant Officer of the Day) Guidelines for use of the Safety Boat

A copy of these guidelines are held in the safety boat garage to be signed and dated by you on the day.

Preparation

- The safety boat **has to be fully functional** before sailing can take place.
- Check that the boat hook and paddles are on board and the **bung at the rear of the boat is in.**
- Get the red fuel tank which contains pre-mixed fuel from the fuel locker. The tank of fuel should be at least half full and not more than $\frac{3}{4}$ full.
- Secure the fuel tank in the safety boat. Connect the fuel line (Arrow on priming bulb pointing towards engine) and open the venting screw that is on the top of fuel tank filler cap. Repeatedly squeeze the priming bulb half way down the fuel line a few times until the bulb is hard.
- Lift the engine into the upright position before taking the safety boat down the slip-way.
- Obtain assistance if required to take the safety boat to the water.

Starting the Engine

- Once the boat is in sufficiently deep water, lower the engine.
- Attach one end of the kill cord to your life jacket - the other end is connected to the kill cord switch. Apply a bit of choke and attempt to key start the engine.
- If the engine will not start check :-
 - that there is sufficient fuel in the tank,
 - squeeze the fuel line bulb until it is hard,
 - the kill switch is in the run position,
 - the ignition switch is on,
 - the engine is in neutral,
 - the engine run lever can be lifted to provide more fuel to the engine and the choke can be pulled out.
- Once the engine is running push the choke back in and return the engine run lever to the down position.
- Use the key to switch the engine off and not the kill cord. If the key is left on it will drain the battery.
- When changing from forward to reverse gear (or vice versa) **pause for a few seconds in neutral** to prevent damage to the gearing mechanism.
- Ensure you have one of the walkie-talkies with you and the Officer of the Day has the other. Check they are functional and operating on the same channel. Attach the walkie-talkie to your arm using the waterproof arm strap.
- Another adult should accompany the safety boat driver when the weather conditions are poor. **The safety boat should not be used for taking people for joy rides.**

On Patrol

- Keep well clear of sailing craft that do not require assistance.
- Do not motor around the lake unnecessarily. This is not only wasteful of fuel but can cause unnecessary disturbance to sailors, as well as wild life and fishermen on the banks of the reservoir. High speeds should only be used to attend dinghies that require assistance.
- When attending a capsize, man overboard or other incident, wherever possible approach up-wind to the incident. Once you have arrived at the spot ensure that the propeller is away from people and sailing equipment. If in doubt **KILL THE ENGINE** and use the paddle or boat hook when necessary. If you are bringing a sailor out of the water bring them into the safety boat at the bow whenever possible. The engine must **ALWAYS BE OFF** when bringing someone into the boat from the water.
- If for any reason you have to leave the safety boat, ensure that you leave the kill cord attached to the kill switch. Whenever possible the safety boat should be secured to the pontoon with the bow pointing into the lake.

Recovery

- When returning the safety boat back to the garage reverse the launching procedure and ensure that the fuel tank venting screw is tightened and the fuel tank is returned to the fuel store.