

## **DUTY OFFICER (DO) INSTRUCTIONS**

The role of Duty Officer has been created to ensure that on a Sunday Club Sailing day, everybody on site is made welcome, that any issues are either sorted or reported and that the duty crew are supported in their roles. The Duty Officer is responsible for all land-side activities on a Sunday.

### **1. About 10 days before your duty**

- a) Check that the team members scheduled to undertake the duties of Race Officer, Assistant Race Officer, Safety Officer, Assistant Safety Officer have remembered they are due to help and know what to do.
- b) Familiarise yourself with your role by reading these instructions

### **2. On arrival at the Club at approximately 10.00 am**

- a) Unlock the club if you are first to arrive. Ensure all fire exits are unlocked
- b) Hold a meeting with your Duty Team; Any 'no shows' to be reported to the exec.
- c) Check that the Race Officer knows where everything they need is located.
- d) Hoist the Club flag and ensign from the flagstaff.
- e) Address any obvious safety hazards before people arrive.

### **3. Hire boats**

- a) The Club hire boats may only be used by Club members
- b) Club members using the Hire boats are required to notify the – Duty Officer before sailing. If you see a Hire Boat in use then please talk to those using the boat(s) to ensure that they have booked and paid to use the boat(s).

### **4. Visitors and Guests of Members**

- a) Visitors must be signed into the Visitors book along with the purpose of their visit.
- b) Guests of members must be signed into the Visitors book by the Club member who invited them onto the Club

premises and who will be responsible for them whilst on Club grounds.

## **5. Clearing up**

**a) All duty personnel are expected to perform the following:**

- a) At the end of the day, put all the equipment away in its proper place including the line marks off the water and the transit posts away in the bosun's locker under the Start Hut.
- b) Make sure any breakages and any serious problems are brought to the attention of the relevant committee member.
- c) At the end of the day, all duty personnel are required to mop, clean and tidy the Clubhouse and changing rooms. Please make sure your team is aware of this requirement at the start of the day.  
Please ensure that all recycling is placed outside in the large wheeled recycling bin, recycling does not need bagging - needs to be loose.  
Place all rubbish in the large wheeled rubbish bin.  
These large bins are kept outside the clubhouse in the bin store.
- d) Ensure that the start hut and fuel store have been locked and before leaving make sure that those remaining are aware of the need to lock all Clubhouse doors and main gate.