

Papercourt Sailing Club

Guidance Notes for Officers of the Day

DUTIES CHECKLIST

Below is the duties check list, however please read the fuller instructions as they do change from time to time.

Activity	Check
Buy Milk	
Open up – disable alarm	
Turn on water heaters	
Check toilets and changing rooms	
Get out tea bar stock	
Check float	
Complete “OOD’s log sheet” and “Tea Bar Sheet”	
Fly flags	
Check PSC hire boats seen on the water have been paid for.	
Closing	
Ensure petrol has been purchased using float money in safe	
Check all sheds are locked including engine and fuel store	
Remove flags and leave in Galley	
Rubbish into waste bin in the car park	
Complete Tea Bar record sheet	
Ensure any hire boats have been entered on tea bar record sheet	
Return all produce to store room except and tea, coffee and sugar containers	
Till - empty and leave open in galley – money and float into safe.	
Lock store room	
Leave credit card reader on charge	
Bring patio furniture in if it has been used	
Check changing rooms are clear and windows locked	
Ensure all doors and windows are locked	
Return all keys to key box in galley and secure	
Turn off water heaters, gas and all lights	
Activate alarm and lock main doors	
Return keys to the key box in the porch of the Clubhouse	
Lock main gate	
Dispose of intruder alarm sheet securely (at home please)	

Your Duty

If you are unable to attend on your designated duty day it is **your** responsibility to find a replacement officer or to swap your duty with another member by phone or email (Details on Sailing Club Manager) noting any changes on SCM - it is not the Duty Rota Officer's responsibility to find the replacement. The Duty Rota Officer, Jill Hamment, needs to be informed of any changes (email duties@papercourt-sc.org.uk) "No Shows" will be allocated an additional duty to recompense, in fairness to all other Club members, and two "No Shows", without good reason, will lead to referral to the Main Committee for consideration of termination of membership without refund.

The PRO will phone all the other duty officers a few weeks before, to confirm their attendance on the day.

If you have not done the duty before you are advised to attend the club a week or two before to familiarise yourself with the layout of the items you will be using – possibly shadow the OOD on duty for a bit.

Responsibility

As OOD you are the representative of the Main Committee of PSC and have authority to act as you think best for the general good of the club and the safety of all attending. However, if you do have a problem, seek advice from a Main Committee member whenever possible. You may call upon any member of the club to assist you. Members of PSC and its affiliated clubs must comply with your instructions. For your guidance and assistance a précis of the Club Rules is appended at the end of these instructions.

If racing is cancelled for any reason you will still need to keep the Club open through into the afternoon in case there are any social members who may wish to attend for lunch or drinks. Your duty is not completed until all persons have left the Club and it is locked and alarmed.

Duties on arrival

You should arrive not later than 0900 (Finish about 4.30PM) in the summer season, 0930 in the winter season (finish around 4PM). On Wednesday evenings you should arrive no later than 1800.

During your duty you will need various keys; in the key box in the porch of the Clubhouse are the keys to the lobby and main clubhouse. In the galley is the key box, which contains all the other keys (other than the boathouse key which is in the entrance hall). All keys are marked, however only use the Bar keys if you have been trained.

Unlock and enter the main clubhouse area and use the alarm disarming instructions that will have been sent to you and the PRO on a separate email from the Duty Rota's Officer about 2 weeks before your duty. Do not enter the clubhouse unless you have these details as the alarms will be triggered and the police alerted.

Hoist the red ensign on the gaff and the club flag to the peak of the mast. Both flags are stored in the Galley area.

Inspect the toilets and changing rooms to ensure that they are fit for use and equipped with sufficient soap, toilet paper, paper towels and clean hand towels. Further supplies of paper goods can be found in the cupboard in the Ladies changing room and large toilet rolls are on the shelf. Handtowels are in the galley with clean tea towels.

Check that the Race Officers and Safety Boat Officers are present. They should arrive 1½ hour before the start of the first race. If a 'No Show' occurs then you should liaise with the PRO to appoint substitutes and try to ensure that racing begins on time. If in doubt ask any Committee member for advice. Note the attendance (including yourself) and non-attendance of all officers on a new OOD log sheet, which will be found in the OOD log file in the tea bar.



On Wednesday evenings there is no racing and therefore no Race Officer. Safety boat officers should arrive by 1800 and be on the water by 1830.

Liaise with the Race Officer who will decide whether conditions are suitable for sailing.

For safety reasons and to promote the smooth running of the day, keep a radio intercom with you at all times. These are kept in the chargers in the clubhouse. The PRO and SBOs will have one each so you remain in contact. Please ensure only the on duty team for the day have access to the Galley by keeping the gate across and challenge anyone who comes into the galley.

Duties during the day

Fire and Fire Alarm If the fire alarm is activated or a fire discovered then please ensure the building is evacuated with all persons directed to the fire assembly point in the car park in accordance with the Fire Emergency Plan (Copy displayed in the Galley, Official Notice Boards and a copy in the OOD's book). Fire and Rescue Service and Ambulance service to be called. If a fire is discovered then the alarm can be activated by either breaking one of the glass fire points or pressing the EVACUATE button on the control panel both of which will trigger the sounders and alert the Monitoring Station who will call the Fire and Rescue Service. If alarm is activated, with no obvious reason for activation, an investigation can be conducted to see what caused the alarm and if found to be clearly a false alarm (overcooked food or smoking etc) then the alarm can be RESET – key (hanging on string) and instructions next to alarm by the front door. If no obvious reason for activation but clearly no fire then alarm can be SILENCED (but not RESET) pending arrival and investigation by the Fire and Rescue service, again instructions by the alarm. To silence the alert on the Burglar alarm keypad type in the alarm code and press the “X” button.

Spillages and water left from sailors should be mopped up and not left lying around as they provide a slip hazard and could damage the floor coatings if left. Mop and bucket in the galley

Tea bar. The OOD staffs the tea bar, possibly assisted by family and friends. Please keep the storeroom closed and the wicket gate to stop people wandering into the galley and storeroom.

Please provide **MILK** (8 pints on summer Saturdays, 6 pints on summer Sundays, 4 pints of milk in the winter season and 2 pints on Wednesday evenings). Recover cost from Tea Bar and leave receipt in cash bag with takings and record sheet.

Credit Card Reader - Switch on device and check that battery has sufficient life for the day. Use USB charger to re-charge as and when necessary. Leave on charge at end of day. Follow operating instructions on laminated card.

Open meetings and other special events - If you are OOD when there is an open meeting or other special event taking place, please note that the class captain or organiser will be doing their own accounts for the event taking in entry fees, and paying expenses for the event (food, prizes, and thank you gifts) from the event income. Tea bar will operate in its normal way, taking money for purchases of drinks and sweets etc.

Liaise with the SBOs to ensure that there is an adequate supply of petrol for the next sailing day. If necessary, get them to purchase more petrol. Obtain a receipt and reimburse them from the “Fuel Float Box” in the Safe. Leave the receipt in the Fuel Float Box in the safe. If insufficient money in the Fuel Float Box top up using money from Tea Bar takings and show amount on the accounting sheet

The SBOs, race officers and OOD may have **complimentary drinks** and/or thermos flasks of tea, coffee or squash **but no cans or bottles**. **If they would prefer Nespresso coffee please charge the difference, (40p) as this is to cover the extra cost of the capsules**. Any instructors, teaching on a training course, are also entitled to complimentary tea and coffee only - not the students.

Switch on the kitchen water heater (switch located on the back wall below the Sadia heater), switch on the tea making water heater (switch near the central partition). If the cooker is to be used, the gas tap is on the wall to the left of the cooker (‘on’ is with the lever vertical). A commercial dishwasher is situated in the rear kitchen with full instructions on it. If used please ensure it is cleaned out and emptied after use.

Stocks and displays can be found in the kitchen store. Spare OOD log sheets and tea bar accounting record sheets are in the back training/committee room document cabinet. Remove the float bag from the safe, and count money – should be £30 or something near. Enter actual amount in the top box of the tea bar sheet plus any money that you may find in the till. Place display containers, for sweets, biscuits, crisps and Pot Noodles etc. for sale on the counter and stock the fridge with canned/bottled drinks.

Telephone. Answer the telephone and deal with calls as required.

Protest forms. If you receive a protest form please pass to the Race Officer who will deal with the matter.

Club boats. Papercourt has a number of boats available for hire to MEMBERS only (i.e. not Visitors). The Dinghy Hire Book is kept in the galley. It is used to record which craft are hired, when and by whom. It is your responsibility to ensure that the log is completed correctly, and monies taken. The money should be put in the tea bar till. Hire rates, boat numbers and berth locations are displayed in the book. Any other club boats not numbered as above are not available for hire. (I.e. Sailability boats). The member is responsible for the boat, and should take due regard of their own experience and the weather conditions. All Club boats are clearly marked with PSC on both sides of the sail, followed by the appropriate number. During the day please check that the boats in use on the lake tally with the record in the log, and tactfully challenge persons if necessary.

Note any complaints, faults or breakage in the comments section of the Hire book. Record total amount of hire fees on tea bar sheet at the end of the day and place the hire book sheet for that day into the cash bag with the tea bar sheet.

Visitors. Ensure any visitors to the club sign the visitors' book in the main entrance passage, and pay the appropriate fees as displayed. Record fees on the tea bar record sheet.

Non-Members. Please challenge anybody if you suspect they may not be club members or signed in as a guest. Answer any potential new members questions, and direct them to a senior member for more help if necessary.

Lost Property is stored in the relevant changing rooms and in the main hall.

Club Buoyancy Aids are in shed 3 and the green container.

Safety. Enter any defects or observations about the Club in the log. Any damage that represents a safety hazard should be reported to a Main Committee member immediately.

Duties at the end of the day

Complete the OOD log sheet.

Tea bar: Restock displays and return all stock to store cupboard: Restock fridge with canned drinks.

Empty fridge of any perishable items (particularly Sundays, but leave milk).

Remove waste bags from bins and place in swing top dumpy container between the sheds. There is no need to sort anything for recycling as our waste contractors do that at their depot.

Count cash and record on tea bar record sheet. Make a float of £30.00 in coins/small notes (no copper) Place the remaining money in clear plastic bag (found in safe) together with the tea bar sheet, dinghy hire sheet and receipts for the day. Place both float bag and clear bag in safe. Leave the now empty till in the galley – leave it open. Leave out the small Tea, Coffee and sugar containers.

Switch off the two water heaters – drinks water heater and the washing water heater, switch next to microwave oven. Turn off gas tap ('off' is horizontal).

Return the two-way radios to the chargers (Should be 6) and make sure they are switched "OFF" before putting them into the chargers – check red charging light comes on.

Lock store cupboard. Leave the Credit Card Reader on charge so it's ready for the next day.

Lock the outside sheds and stores.

Bring in the aluminium "bistro" patio furniture if it has been used. All wooden furniture stays outside.

Close all windows and doors.

Lower club flags.

Turn off all lights. The central heating boiler is on a time clock and will not require attention.

Return keys to the key box in the galley. The key to the boathouse stays in the small key locker in the hallway

Ensure that the Fire Exit doors are securely locked – one in the pool/training area and the other in the Office.

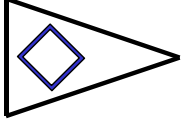
Secure the clubhouse, after activating the alarm system using the instructions provided, and replace the keys in the key box in the porch of the Clubhouse.

Lock the main gate. If another member is still on site, check that they will lock up.

General

During most summers, blue-green algae are present at Papercourt. If persons enter the water when the algae are present they should be advised to shower themselves off and if water was ingested they should obtain medical advice. Fuller guidance notes are in the Operations Manual in the cupboard in the galley.

The success of the day's sailing depends on all the members on duty and therefore it is imperative that you do your utmost to ensure the day runs smoothly and safely. The Committee wish you every success and will assist in any way possible. Thank you for doing your duty. If you have any comments for improvements please email the Sailing Secretary, Frank Brown at frankbrown1@ntlworld.com



PAPERCOURT SAILING CLUB enjoys an enviable reputation for its vibrant and friendly atmosphere. It is a club run by volunteers for the benefit of us all. Members and the Main Committee continually strive to improve the facilities offered and, to enable us all to enjoy them to the full, we must all primarily be aware of the Rules and Byelaws and abide by them. The following précis of Club Rules should help, however **THINK SAFETY AT ALL TIMES**

ANIMALS Dogs, belonging to members, are permitted in the specified dog enclosure so long as they are well behaved, kept on a short lead and under the direct supervision of their owner. Access via East side of building.

BABIES A baby-changing unit is available in the disabled loo.

CHILDREN - All children under 16 must be accompanied by an adult member.

- Children shall not play on the jetties or at the water's edge.
- Parents wishing to race must arrange for a responsible adult ashore to supervise their children during this period.
- Parents or guardians must accept full responsibility for their conduct and safety.
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CRUISING This is available on all main race day (other than open meetings) but cruisers must not interfere with racing

DUTIES Members, excluding Country classes, are required to carry out Club duties unless given exemption by the Main Committee. Duties will be notified by the Duties Officer via SCM and, as far as practicable, will be commensurate with a member's skills and experience. **If unable to perform an allocated duty a member must arrange in good time for that duty to be performed by another member.**

FIRST AID A first aid kit and accident report book is kept in the galley

SAFETY BOATS - These must be crewed by competent safety boat officers trained to RYA Power Boat level 2. Children must not be carried in safety boats. Do not obstruct racing, avoid fishermen and be aware of the wash created. Move steadily unless in cases of emergency.

SAILING AND RACING - Members have sole responsibility for their own, their children's safety. Boats must not be sailed on the club water unless all of the following requirements are met.

- a) A safety boat is launched with capable crew in readiness for rescue duties.
- b) The member has checked that the boat has adequate buoyancy.
- c) All persons afloat must wear personal buoyancy. During November to March, inclusive, sailors must wear full wet or dry suits.
- e) The rights of fishermen are respected - keep clear of lines and floats.

The OOD or any Club Officer may suspend any boat from being used on the water until he or she is satisfied that it is seaworthy and has sufficient buoyancy. Deliberate capsizing shall not be practised unless under the supervision of a member authorised by the Club Officers.

SPEED LIMIT - The vehicle speed limit is 5 mph.

TELEPHONE - This is in the entrance hall and galley.

VISITORS A member introducing a guest shall enter the relevant details in the Visitors Book, kept in the entrance hall, and pay any fee(s) due. Guests may not purchase intoxicating liquor.