



### Officer of the Day

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#### Job Description

The Officer of the Day (OOD) is responsible for the overall management of all on-site sailing day activities.

#### Reports to

The president

#### At start of Day

OOD will ensure,

- That wind and weather are safe for sailing
- Premises are unlocked by a key holder
- All facilities are available and that operational areas are safe and clean
- The number of dinghies we will use

#### Preparation

OOD will organise, check or oversee these things,

- Removal of dinghies from racks and commence rigging
- Keys for support boat, Faith, buggy and pontoon (obtain from usual places)
- Tow vehicle for support boat, support boat launch and transfer of crew to Faith
- Allocate skippers and crew for support boat and Faith (remember to rotate skippers)
- Allocate volunteers to set up canopies, tables and chairs etc
- Allocate someone to check dinghy rigging
- The transfer of dinghies from shore to pontoon, their final fitting out and their moorings on the pontoon
- The preparation of pontoon facilities
- Correct installation of cranes and hoists, they are safe and ready to use
- VHF radio communication with Faith and support boat, using Channel 72
- Dinghy set up area is cleared of all unnecessary equipment, and is free from hazards
- Golf cart is parked away from clients, key is secured and battery is charged
- A traffic warden is appointed and vehicles that enter DPSS grounds obey the warden's instructions when on the grounds, and

For administration,

- That 'on-shore' administration positions are filled
- The number of clients expected (with registrar)
- A buddy is assigned for any new volunteer

## Operational Duties

The OOD will supervise, monitor or arrange the actioning of these things,

- Coordinate all the day's activities, both on and off the water
- Conduct the 8.45am briefing
- Allocate on board radios to dinghy skippers and ensure skippers perform a radio check with the support boat
- All clients to have a properly fitted life jacket while on the pontoon
- The safe transfer of clients to and from pontoon and boats, the departure, approach and berthing of Faith and dinghies
- That clients have a safe (and timed) sail, including that skippers sail to conditions and reef if directed
- The work load and comfort of all volunteers and arrange relief where possible
- Weather conditions, with advice from support boat and skippers
- The removal of wheelchairs and any unnecessary equipment from the pontoon. Advise client carers if necessary, about wheelchair pontoon protocol
- Record equipment faults in the maintenance book
- Coordinate sailing program with client coordinator
- Allocate volunteers to return and de rig dinghies
- Allocate a volunteer to operate the golf cart.

## Emergency Procedure Plan (EPP) and Severe Weather Emergency Plan (SWEP)

The OOD is responsible for initiating and coordinating the EPP and SWEP in the event of an emergency. OOD must be familiar with all components of these plans.

For reference, the EEP consists of the safety instructions and procedures included in these publications,

- Support boat procedures
- Faith skipper procedures
- Man overboard (MOB) procedures
- Registrar procedures
- Guidelines in the event of an injury

The SWEP plan contains guidelines to be followed in the event of a severe weather warning.

If there is an incident the OOD must take charge. And, make the call on how to manage things, taking into account the severity of the incident. If serious injury is involved, then an ambulance must be called (phone 000). In parallel, sailing operations may be changed so as not to interfere with any primary care to an injured party. In doing this the OOD will be seeking a balance to ensure risk is minimised for everyone.

An incident report (with any witness statements) must be completed as soon as possible after an incident and submitted to the president or secretary. And, the OOD will report any incident to the Executive Committee as soon as possible.

### Cancellation of Sailing

- The initial decision on whether to sail for the day will be made by a designated person. The decision will be recorded on the morning phone message
- After sailing commences, the OOD is responsible for reviewing sailing activities and weather conditions
- Depending on the weather, the OOD can cancel sailing or confine sailing to the harbour.

### Limitations when Confined to Harbour

To avoid congestion the OOD needs to monitor dinghies sailing in the harbour. Numbers are to be reduced to a maximum of eight dinghies to avoid congestion. And, sailing time may need to be shortened to 30 minutes (or even 20 minutes) if sailor numbers are at issue.

### End of Day check List

- Switch off power at pontoon switch board
  - Check pontoon and store secure and store locked
  - Radios turned off and returned to charger
  - Dinghies and associated equipment washed and stored
  - Tables, chairs and shelters returned to store
  - Support boat, motor and trailer washed down and returned to store
  - BBQ equipment cleaned and stored. Gas cylinder disconnected
  - Check with kitchen staff all is clean and locked
  - Toilets and roller doors are locked
  - Site is clean and all people have left
  - The main gate is locked
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