



Sailing Section

## Sailing Section Officer of the Day (OOD) Responsibilities

### 1. Overall Responsibilities

- a. General safety of 'Sailing Section' activities.
- b. Opening and closing of section facilities at required times.
- c. Liaison with sailing race officers (RO and ARO) and rescue crews, and other section OODs/crew.
- d. Activation of the MIP (Major Incident Plan) if required.
- e. Focal point for visitors, guests, and potential new members.
- f. Completing the duty board with allocated duty names.

### 2. General safety of sailing section activities

- a. The OOD is to inspect the site, including the compound / storage areas, slipways, and water, to ensure that all areas are safe for members to access for use.
- b. The OOD is to test the fire alarm in the clubhouse upon arrival by pressing the button on the detector by the galley.
- c. The OOD has the final decision on section activities at the club. This includes overriding an RO, Committee Member, or Officer of the section.
- d. The OOD has the right to ask a member of the section to leave the water if they are not wearing the correct buoyancy aid / clothing or acting on the water in an un-seamanlike manner.
- e. The OOD may take the decision not to allow out any boats if they deem the weather conditions and/or members capabilities are in doubt.
- f. The OOD has the right to cancel racing if the minimum of an OOD, RO and Rescue Crew are not on duty, subject to appropriate weather conditions.
- g. The OOD must record any accident in the club accident book located in the galley, including any relating to the activation of the MIP.
- h. During Powerboat Racing weekends, the OOD will work with the Sailing duty crew and the Power OOD to manage activities and minimize conflict, including enforcement of the No-Go zone.

### 3. Opening and closing of Section facilities

- a. The OOD will open the appropriate section facilities for the planned activities in enough time once inspected that they are safe for use.
- b. The OOD must always carry a radio with them, ensure race crew have radios where present, and that radios are working correctly to aid efficient communication.
- c. The OOD shall raise the appropriate flags of operation while there is activity on the water.
- d. The OOD shall lock / make secure and check all facilities at end of session, including dinghy park barrier.

### 4. Club Boats

- a. The OOD is to work alongside the section club boat Bosun and are responsible for the allocation of club boats, issuing the correct equipment for the requested boat, and checking all equipment is returned, with any issues reported to the Bosun.
- b. The OOD will ensure a hire form is completed both before the boat has been allocated and used, and after the boat has been returned.