

## SATURDAY, WEDNESDAY AND BANK HOLIDAY MONDAYS

The SBO is in charge for these duties and will need to obtain a full set of keys from a key holder. Please use the Pioneer for these duties. Your duty allocation slip will show your partner. Please confirm their attendance before the event.

You will both require buoyancy aids and clothing suitable for the conditions as a wet rescue may be necessary. It is important that the kill cord is used at all times. Please read the check list in the boat shed before launching the safety boat with the help of a second person. Check you have sufficient fuel for the day.

As SBO you should be practiced in equipping, launching and handling the clubs powerboats and be aware of the relevant rescue techniques. Further information is included with this note.

You will need to get a volunteer to help recover the Pioneer as it requires three persons.

### Wednesday Evenings

The evening is for leisure sailing and fun pursuit racing. Please bring a stopwatch and whistle. Arrive at 18.30, open the clubhouse and turn on the electricity. Organise a course and start and finish three pursuit races. Assist everyone to have an enjoyable evening sail.

### Saturday Afternoons and Bank Holiday Mondays

Arrive half an hour before the 14.00 hrs. start.

Provide safety cover all afternoon.

Support members by providing safety cover and assisting those who need help or advice in rigging, launching or sailing their craft.

Give everyone 30 minutes warning that safety cover will end at 17.00 hrs.

When finished return and lock up boat and equipment. Turn off the electricity and lock the clubhouse or pass responsibility to a designated person who is in possession of a clubhouse key.

## Duties

Details of your duties for 2009 are enclosed. Please make a note of the dates in your diary or calendar and keep this leaflet in a safe place for future reference prior to each of your duties as only a reminder of the date and duty team will be sent. Please bring someone to do your other duty if 'Partner of' and your name appears on your duty list slip.

Inform the OOD at the earliest opportunity if you have to change duties. Exchange your duties with another suitable member (like for like) and inform the duties officer to amend his records. The duties officer is unable to exchange duties on your behalf.

A list of OOD's is printed in the 2009 Club Programme and a contact list of members is displayed in the clubhouse. A full duties list can be accessed on the club website [www.nantwichsail.com](http://www.nantwichsail.com) in the form of a password protected spreadsheet, the password is 3257 (the same as the combination lock on the dinghy park.)

**Everyone on duty must bring a buoyancy aid and clothing appropriate to the conditions as both safety boats may need to be used in adverse conditions and a wet rescue may be necessary.** A person assigned to galley duties may need to assist in the start box if the OOD is short handed.

It is essential that all duty commitments are fulfilled to facilitate the smooth running of the organised sailing programme. The continued viability of the club is totally dependent on the success of the calendar of sailing events. It is a condition of membership that agreed duties are completed.

Please help to maintain the club facilities by **reporting any loss, damage or missing equipment** by e mail to [committee@nantwichsail.com](mailto:committee@nantwichsail.com) or inform a committee member. Complete the accident book or incident book as necessary.

### Keyholders

John Harrison	01270 662772	Dave Edwards	01782 751517
Rob Richards	01782 619571	Wendy Rigg	01270 820779
Brian Rouse	01630 672992	Peter Thoms	01270 500397
Chris Keeling	01782 751837	Greg Webb	01270 842899
Cara Dockerty	01270 619261	Henry Edwards	01270 253819
Anthony Oakes	01782 623181		

## Sunday Duties

### OOD (Officer of the Day)

As Officer of the Day you will have previous OOD experience, have trained with an experienced OOD or attended a club course.

You will require a full set of keys, obtainable from a key holder.

Please contact your duty team before hand to ensure they will arrive one hour before the first race. Those on galley duty need only arrive half an hour before the first race.

Please bring milk for refreshments, the cost will be repaid from galley till, and a stopwatch.

On arrival unlock the clubhouse and turn on the electricity.

Details regarding race organisation and duties of the OOD, Sailing Instructions and the child protection policy can be found in your copy of the 2009 Club Programme. An OOD checklist and start sequence signals instructions are in the start box.

Unlock start box, bosuns store, the two powerboat sheds and fuel locker. Assign an assistant (AOOD) to the SBO. Allocate duties to the rest of the team and check they understand what to do. Prepare signing on sheets in good time and place in clubhouse.

On conclusion of racing return powerboats and equipment and lock up. Please shut all windows and rear doors, turn off electricity and lock clubhouse. Please take rubbish from the galley for disposal at home.

### SBO (Safety Boat Officer)

As SBO you should be practiced in equipping, launching and handling the clubs powerboats and be aware of the relevant rescue techniques. Further information is included with this note.

Once you have been assigned an assistant please read the checklists and launching instructions in the boat sheds then launch and equip the boats. **Caution the Dory, Pioner and Logic require two people to launch, the Dory and Logic can be recovered by two people, the Pioner requires three people to recover.**

Erect the start boat signal flag mast, Check that copies of the signal sequence and OOD Checklist are in the Dory steering console. Spare copies are in the start box. **The safety boat(s) must be on the water and manned at all times during racing. Ensure kill cords are used at all times.** Ensure there is sufficient fuel for

the day.

Attend all capsizes as soon as possible, the safety of people comes before the recovery of boats. Other than when attending an incident do not run the engines at excessive speed and be aware of the effect of the wake on boats racing.

The safety boat should not be taken off the water before the finish of the last race.

Return and lock up boats and equipment, Check with OOD before leaving.

### AOOD (Assistant to OOD/SBO)

Ensure you bring suitable clothing and a buoyancy aid as you may be needed on the water. **Please arrive one hour before the start of the first race.**

Report to the OOD who will brief you and allocate tasks.

An AOOD will be assigned to the safety boat to assist the SBO. If you already have experience of safety boat work please let the OOD and SBO know.

Please ask the OOD for instructions on starting, finishing and recording races. AOOD's may be asked to help in the galley.

### Galley Duty

Arrive at least half an hour before the start of the first race and inform the OOD of your arrival.

The OOD will have brought milk, Other supplies are in the locked cupboard.

A social committee member will bring the galley float and key in a yellow bag. Put float in till. A price list is on the pillar in front of the till. Confectionary, tea, coffee etc. are in the galley cupboard.

Be prepared to assist with race recording in the start box if the OOD is short handed. Check with other duty members and serve them with hot drinks. (there is no charge for the duty team.) Insulated mugs are available for the safety boat crew.

Ask the OOD to inform you when the race will end so as to have the tea prepared.

At the finish of sailing wash all mugs etc. and leave the galley clean and tidy. Please mop the galley floor and the main room if necessary. Lock away all provisions, return the cash and galley key to a social committee member or OOD.

Bag all litter and waste and leave by door for removal by the OOD.