ARDEN SAILING CLUB - OFFICER OF THE DAY INSTRUCTIONS

GENERAL INSTRUCTIONS TO THE OOD AND ASSISTANTS,

FOR THE MANAGEMENT AND CONTROL OF THE CLUB SITE.

OFFICER OF THE DAY (OOD) DUTIES.

At the start of the sailing season the Sailing Secretary will issue a list of member's names against a date for OOD and Assistant OOD duties. Please check this list against your diary, if you are unable to attend on the date allocated it is your responsibility to arrange a swap with someone else on the list. Liaise with your assistant OOD to ensure that you are both available on the day and to agree an attendance time.

The OOD has full jurisdiction over water borne and onshore activities. Following below is a list of duties which require the OOD's attention. The OOD and assistant should arrive on site early enough to organise and assist in carrying them through in time for the start of the first race.

NOTE: No one should operate the rescue boat until they have received adequate instruction from a qualified senior member of the club. See notice board for list of approved Instructors.

1. CHECK LIST ON COMMENCEMENT OF DUTIES

Unlock the Club House. Initial entry is via a door at the back of the building, which has a combination lock. Ensure that you are aware of the number combination current at the time. Keys to the front door, which are colour coded, are then to be found on the keyboard in the cupboard in the front entrance hall.

1.2 Ensure that power is available to the water heaters. Neon lights to be found on the left hand wall of the above cupboard will give indication. If neon lights are not illuminated seek advice from a Flag Officer on site at first opportunity.

1.3 Light Calor gas space heaters (Spring and Autumn) if required. Carefully following instructions located on the lid of the heaters. Advise Boatswain when a replacement cylinder is required.

1.4 Arrange for the safety boat to be launched. See detail instructions below for Safety Boat and Outboard Motor.

1.5 Unlock the Starter's Box and check that all the race administration equipment is available. This comprises flags, starting clock, race calculation tables, race record sheets etc. These are to be found in a steel cabinet in the Starter's Box. Familiarise yourself with the race starting sequence and the setup and use of the count-down timer and race flags.

- Read the Club's Sailing Instructions
- Ensure that the Club's copy of the RYA Racing Rules is available.
- Locate the race record sheets and 'protest' forms. When applicable enter personal handicap numbers for individual helmsmen.
- Hoist Club Burgee on gaff yard of flag pole

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- Check the race flags are available
- Place a life buoy on the bank upstream and downstream of the launching ramp

Where a race result affects the personal handicap for the next race in the series, please amend the: personal handicap list at the end of the day's races.

1.6 Appoint:
- a safety boat crew (particularly important if high winds prevail)
- a time keeper
- a flag marshal
- helpers for the tea bar (would the OOD please supply a 2 litre container of milk cost to be reimbursed from tea bar takings)

2. RACE MANAGEMENT

2.1 Determine a suitable course for the programed events. If in doubt discuss this with a Flag Officer or an experienced member however the final decision will rest with the OOD. Heavy weather may warrant a shorter course being set to help speed the response of' rescue facilities in the event of capsize or other difficulties.

2.2 Make up and display the determined course on the course board and the number of laps to be sailed.

2.3 Arrange for marker buoys to be positioned to define limits of the course displayed. If possible place buoys where least disturbance is caused to fishermen. The relevant buoys are marked with an R, C or D.
- "R" stands for 'Railway' and is positioned upstream of the club site adjacent to the railway bridge.
- "C" stands for 'Caravan' and is positioned downstream of the club Site adjacent to a caravan on the right hand bank.
- "D" stands for 'Distant' and is positioned at the most distant paint of the course at the discretion of the OOD

2.4 Ensure the race 'sign on/off' sheets are available before and after a race to enable declarations to be made to meet the schedule defined in the Club's Sailing Instructions.

2.5 Call competitors to a race briefing 20mins. prior to the start of a race. Draw attention to any unusual course settings.

2.6 During a race note any 'protest' flag which is displayed and if required assemble a protest committee. A protest should only be acted upon when submitted in writing on a protest form and in accordance with the time limit set in the sailing instructions.

2.7 Return all equipment to correct locations at the end of the day. Ensure that all electrical apparatus, gas, lighting etc. is switched off excepting refrigeration equipment. Ensure the Club House is properly secured. If members intend

staying on site make arrangements for a person to assume responsibility for securing the Club House and ancillary stores.

3. SAFETY BOAT AND OUTBOARD MOTOR.

For security the safety boat is stored with the outboard motor chained to a fixed point in the floor. Ensure this fixing is released before any attempt is made to move the boat.
The fuel tank is stored in the boat and is located beneath the central seat. The seat can be hinged to gain access. Check that the fuel level is adequate for the day's races. Top up if necessary with neat petrol from the jerry can located in the stores. The tank must be removed from the boat while being refilled.

Please advise the Boatswain if the jerry can needs to be filled after your use.

Engine oil to be checked by removing the engine cowling (the locking catch is found at the rear of the cover, rotate 90 degrees to unlock). Engine oil level may be checked by removing the yellow dipstick. Please ensure that the engine is level when doing so (the engine is at an angle when in the transport position). Ensure the dipstick is pushed firmly home before replacing the engine cowling. Seek advice if uncertainty exists.

Oil to be used for topping up is 'Marine four stroke engine oil'

Inflate the buoyancy chambers using the air pump provided. Release some of the air again at the end of the day before returning the boat to the stores.

Secure the drain plug in the transom of the boat before launching. Paddles, boat hook, first aid kit, anchor and wire cutters should be on-board.

Enlist help to move the boat from the stores down the slope to the slip way. Launch and moor the boat at the downstream side, of the slip way clear of access for the sailing boats.

To start the outboard engine;

- Ensure that the fuel supply line is connected at the tank and engine end.
- Prime with fuel by squeezing the bulb in the supply line several times.
- Check that the gear change lever/throttle is in the neutral position.
- Secure the 'kill cord' under the ignition switch in, the 'on' position. Attach the other end of the 'kill cord' to your leg.
- If the engine is being started from cold, lift the lever at the throttle control to the 'choke' position and apply the choke by pressing the start key while turning it.
- Start the engine using the 'starter key' at the left hand side of the seat console.

Having started the engine let it warm up while progressively returning the choke lever to its normal running position.

Look over the transom and ensure that a flow of engine cooling water has been established. If there is no flow, stop the engine and seek advice.

Forward motion of the boat is achieved by releasing the throttle lever detent by squeezing upward and pushing the lever gently forward. Increased forward movement gives an increase in boat speed.

Astern motion of the boat is achieved by similarly releasing the throttle lever detent and pulling the lever gently backward until the required boat speed is achieved.

When going from forward to reverse or vice versa, allow engine revs. to reduce before the lever is moved through the neutral position.

The safety boat/engine combination is capable of high speed. Unless a rescue situation is involved please remember there is a speed limit in force on the river. Always reduce speed when passing moored cruisers. The Avon Navigation Trust speed limit requirement is 6mph reducing to 4mph i.e. about normal, walking pace when passing moored cruisers.

4 RESCUE WORK

The prime function of the safety boat is to give aid to any crew that gets into difficulty. In heavy weather it is particularly important to keep a close watch on river activities and if necessary position the safety boat on the river at the best vantage point, the gybe mark requiring close attention. In the event of a capsize the safety boat should attend and be prepared to give assistance. If the capsized dinghy is competing in a race do not assist where the crew appear to be in control unless a request is made. Stand by until the dinghy is recovered and sailing. Where a crew is unable to recover a capsized dinghy it is usually possible for the safety boat crew to assist by approaching the bow of the dinghy and to progressively lift and move along the forestay until the mast is clear of the water. Where the crew are cold and exhausted it is more important to get them to a warm environment rather than prolong their exposure while recovering the dinghy. If necessary tie or anchor the craft for recovery later.

Important.
The propeller of the outboard motor is not shrouded and is a potential hazard when conducting a rescue operation. Ensure therefore, that on recovery of a person from the water the motor is shut off and the lanyard stop switch/'kill cord' is disconnected. At high speeds the inflatable generates a considerable wash. Unless high speed is essential to lend assistance to a craft in difficulty it is a matter of good manners to keep the speed down, particularly when passing moored pleasure cruisers.

Children and young people under the age of 18 years should not be carried as passengers in the rescue boat when it is acting as rescue standby during dinghy races. At other times children and young persons may be given rides in the rescue boat at the discretion of the

OOD and safety boat crew and with parental/responsible person consent. All passengers and crew must wear adequate buoyancy aids at all times.

5. SAFETY

The Officer of the Day, acting responsibly, carries no liability for any accidents which might occur on the site or on the water. The Officer of the Day must however, be alert to the issue of safety on the site and be prepared to challenge anyone who by act or omission jeopardises their own safety or the safety of others. Some obvious points are the failure to wear life jackets/buoyancy aids when afloat, lack of care when using the motor mower or young children playing on the landing stage.

6. FIRST AID

Members likely to be involved in Officer of the Day Duties are encouraged to acquire sufficient knowledge to be able to give first aid to those who have suffered injury. Most first aid booklets indicate treatment for artificial resuscitation (the kiss of life), hypothermia fractured limbs, bleeding, concussion etc. A list of qualified 'First Aiders' is shown in the Club House.

A **first aid box** is located in the Club House adjacent to the tea bar. In the event of accident/injury please enter the incident in the record book beside the box. Enter name of person involved, brief details of injury, time and date and what action was taken.

7. EMERGENCIES.

A mobile phone must be available during any club event to summon outside assistance should it be necessary.

8. SITE MAINTENANCE

Members are requested to regularly mow the grass around their own boats and to give assistance in keeping grass levels under control on the site generally. Please don't leave it to the willing few. Ensure litter collected in club house waste bins is transferred to the refuse collection bin. Enlist help to keep the club house floors and carpet clean and swept. Please help to keep toilets and showers as clean as you would like to find them. Do not use changing rooms to deposit old unwanted clothing.

9. VISITORS.

Visitors to the site should be invited to sign the Visitors Book.

10. CLUB RULES.

The club rules are available for inspection in the Club House.

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