

For the index of Marconi Sailing Club Ltd Codes of Practice see **MSCP01**

The MSC Emergency Action Plan may be found in document **MSCP22**

OODs should also read **MSCP11** (Officer of the Day Duty)

The document library is situated on the cabinet in the upstairs lounge and also in the members section of the MSC website.

OODs are advised to have their own yearbook with them for reference. Also, a fully charged mobile phone as the club no longer has a working landline.

Should the fire alarm sound or any other emergency arise in the clubhouse OODs should ensure, without putting themselves at risk, that all persons have vacated the clubhouse and gone to the emergency assembly point indicated on the evacuation notices. People should stay out of the clubhouse until the emergency has been resolved.

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Section 1. Officer of the Day Guidance Notes

1.1 General and Safety

The OOD is the Executive Officer of the Committee in all matters relating to the conduct and welfare of the members during his/her period of duty. Similarly, the OOD has responsibility for the site and premises.

In matters of safety ashore it is the OODs duty to advise and caution where a particular activity presents a possible hazard to either the participants or other members. It is a wise precaution to record any warnings or cautions given in the Log Book.

1.2 Safety Afloat

It is the responsibility of each individual member to make such provisions as may be necessary to ensure their own safety once afloat. The OODs responsibility extends only to advising and warning if conditions appear unsuitable for sailing. Any member going afloat on a club boat must wear personal buoyancy at all times.

The Race Officer has the prime responsibility for organised racing. The OOD may advise the Race Officer to postpone or cancel racing if conditions or other circumstances make it prudent.

Throughout the OOD duty and in dealings with the Club members, the OOD must be mindful of the Club Rules and Bylaws.

1.3 Mooring Work and Cruiser Launching and Recovery

Throughout the early and late part of the season it is likely that the hard will be used for mooring work or the launching or recovering of cruisers. The OOD must be aware of this activity and ensure that the warning notices are properly placed. In particular, one notice should be prominently displayed on the sea wall.

Cruiser movements require at least two strong and fit persons to handle the boat and equipment. It is the boat owner's responsibility to provide sufficient hands and to ensure that the equipment is being used safely. The tractor/dumper drivers and winch supervisors have all received appropriate training and may offer advice to the boat owner.

The OOD may find it necessary to restrict the activity if it appears that the operation is undermanned or other unrelated activities on the hard create a hazardous situation. When peak mooring or cruiser activity days coincide with dinghy racing a nominated Beach Marshall will be in attendance.

Owners must not use their own vehicles to launch or recover boats. By-law 10.3.3

1.4 Racing Preparation

Racing is under the control of the Race Officer. All matters concerning racing are delegated to the Race Officer. The OOD however remains as the Executive Officer. It is usual for the Race Officer to advise the OOD of the courses being set and confirm that the backup services, i.e. support boats, crews and radios, are adequate for the prevailing conditions.

It is helpful to the race officer if the OOD assists in maintaining a watch from the clubhouse whilst racing is in progress; however, the OOD should remember that the whole site is under their control and divide their time accordingly.

1.5 Delegation of Duty

In extenuating circumstances, the OOD may delegate his responsibilities to a Committee member or in an emergency to another member.

1.6 Visitors Book

It is the responsibility of all members to ensure that their guests are recorded in the Visitors Book on every occasion that they visit the Club.

The Visitors Book is located in the clubhouse on a shelf near the foot of the stairs.

1.7 The Club Log Book

It is incumbent upon the OOD to make a written entry in the Log Book for each day of duty. The Log Book is a record of happenings at the Club and the OOD should enter a true and concise account for future reference.

The Log Book is situated with the other club documentation in the upstairs lounge.

1.8 Accident, Near Miss and Dangerous Occurrence Reporting

Accidents, injuries, near misses and other dangerous occurrences must be recorded. A single form (MSCP17) is available for reporting and spare copies may be found with the other club documentation in the upstairs lounge. The information on the forms will be used to investigate the incident and, if necessary, put in place changes in practice to avoid similar incidents in the future. Completed forms should be sent to the Safety Officer; Dave Matthews, 112 Writtle Road, Chelmsford, CM1 3BT. Make a note in the logbook.

1.9 Gate Mechanism

If there is a power cut the gate mechanism will fail in the 'unlocked' position for as long as the power is off.

If the gate mechanism should fail at any other time, possibly trapping cars on site, it can be reset from the plant room. Open DISTRIBUTION BOARD N°1 on the right-hand wall. Locate the circuit breaker marked GATES (6th breaker from the top on the right-hand side). Switch the breaker off for approximately 60 seconds. Switch the circuit breaker back on and the gate mechanism will reset. Close the distribution board door.

The failure should be reported to the Clubhouse Manager or the Company Secretary.

1.10 Clubhouse Front Door, Rear Door & Plant Room Locks

In the unlikely event that the clubhouse door card mechanism should fail denying access to the clubhouse, the front or rear door locks can be over-ridden with a key which is kept in a key safe behind the door in the utility room. This key may also be used to open the plant room if the plant room card mechanism fails. Contact any member of the MSC Board or the Clubhouse Manager for the key safe code. Contact numbers are available from a list on the wall near the key safe or from the yearbook.

Failures should be reported to the Clubhouse Manager or the Company Secretary.

1.11 Sewerage System

No attempt should be made to reset or interfere with the sewerage system in any way.

Working on the sewerage system requires specialised knowledge and safety precautions.

If either, or both, of the red lights on the top of the control cabinet are on or if an alarm is sounding this indicates that one or both of the pumps have failed; probably due to blockage. The holding tank may start to fill up.

There is a risk that the sewerage storage tank will start to overflow onto the grass. To conserve the remaining capacity in the storage tank for toilets, the showers must not be used. There are laminated notices available in the plant room for display on the changing room doors explaining why the showers should not be used. The OOD should explain to members why the showers are out of service and ask for their cooperation.

Any problems with the sewerage system should be reported immediately using the telephone number displayed on the control cabinet or to the Clubhouse Manager, the Vice Commodore (Club Development) or the Company Secretary.

1.12 Hot Water System (resetting the boiler)

If there is no hot water in the changing rooms it is possible that the gas supply to the boiler has tripped. This may happen, for example, if there has been a power cut to the clubhouse.

The gas valve for the boiler is situated in the plant room to the right of the boiler at head height. The red light should be ON. If the red light is ON but there is no hot water it should be reported to the Clubhouse Manager, the Commodore or the Company Secretary. No further action is possible.

If the red light is OFF, carry out the following procedure:

- Operate the RESET button on the gas valve control box. The red light on the control box should come ON and stay on.
- Lift the transparent panel on the boiler situated at head height.
- The row of small red lamps marked 1 2 3 4 will be ON.
- Operate the RESET button on the boiler next to the lights. The red lights will go out and the four green lights will come on (either glowing continuously or flashing).
- It may be necessary to operate the RESET button several times before all the red lights have been extinguished and replaced by green lights. When all four green lights are on (either glowing continuously or flashing) all the burners in the boiler are alight.

- Close the transparent panel.

Report to the Clubhouse Manager, the Commodore or the Company Secretary that the boiler has been reset.

NO FURTHER ADJUSTMENTS SHOULD BE ATTEMPTED OR CARRIED OUT BY UNAUTHORISED PERSONNEL.

1.13 Hot Water System (advancing the timer)

To avoid the hot water system running continuously it has been fitted with a timer. The timer is on the right-hand wall as you enter the plant room.

BOILER ON TIMINGS

MONDAY	08:00 – 09:00		
TUESDAY	08:00 – 09:00		
WEDNESDAY	08:00 – 09:00	15:00 – 16:00	19:30 – 20:30
THURSDAY	08:00 – 09:00		
FRIDAY	08:00 – 09:00	16:30 – 20:30	
SATURDAY	08:00 – 09:00	11:00 – 13:00	17:00 – 19:30
SUNDAY	08:00 – 17:00		

If the need for hot water due to excessive demand occurs outside of these **BOILER ON** timings, press the **ADVANCE** button to the right of the timer controller **ONCE**. This will turn the boiler on until the next **OFF** timing.

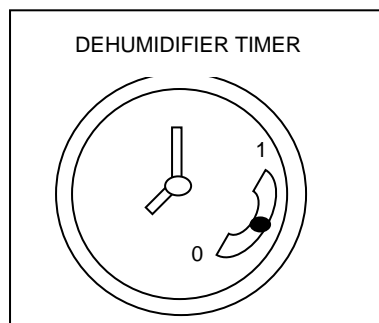
For example, if the timer advance button is pressed at 11:00 on a Friday, the boiler will stay on until 20:30 in the evening.

DO NOT TOUCH ANY OTHER BUTTONS ON THE TIMER

1.14 Changing Rooms Extractor Fans (OFF-TIMER-ON controls)

The extractor fans in the changing rooms are controlled by a timer which is situated in the plant room just to the left of Distribution Board N° 1. It is marked DEHUMIDIFIER TIMER and is protected by a removable plastic cover.

To the right in the timer is a small slider switch which is shown in black in the sketch. The slider has three positions. In the bottom position (towards '0') the extractor fans are permanently switched off. The switch should not be left in this position. In the middle position the fans are on the timer. This is the normal position for the switch. In the upper position (towards '1') the extractor fans are permanently on.



If the timer has switched the fans off and the changing rooms are too damp it can be overridden by moving the switch to the upper position and the fans will come on permanently.

Be sure to return the switch to the middle (timer) position before leaving otherwise the fans will run continuously. Replace the plastic cover.

NO OTHER ADJUSTMENTS SHOULD BE ATTEMPTED

1.15 Utilities Shut-off Valves

In case of emergency the services to the clubhouse can be shut off as follows:

Calor gas valve: The master shut-off valve is situated on the outside western wall of the clubhouse near the utility room.

Electricity: The main switch is situated inside DISTRIBUTION BOARD N° 1 which is located in the plant room. No key is required to open the door.

Water main: The main shut-off valve for the clubhouse water supply is situated in the far corner of the plant room to the right of the boiler.

1.16 Public Address System

There is a PA system in the plant room. Instructions for its use are in the plant room near the equipment; see document MSCP61.

There is a second PA system in the bridge deck. Instructions for its use are in MSCP91.

1.17 Fire Alarm System

If the fire alarm sounds the first priority should be to evacuate the clubhouse.

Once the emergency has been resolved the fire alarm panel may be reset following the directions in MSCP84. The fire alarm panel is situated on the right just inside the front door.

Section 2. Club Equipment & Accommodation

2.1 Clubhouse Front Door

The front door lock may be held in the unlocked position by using the hexagonal (Allen) key on the OOD key ring in the hexagonal recess on the edge of the door lock. If the front door will not lock when closed check that the latch has been released.

2.2 Club Vicinity Support Boat (Small RIB)

The Club Vicinity Support Boat is to remain under the control of the OOD at all times when not in use for club events such as racing or sail training. The boat nominated for this task is the Small RIB (*Marconi Trainer*). The Small RIB is to be used principally to provide support in the vicinity of the club during periods when there is no scheduled club activity.

If the Small RIB is away being used for club events and an incident occurs on the water the OOD may request the immediate assistance of a support boat. If time allows this is best done via the race officer but the OOD may make a VHF call direct to a support boat if it is urgent.

The Small RIB is housed in one of the support boat containers. Unless being used to support club events the OOD must arrange for the Small RIB to be deployed on the hard early in his/her tour of duty and will need to enlist the help of other club members to achieve this.

The boat must be ready for immediate use.

That is:

- Fuel tank installed with adequate fuel (Note: The Small RIB has a 4-stroke engine which uses unleaded petrol. The fuel tank is stored in the petrol locker).
- Anchor, warp and other equipment are in place.
- The boat must be resting on its launching trolley.

The engine on the Small RIB is a 4-stroke and must be kept vertical when the boat is not being used to prevent sump oil seeping into the cylinders. **However, the engine must be tilted when the boat is moved, launched or recovered.** The tilt mechanism is electrically operated. Turn on the main battery switch under the seat. The engine can be raised or lowered by means of a switch on the control lever panel. Remember to turn off the battery switch when not being used.

If the Small RIB is to be used for club events it will have been allocated a driver and crew who will be responsible for deploying the boat and putting it away after their duty.

The engine must not be run ashore without a fresh water supply connected.

The Small RIB should be driven by **approved** coxswains, see MSCP52. However, in an emergency the OOD may call for a volunteer crew of at least two competent persons. The OOD must remain on the beach. Any member going afloat on a club boat must wear personal buoyancy at all times. If there are no suitable persons to man the Small RIB the OOD shall call out the Coastguard.

At the end of his/her duty the OOD must ensure that the Small RIB is returned to the support boat container. There is a ramp into the container, recruit sufficient club members to assist. Turn off the battery master switch when the engine has been returned to the vertical position. The fuel tank should be returned to the petrol locker.

Faults and deficiencies are to be noted in the Log Book.

2.3 Club Sailing Dinghies, Paddle Boards & Sea Kayaks

Club sailing dinghies, paddle boards and sea kayaks are available for loan to members when they are not required for training or cadet activities. A Club Boats Booking System is available for members to use to book a Club Boat; members should register via: clubboats@marconi-sc.org.uk and they will receive login details and a password. Club dinghies, paddle boards and sea kayaks are not the responsibility of the OOD. Under MSC rules anyone using a club sailing dinghy, paddle board or sea kayak must wear personal buoyancy and, between the end of October and end of May, shall wear a wet/dry suit whilst afloat.

2.4 Rowing Gig

Use of the rowing gig is restricted. The gig requires a crew of five people (4 rowing plus the coxswain). Members interested in rowing are welcome and should contact the Rowing Captain.

2.5 Electric Winches

The electric winches may be used to by any member familiar with the operation. There is no list of authorised users. It is considered safer for members to use the electric winches than to manhandle RIBs or heavy dinghies on the hard. (See MSCP75)

2.6 Grass Mowers

There is a petrol strimmer with fuel and oil for members use stored in a container near the mast derrick. No key is required.

2.7 Power Hard Scrubber

The Power Scrubber may only be operated by an authorised club member.

2.8 Cruiser Fleet Equipment

Cruiser Fleet equipment and workbench are located in the Tractor Barn. Any members wishing to use this equipment are advised to contact a tractor/dumper driver.

2.9 Race Equipment

Race equipment is the responsibility of the Race Equipment Officer.

2.10 Upstairs Lounge

On busy sailing days the upstairs lounge floor can become very wet and slippery. If this happens the yellow WET FLOOR warning signs should be deployed. Signs are kept in the lounge or in the plant room.

2.11 Mamgu Bar

The OOD is not obliged to open the bar but may do so (Purple tagged key or OOD access card). Serving should be delegated to another responsible member as the OOD may be called away. Full instructions on how to operate the bar are given in the Bar Operations Manual MSCP65. There is a copy in the bar by the till and in the document library in the upstairs lounge. The padlock securing the serving area may be opened using the combination code provided.

2.12 Training/Function Room

If required a training area may be temporarily created by closing off the Training/Function Room from the bar by the sliding doors.

2.13 Race Office

The Race Office is situated at the end of the boat equipment store (container). The Race Officer is responsible for organising the operation of the Race Office. The key to the Race Office is kept in a locked combination box by the door. The combination number is displayed in the plant room.

2.14 First Aid Room, First Aid Station and First Aid Supplies

The First Aid Room is situated at the western end of the clubhouse with doors facing the seawall. Use the key on the OOD key ring or the combination key safe by the first aid room door (code 2164).

The First Aid station, including a defibrillator is situated in the Mamgu Bar lobby on the ground floor. Additional First Aid supplies are kept in the First Aid Room.

2.15 Utility Room

The Utility Room has an outside door which is kept unlocked so that members can wash dirty hands and do other cleaning jobs at any time without soiling the hand basins in the changing rooms. The exterior door should be left unlocked but closed when not in use to keep the birds and their droppings out.

2.16 Cadet Hut

The OOD has no specific responsibilities for the Cadet Hut other than to check that it is closed at the end of the day.

2.17 Race Box

Racing may be run from the Race Box situated at the east end of the cruiser park or from the Bridge Deck above the RIB containers. Racing is under the control of the Race Officer who will decide whether to use the Race Box or the Bridge Deck.

2.18 Bridge Deck

The Bridge Deck is situated above the RIB containers. Access is restricted to authorised personnel; for example, those involved in running racing. Unauthorised access is prevented by the safety gate at the foot of the stairs.

Section 3. Returning OOD Access Card & Mamgu Bar Code Slip

When returning the access card and code slip to the OOD Coordinator the envelope should be sealed securely by using a strip of adhesive tape to reinforce the envelope's self-sealing strip.

END OF DOCUMENT

Reviewed on 6th March 2024 by the Company Secretary

To be reviewed in January of each year. Next review due January 2025