

Officer of the Day Duty

This document should be read in conjunction with the Officer of the Day Manual (MSCP 11) which contains general guidance notes and any special instructions. There is also an OOD Manual folder on the cabinet in the document library in the upstairs lounge.

Date of Duty

The officer of the day shall be on duty at the sailing club between the following times:

Saturdays: 10:00 to 16:00

Sundays & Bank Holiday Mondays: 10:00 to 18:00

Except on days when club functions are taking place, in which case the OOD should be on duty at least one hour before the start of the event and remain on duty until the event has finished or responsibility has been handed over to the event organiser. The yearbook lists the season's activities.

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.

Keys: Enclosed with this letter, you will find an access card key, this gives you access to the plant room, the bar and the tractor barn.

Plant room: The plant room is situated in the downstairs lobby on the left after coming through the front door. Enter the plant room by holding the card key against the card reader to the side of the door.

NOTE: The OOD card key does not open the clubhouse or gate; you will need your own card for this.

Note: Please return the card to the OOD Co-ordinator in the envelope provided.

On Arrival: On arrival the OOD should perform the following:

1. Put his/her name on the notice board in the clubhouse lobby. Two yellow OOD waistcoats (L & XL sizes) have been provided so that the OOD is easily identifiable to the members.
2. Enter the plant room and obtain the set of club flags, collect the OOD keys. The OOD key ring is on a yellow cord hanging in the key cabinet in the plant room (Appendix A refers for key identification). The Club Log Book and the OOD Manual are situated with the other club documentation in the upstairs lounge.
3. Front door lock mechanism is to be locked open using the hexagonal key on the key ring.
4. Open up the following-rooms and outbuildings using the keys indicated (see Appendix A for key list):

The Race Office (Red tagged key) - if requested. (Race officers have access to keysafe – 2164.)

The First Aid Room (Silver key engraved BSEN1303) – only if required

Bridge Deck (square key engraved PTK24) & safety gate (Black tagged key) - if requested

Support boat containers for RIBs (keys engraved 'ABUS' and 'CS206').

Boat Equipment Store (third container) (bronze key engraved GIG2) – if requested

Petrol Locker (located towards western end of seawall) (bronze key engraved GIG2) - petrol for the RIB fuel tanks.

The OOD is not normally expected to open the Tractor Barn as tractor/dumper drivers have their own means of access. If, however access is requested by a member, the OOD may unlock the barn using the OOD card key.

Note: The 10 litre diesel fuel cans for *Jack B* and *Tony B* are stored in the brick diesel locker outside the tractor barn. Crews have access to the diesel locker using the same key as the engine cover on *Jack B*. On completion of duty the *Jack B* and *Tony B* crews should return the cans (full or empty) to the diesel locker. They will be refilled as required during the week.

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5. Fly the following flags:

Club burgee (from mast head), Red Ensign (from the gaff) – required. RYA Training Centre flag from 'starboard' yardarm (halliard nearest the clubhouse) and the RYA Champion Club flag from the 'port' yardarm (halliard furthest from the clubhouse) - optional.

6. Ensure the fire exit from upstairs lounge is not obstructed.

7. Collect an ICOM handheld radio from the plant room to allow portable communication with club support boats. Operating instructions can be found in the plant room.

8. Switch on the weather station monitor at the western end of the upstairs lounge.

9. Deploy the Club Vicinity Support boat (the Small RIB – *Marconi Trainer*), fully equipped, onto the hard. Seek assistance from other members to pull the boat from support boat container to the hard and to return the boat at the end of the day. (See OOD Manual MSCP11 Section 2.2)

10. The water heating system is permanently switched on. No attempt should be made to adjust the water heating system. There are no adjustments which can be made by unauthorised persons. Any malfunction should be reported to the Clubhouse Manager, the Commodore or Company Secretary. If the water in the taps or showers is cold the water heater gas supply may need resetting (see OOD Manual MSCP11 Section 1.12.).

11. During the day the OOD should observe the lights on the sewerage system control cabinet on the lawn to the south of the clubhouse. If any lights are on refer to OOD Manual MSCP11 Section 1.11.

Internal Telephone System: Internal telephones are located in the upstairs lounge (next to the VHF radio), in the race box and on the bridge deck. To use a telephone, lift the handset and press the appropriate button to 'buzz' the telephone at the distant end.

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. See MSCP11 Section 2.11.

Use of Club 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. Club sailing dinghies are available for loan to members, see MSCP11 Section 2.3. Use of the rowing gig is restricted, see MSCP11 Section 2.4. Electric winches, see MSCP11 Section 2.5.

New Members: New members are welcome. Application forms are stored in their own folder on the cabinet in the upstairs lounge. Prospective members may be invited to learn about the Club at home by accessing the web site; www.marconi-sc.org.uk. Membership application forms may also be downloaded from the website.

Newly joined members arriving with their dinghies or catamarans should have been allocated a numbered storage position in either the dinghy or catamaran parks. Assistance may be needed to find the allocated space. New members should be encouraged to contact their fleet captain (see yearbook).

Toilet Supplies: A supply of toilet paper and soap is available in the plant room.

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On Leaving: Before leaving the club the OOD must:

	ACTIVITY	COMPLETE ✓
1	Return Club Vicinity Support Boat (Small RIB) to support boat container	
2	Return Small RIB fuel tank to petrol locker	
3	Remove flags from mast	
4	Ensure all upstairs lounge windows are shut	
5	Ensure that fire exit door from upstairs lounge is shut and secured	
6	Ensure that fire exit from upstairs lounge is not obstructed	
7	Ensure that the external door to the veranda is shut and locked	
8	Turn off the clubhouse radio (if fitted & used)	
9	Turn off clubhouse radio power unit at wall socket (if fitted & used)	
10	Switch off the weather station monitor (Note: The weather station 13A socket must NOT be switched off.)	
11	Make an entry and sign the Club logbook	
12	Complete accident and incident reports if necessary	
13	Switch off heater(s) in upstairs lounge	
14	Ensure that the strong room (corner of upstairs lounge) is closed and locked	
15	Switch off all upstairs lounge lights	
16	Switch off heater(s) in Mamgu Bar	
17	Ensure that external sliding door to Mamgu bar is closed and locked. (The key is kept behind the bar.)	
18	Switch off all training/function room lights and heaters	
19	Ensure the external door to the training/function room is closed and locked. As this is a fire exit the door can be locked from the inside by the 'thumb wheel'.	
20	Internal sliding door between the bar and the training/function room. Although a key is provided on the OOD key ring this door will normally stay open	
21	Ensure that bar grill is down and locked. Lock and padlock bar access door & grill	
22	Switch off all Mamgu Bar lights	
23	Close and lock Mamgu Bar door to lobby (If Mamgu Bar is to stay open after the OOD has left ensure that responsibility is handed over to an identified Club member.)	
24	Switch off heater(s) in disabled toilets	
25	Ensure that the changing room external doors are properly closed and not left wedged ajar. They cannot then be opened from the outside. No key is required.	
26	Ensure all changing room windows are closed	
27	Lock support boat containers (first two containers)	
28	Lock Boat Equipment Store (third container)	
29	Lock hydraulic pump room	
30	Lock Bridge Deck door	
31	Close and lock Bridge Deck stairs safety gate	
32	Lock cadet hut (combination lock code is 2164)	
33	Ensure that external cadet table tennis table is folded and covered	
34	Ensure that tractor barn is closed and locked (shutters are operated electrically, exit via the personal door)	
35	Lock the petrol store	
36	Lock the Race Office	
37	Lock the First Aid Room. Ensure that nobody is in the first aid room before locking.	
38	Lock clubhouse rear door	
	<i>Continued on next page</i>	

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	ACTIVITY	COMPLETE ✓
39	Ensure the front door lock is in the 'locked' position using the hexagonal key	
40	Return OOD keys, handheld radio(s), flags and OOD vest to the plant room	
41	Ensure that dehumidifier timer switch has been left in middle (normal) position	
42	Securely close plant room door	
43	Turn off lights on stairs and in hallway	
44	Securely shut front door of clubhouse	
45	Ensure the flood gates are shut if required (see yearbook for dates)	

Please report any problems to the OOD Co-ordinator or the Company Secretary.

APPENDIX A – KEY IDENTIFICATION

Key Description	Key Identifier
Club House Front Door Lock	Hexagonal Key
Race Office	Red Tag or race officers may access via combination key safe by race office door: code 2164
Support Boat Container 1 (first container)	Key engraved 'ABUS' (red tape)
Support Boat Container 2 (middle container)	Key engraved 'CS206' (white tape)
Boat Equipment Store (third container) Petrol locker	Bronze key engraved 'GIG2'
Bridge Deck	Square key engraved 'PTK24'
Veranda external door	Circular head silver key
Mamgu Bar (internal door)	Purple Tag
Hydraulic Pump House Bridge Deck stairs safety gate	Black Tag
Training/Function Room (internal door)	Key marked 'Smith & Locke'
Training/Function Room (external door)	Key engraved 'F5'
First Aid Room	Silver key engraved 'BSEN1303' or access via combination key safe by first aid room door: code 2164

END OF DOCUMENT

Reviewed on 31st March 2024 by the Company Secretary

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