

Leamington Spa Sailing Club

Instructions for Duty Officers DUTY OFFICERS

TIMES:

- Sunday (all year) 10:00am to 5:30pm
- Saturday (April to October) 2:00pm to 5:30pm
- Wednesday (May to August) 6:45pm to 9:00pm

DUTIES:

- Arrive at the appropriate time and report to the Duty Committee member.
- On Sunday remove the window shutters from the clubhouse and replace at the end of the session (Saturday afternoon and Wednesday evening as required)
- Open the storage containers as directed by the Duty Committee and ensure that the containers are locked at the end of the session.
- Check that the safety boat is operational in accordance with the Health and Safety Policy
- Launch the safety boat and spend a few minutes practicing in it.
- Move mark for the Race Officer as required.
- Sweep guano off the slipway and pontoon, as necessary.
- Salt steps (two sets) as necessary.
- Locate bench and chairs from doghouse to paved area.
- Help members to launch their boats onto and off the water.
- Assist boats leaving and returning to the pontoon.
- Assist members on the water if they capsize or are in difficulty.
- Retrieve capsized or boats, provided that safety or the provision of assistance to other members would not be compromised - **PEOPLE FIRST/BOATS SECOND**
- Assist Duty Committee to secure the site at the end of the session.

GENERAL:

- Arrive for duty with the appropriate clothing and a buoyancy aid. It is also recommended that you bring a change of clothing.
- Keep watch and be aware of what is happening at all times when craft are on the water.
- Remain in the vicinity of the slipway/pontoon, wearing a buoyancy aid, at all times when sailing is taking place.
- If you need to leave the vicinity of the slipway/pontoon, for any reason, ensure that the Duty Committee is aware, and that alternative cover is provided before doing so.
- Notify the Duty Committee of any problems or concerns you may have.