

Tasks For Officer of the Day

<input type="checkbox"/>	Unlock building and yard by 0900 if Green Fleet is running, or 1030hrs if regular sailing is scheduled
<input type="checkbox"/>	Get flags from the boat shed (near life jacket storage) and raise up the flag pole located outside the yard entry door
<input type="checkbox"/>	Do pre checks for duck - launching procedure is located on the south wall of the boat shed.
<input type="checkbox"/>	Check if bouys and hooter are required for Better Sailing, if so, load into duck. - Help launch Duck if required.
<input type="checkbox"/>	Ensure VHF radio located in the is turned on
<input type="checkbox"/>	Be sure pennant flags and starting flags are in Rescue 1 - Flags should be hanging up on the South wall of the boatshed
<input type="checkbox"/>	Be sure all required bouys are in the Rescue 1 - Generally the 3 orange teardrops and two start marks for club racing
<input type="checkbox"/>	Assign Incident Controller for the day. Make note on courseboard and Declaration sheets.
<input type="checkbox"/>	Put Declaration sheets (sign on/off sheets) and time sheets out for use - Include date, event, OOD & Incident Controller
<input type="checkbox"/>	Declaration sheets and time sheets are stored in the documentation cupboard located opposite the disable toilets
<input type="checkbox"/>	Leave hooter with dec sheets and time sheets until after briefing.
<input type="checkbox"/>	Do pre checks of Rescue 1 - launching procedure for Rescue 1 is posted on South wall in the boat shed
<input type="checkbox"/>	Launch Rescue 1 and be sure its ready to operate
<input type="checkbox"/>	Ensure Rescue boat operators are availabe and briefed. Take hooter and time sheets to boat after breifing
<input type="checkbox"/>	If Rescue boat operators are available, go sailing
<input type="checkbox"/>	If Rescue boat operators are un-available, the OOD will be responsible operating Rescue 1, doing starts and taking times
<input type="checkbox"/>	After sailings is finished, retrieve Rescue 1, wash boat and pack away as per procedures
<input type="checkbox"/>	Retrieve Duck and wash out, as per procedures - Located on South wall of boat shed
<input type="checkbox"/>	Be sure starting flags are hung out on South wall of boatshed above rescue boat to dry.
<input type="checkbox"/>	Be sure results are put in tray in the Documentation Cupboard, ready to be entered in computer.
<input type="checkbox"/>	Check the PYC Club Boat Whats app group has been completed and all fees have been paid
<input type="checkbox"/>	Take flags down from flagpole. Hang out in boat shed to dry.
<input type="checkbox"/>	Ensure all VHF handheld radios are on charge
<input type="checkbox"/>	Have simple tidy up, clear tables, rubbish etc. - Check all club boat sails and parts are packed away
<input type="checkbox"/>	Lock all doors and gates at the end of day or arrange someone to do it on your behalf.
<input type="checkbox"/>	Check who is Officer of the Day for the following week and ensure they are able to fulfil their duties. If not, please notify SC.
<input type="checkbox"/>	Sign this form and send photo to Sailing Committee
Date: _____ Name: _____ Signed: _____	

If you are unable to do all, or part, of the jobs listed above, please arrange alternative with Sailing Committee.

Members who fulfill all the OOD tasks will be awarded average points for the days racing

Skippers failing to fulfill all tasks listed above shall be disqualified from the days racing and/or the series

A manned rescue/patrol boat must be used when any boat without Category 5 paperwork is competing