

# Northbridge Sailing Club OOD Duties - «Date»

## OPENING-UP AND MORNING DUTIES

|  |                                                                                                                               |
|--|-------------------------------------------------------------------------------------------------------------------------------|
|  | Turn on the gas pilot switch – red is on. (located immediately inside double doors)                                           |
|  | Open toilets.                                                                                                                 |
|  | Check gas bottles. If one is empty advise treasurer@nsc.asn.au and DXO.                                                       |
|  | Open all boat bays.                                                                                                           |
|  | Launch tinnies ensuring motor clamps are tight motors chained to dinghy, fuel tanks in Retriever.                             |
|  | Place mat on pontoon.                                                                                                         |
|  | Secure tap heads to external taps and put out hoses with trigger nozzles.                                                     |
|  | Put out mooring ropes for Retriever and Orange retrieving line for incoming sailing boats.                                    |
|  | Retriever - to deck mooring line                                                                                              |
|  | Don McKenzie - remove covers but do not bring to deck area unless Starter advises                                             |
|  | Check boat fuel and take Retriever to Clontarf Marina if required. (club has account)                                         |
|  | Go to BOM website and get Coastal Waters Forecast for New South Wales mark on whiteboard behind window at front of clubhouse. |
|  | Consult with the Junior Captain and organise the course to be laid                                                            |

## DURING THE DAY

Consult with the afternoon starter and organise help for laying courses.

Ensure orderly parking arrangements in the lower car park.

Arrange people to lift boats to and from the water - It is not the duty of the OOD to personally lift boats.

Supervise observance of rigging deck ensuring that:

- All passageways are left clear.
- Boats are placed on the rigging deck in positions that will facilitate access for later arrivals.
- Boats are properly secured to rigging boards at all times.
- Boats are unrigged and cleared from the rigging deck without unnecessary delay.
- Boats leaving the rigging deck do not reserve their rigging area for return

Organise and control manning of rescue boats. In particular ensure that:

- The two big boats must have licensed drivers.
- Each boat is manned by at least two people
- Each boat must have a working radio and maintain radio contact.
- Each person in a tinnie must be wearing a pfd.
- Drivers are to tie dead-man cords to their wrists
- At least one boat is always available for emergency use – preferably moored to the deck

## ON COMPLETION OF RACES

|  |                                                                                                                     |
|--|---------------------------------------------------------------------------------------------------------------------|
|  | Collect all course marks and place in Retriever.                                                                    |
|  | Supervise the packing away of Retriever and Don McKenzie,                                                           |
|  | Ensure tinnie petrol tanks are locked up on Retriever and batteries are switched per instructions on each boat.     |
|  | Supervise the recovery and packing away of the tinnies.                                                             |
|  | Small outboard motors washed through and locked up in the mast bay                                                  |
|  | Pack away all deck equipment including the pontoon mats, mooring lines, retrieving lines, hoses, watering cans etc. |
|  | Lock all the bays including Y bay at the rear.                                                                      |
|  | Lock Change Rooms - Check all taps and lights are switched off.                                                     |
|  | Close and lock all windows.                                                                                         |
|  | Turn off the gas pilot switch – red light off.                                                                      |
|  | Boat keys and dead-man cords                                                                                        |
|  | Radios )                                                                                                            |
|  | Water tap heads ) Collect, count and Pack in DXO cabinet in Starters Box                                            |
|  | OOD keys )                                                                                                          |
|  | Sweep clubhouse floor.                                                                                              |
|  | Empty all Bins to Otto bin. Any rubbish which will not fit in bin must be taken to bins halfway up hill.            |
|  | Report any equipment loss or damage to the Rear Commodore on the day or by email rearcomm@nsc.asn.au                |

Name OOD \_\_\_\_\_ Signed \_\_\_\_\_