



## Standard Operating Guideline No. 10

### Tasks and Responsibilities of the Duty Officer and Duty Class

#### Duty Officer

Each week, a senior and experienced member of the Club (usually an existing or ex-member of the Management Committee) will be assigned the task of Duty Officer. The principal responsibilities of the Duty Officer are to ensure that Saturday morning activities (outside the responsibilities of the Training Officer), until racing commences at 12.30pm, are undertaken within the Club's general policies and guidelines and in line with the Risk Management Policy.

While our objectives are to provide a fun, healthy and safe sporting activity we also strive by this appointment to ensure the safety and wellbeing of members and to minimize risks to all participants, officials and the public. As on the Member Application form, all those taking part in these activities do so at their own risk, responsibility, and acknowledge they have read our Risk Management Policy (2015).

#### Duty Class

Each month, a different sailing class (or group of sailing classes) is given the responsibility of being the Duty Class. It is usual that each group will perform these duties twice during a season. There are four groups to whom Duty Class is assigned. They are as follows:

1. Spirals
2. Herons
3. Cat, Tasar, NS14 and Firebug
4. All (this is a general group for everyone, typically at the beginning and end of the season when sailing numbers are often lower than usual).

It is the Class Captain's responsibility (or delegate) to organise the work teams and ensure that all the tasks are performed safely and correctly.

#### Checklists

The tasks and responsibilities of the Duty Officer and of the Duty Class are itemised on three checklists appended overleaf.

1. **CRSC Duty Officer's Responsibility.** This two-page checklist itemises all the tasks of the Duty Officer. It is attached to the wall above the Race Finishing Panel's desk, facing the river.
2. **Canteen Guidelines for Duty Class.** This checklist itemises all the tasks required specifically of those on canteen duty. It is attached to the wall above the bins.
3. **Duty Class Duties.** This checklist itemises all the general tasks and responsibilities of the Duty Class around the boats and Clubhouse. It is attached to the wall above the bins. Once completed, each of the tasks should be ticked off on the checklist by the Class Captain or delegate.



## CRSC DUTY OFFICER'S RESPONSIBILITIES

The Duty Officer's responsibility is to ensure that Saturday morning activities (outside the responsibilities of the Training Officer), until racing commences at 12.30pm, are undertaken within the Club's general policies and guidelines and in line with our Risk Management Policy.

While our objectives are to provide a fun, healthy and safe sporting activity we also strive by this appointment to ensure the safety and wellbeing of members and to minimize risks to all participants, officials and the public. As on the Member Application form, all those taking part in these activities do so at their own risk, responsibility, and acknowledge they have read our Risk Management Policy (2015).

Duty Officers will generally be selected from the current or a previous Management Committee.

### Duty Officer's Responsibilities

1. The week before, obtain a key from the previous Duty officer, to open the Club.
2. Be present from 9.00am to 12.30pm and, if the first one there, open the park gate to allow member parking.
3. Have a basic understanding of radio procedures.
4. Know the location of the defibrillator and the first aid equipment.
5. Verify the weather from Willy Weather, or [www.bom.gov.au](http://www.bom.gov.au).
6. Check the tide chart.
7. Be aware of the location of the fire extinguishers, Incident Log Book, Club and Boat Maintenance Board and important contact details for internal and external people/organizations. See Chart and diagram on the notice board on the Western wall of the Clubhouse.
8. Have a basic understanding of the CRSC training program, club storage facilities and associated fees. Refer to the chart of fees, the training forms and Visitor/Casual sailing forms held in the forms holder on the bench on the west side of the canteen. New members and trainees should be encouraged to check our website for further information and for joining CRSC or enrolling in a training course. If unsure refer to the Principal or Deputy of the Discover Sailing Centre, Boat Storage Officer or the Registrar.
9. Ensure that intermediate and casual sailors demonstrate sufficient experience to use a Club dinghy.
10. From weather conditions and individual competencies, decide if general sailing proceeds or is suspended until the midday Intermediate race is scheduled to commence. The Duty Officer has the authority to suspend general sailing based on the weather conditions, or an individual's competency to handle the conditions.
11. Monitor the behaviour of people in the Club, on the Deck and Walkway to ensure it complies with Club policy and general standards of good behaviour.



12. Act as the Club's representative, responsible for handling enquiries from members of the public and/or complaints about any CRSC activity, or refer them to the appropriate person. Notify a member of the Management Committee Executive when considered relevant.
13. Record all incidents, either on or off the water, in the Incident Log Book.

### **Setting-up Duties**

*This involves liaising closely with the Trainers to reduce duplication or misunderstanding.*

1. Open all Club doors, including Deck access and egress window in West wall.
2. Open the park gate to allow entry for members.
3. Put on the Duty officer's ID clothing and display your name card on the notice board.
4. Set up radios
5. Ensure sign on/off sheets are available for general social sailors (Form 010).
6. Check the Maintenance Board to be aware of equipment which is faulty or not useable. Advise relevant people accordingly.
7. Hoist flag on Walkway, if time permits.

### **Prior to Launching of Club Boats by Intermediate Social Sailors**

1. Check the wind strength and either:
  - a. cancel or allow social dinghy sailing
  - b. limit social sailing to individuals
  - c. change to smaller sails where appropriate
2. Brief the social sailors before they enter the water.
3. Ensure lifejackets and appropriate footwear are worn.
4. Ensure boats are correctly rigged.
5. Ensure all social sailors have signed on.

### **On Return to the Beach**

1. Ensure that the social sailors sign off.
2. Ensure any lost or damaged equipment is recorded on the Maintenance Board.
3. Ensure that any incidents, including rescues, are recorded in the Incident Log Book.
4. Ensure that all boats and rigs not being used for the Intermediate afternoon races are washed and returned to the racks by the social sailors.
5. Hand over the Club key to next week's Duty Officer.



## Canteen Guidelines for Duty Class

### During the day...

#### **Duty Class Person(s)**

You need to be here, ready to serve, at 12 noon and stay until the Canteen closes.

#### **Club Fees, Race Fees, Boat Hire Fees and any other Money**

Place the cash or cheques in one of the envelopes in the cash tin, recording details on the envelope. Special forms are kept in the top draw to record fees for Club boats hired.

#### **Subscription Enquiries**

Refer these to the Treasurer, Assistant Treasurer, Commodore, or a Class Captain.

### Before you leave...

#### **Leftovers**

**Hot food:** any hot food left over at closing time, sell at reduced rate, e.g. \$1 for a pie/pastry.

**Unheated food, including pies, sausage rolls, cakes etc:** leftover cakes and any unheated pies etc. are to be placed in the freezer, in FREEZER BAGS. These are located in the small cupboard under the cutlery/cash draw.

#### **Canteen Money and Cash Tin**

Before closing, the Treasurer will collect surplus notes and coin in the cash tin and issue a receipt. On closing, please ensure all remaining money is in the cash tin and give it to the Duty Class Captain, or one of the Senior Office Bearers of the Club. They will bring the tin back on the next Saturday, by 12 noon.

#### **Stock Items which need Ordering**

If we need to reorder any item, mark it in the Reorder List (located on the wall) and leave it on the counter.

\*\*\*\*\***MOST IMPORTANT**\*\*\*\*\*

**Freezer:** please record details on the Freezer Record Sheet of any items **taken from or placed** in the freezer. By following the above guidelines, food will not be wasted and ordering will proceed smoothly.

<b>Duty Class Duties :</b>	<b>Tick off When each Task Completed</b>
<b>Class Captain or Delegate :</b>	
<b>Prior to 1st Saturday</b>	
Roster to be organised for Canteen Duty.	
Canteen to be serviced from 12 noon to 4pm	
<b>From 11 am Saturday (If no morning training)</b>	
<b>Assist Intermediates (If required)</b>	
Put out Hoses for boat washing, locate and fill all foot wash tanks	
Set up Flag Pole, Place Buffer conduit poles into Slipway, set up Finishing Light	
Ensure First Aid Kits in Start Boat and Big Rubber Duck, Check Radios and place in all boats	
Check Fuel Tanks, Help load intermediate Marks, assist in launching Rescue Boats	
Check with Duty Officer / Commodore, If help required on Rescue Boats	
Turn on Kitchen water heater / help set up Kitchen, if required	
<b>After Sat Afternoon Race</b>	
<b>Rescue Boats</b>	
* Stow Buoys in racks	
* Retrieve all pick up boats	
* Wash boats inside and out and wash motors	
* Place ears on hooks next to ramp door	
* Remove First Aid Packs, place on shelves above cupboard in main area	
* Take all rubbish out of boats	
* Store all fuel tanks in Fuel Locker and close	
* Store radios in chargers	
* Stow Buffer conduit poles in racks	
<b>Clubhouse</b>	
* Take down Flag Pole and store on rack	
* Remove finishing light and place in store room	
* Empty and wash out all foot trays and store away	
* Sweep Clubhouse floor, bring in Life Buoy from balcony	
* Bottles and Cans (Do not flatten cans) into respective Bins	
* Remove all Garbage and take Home	
* Close all Windows, lock Storeroom, Balcony door and Ramp door	
<b>Canteen</b>	
* Sweep Canteen floor	
* Check no food left outside of the Freezer and no food/milk in Fridge	
* Turn off Water Heater and Pie Oven in Kitchen	
* Wash, Wipe and Store utensils, leave tidy	
<b>Toilets</b>	
* Sweep and hose both toilets (Spare toilet rolls to be placed on shelf- From Canteen)	
* Clean toilet bowls with brush and cleaner	
* Empty Garbage bins	
<b>Finally</b>	
* Check internal doors locked (Ramp, Storeroom and Balcony)	
* Take home garbage bags and cardboard	
* Switch off all lights in all areas ( Clubhouse, boatsheds and Toilets )	
* Replace yellow bars, insert pins, lock 3 roller doors to Clubhouse	
* Replace Posts on walkway, lock top gate	
<b>End of each month</b>	
* Mop floor in Clubroom	
* Take home Shower Curtains and wash them	
* Gurney Slipway (At best Low Tide some time during duty class)	