

## OFFICER OF THE DAY DUTIES

**The Officer of the Day will be responsible for co-ordinating aspects of club activity and management during his/her period of duty, calling on Club officers and members to assist as necessary.**

If you are not a committee member, you are responsible for obtaining a set of Club keys prior to your duty.

As principal key holder for the day you should be at the club at least 90 minutes before the scheduled start time of the first race.

The alarm systems cover the first floor area and both garages separately. They are enabled/disabled via their relevant keypads.

### Before racing

Switch on the charger for the handheld radios.

Hoist Club burgee.

Check duty board for allocated race officers/safety boat and crew. Inform the Sailing Secretary or the most senior officer present if they do not arrive.

Turn on water valve for o/s tap (located in the corner of the gents changing room)

Unlock garage.

Unlock winch.

Unless advised of any more specific crewing arrangements, ensure Hampton Logic is made ready for use and left in a state of readiness at the top of the ramp.

### When racing has finished for the day

Turn off the charger for the handheld radios.

Turn off computer and monitors in Club room/ground floor/race tower.

Check all flags are removed, lock windows and race tower.

Check safety boats are cleaned, put away, alarm is set in the garages & garages locked.

Check winch is off; sail locker, balcony store and winch are locked.

Check all windows are shut (bar and club room).

Check heating/lights/showers are off & any electric plugs removed where appropriate.

Wash the changing rooms and main club room floors. **(Do not clean the kitchen floor)**

Turn off water valve.

Empty waste bins from changing rooms.

Replenish toilet rolls & hand towels.

Lock and set alarm for main Club room.

Lock main entrance door.

Any members left on the premises should be made aware that they are responsible for locking the main door.

**Do not leave the Club unprotected.**