



## HAMPTON PIER YACHT CLUB OFFICER OF THE DAY DUTIES

**The Officer of the Day will be responsible for coordinating aspects of club activity and management during their 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 charger for the handheld radios
- Hoist Club burgee
- Check Dutyman (accessible via PC in Race Tower) for allocated race officers/safety boat and crew. Inform Sailing Secretary or most senior officer present if they do not arrive
- Turn on water valve for outside tap (located in left corner of gents changing room)
- Unlock garage
- Unlock winch
- **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, garage alarm is set and both garages are 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/water heater under sink in kitchen are off & any electric plugs removed where appropriate
- 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**