

# Duties of the Assistant Duty Officer (ADO)

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## 1. Your Role

- 1.1. Your primary role is to support the Safety Officer to provide safety cover for sailors on the water.
- 1.2. On race days you will be required to help start and finish races with the Officer of the Day (OOD) and to help input race results into the Race Management System, conditions permitting.

## 2. Preparation

- 2.1. It is the responsibility of members to perform the duty allocated or arrange a swap to perform another duty. All officers should confirm their duty on Dutyman or arrange a swap as soon as possible; this significantly reduces the amount of time and effort spent by others to ensure that club members have the support they are expecting on the day.
- 2.2. All sailing duty officers are required to be at the club at least one hour before the sailing is timetabled to begin.
- 2.3. Check the weather forecast and ensure you have appropriate kit including buoyancy aid; **IN AN EMERGENCY YOU MUST BE PREPARED TO GET WET TO HELP AFFECT A RESCUE; WEAR APPROPRIATE CLOTHING.**

## 3. On Arrival

- 3.1. Report to the OOD/SDO or SO who will need your help to prepare the club for the day's activities.

## 4. Safety Boat Duty

- 4.1. You must ensure that you are on hand to help man the safety boat at all times.
- 4.2. On race days you will be needed to help start and finish the racing. The safety boat will normally be in the vicinity of the committee boat to collect you if you are needed to help perform a rescue.
- 4.3. On non-racing days your primary role is to assist the Safety Officer but depending on conditions you may be asked to assist the SDO helping members on the shore.
- 4.4. All members and visitors are required to wear a buoyancy aid while afloat or on the jetties. Sometimes even the most experienced can forget to put one on. Please keep an eye out for those who may have forgotten and remind them if needed.

## 5. On Departure

- 5.1. Help the OOD/SDO and SO to return the equipment to the "as-found" condition.

## 6. When a Boat Capsizes

6.1. Factors to be taken into account by the Safety Boat Team (Safety Officer and ADO):

- Most people cope very well when they capsize, after all it is part of sailing. However do not assume that all is well.
- Even the most experienced sailors can get into difficulties during a capsize or during recovery. You MUST go to a capsized boat as soon as possible after it has capsized to ensure that all is well.
- Do not assist unless asked, racing competitors usually wish to finish a race. However keep a careful eye on what is happening, people use up a lot of energy very quickly, particularly if the water is cold.
- If you consider that people are becoming too tired or cold you should encourage them to receive help. Young children should be taken onto the safety boat if you are at all concerned about their welfare; they get cold very quickly because of their lower body mass. Take anyone who is visibly cold - shivering - ashore and leave the dinghy until later.
- The inadequately dressed sailor, not wearing a wet suit in cold or near freezing water is at considerable risk. The figures are - 4 minutes in freezing water before chill sets in - 20 minutes in a wet suit.
- In the event of several capsizes (which very often happens in a squall) you will need to assess who needs your help most. In this situation you must visit each capsize and ask if everyone is all right. Use your judgement to ascertain whether it might be wiser to pick up those who are in the water and leave the boat until later, so that you get to other capsizes quickly.

6.2. **Your priority is the safety of people not the recovery of boats.**

## 7. Inversion – Trapped Crew

7.1. In the event that a dinghy has completely inverted and you believe that there is or may be someone trapped underneath it, the most important thing to do is to help the Safety Officer to get the dinghy upright. This may involve taking a line on to the upturned hull under instruction from the Safety Officer.

## 8. First Aid & Medical Support

8.1. Once ashore other people will probably take over. Either First Aiders or Doctors.

8.2. Usually a shivering capsize victim can be revived by a hot shower, dry clothes and a hot cup of tea.

8.3. In the event of more serious incident or injury and in the absence of a first aider the SO or SDO/OOD will contact either 111 or 999 for advice and follow the club serious incident procedure if need be. These are available in the clubhouse and [here on the club website](#). Please Familiarise yourself with them. A step by step guide is at the club next to the telephone for use in an emergency.