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# Duties of the Saturday Duty Officer (SDO)

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## CONTENTS

1. **Your Role**
2. **Preparation**
3. **On Arrival**
4. **Safety**
5. **On Departure**

## 1. Your Role

- 1.1. The SDO role, in conjunction with your Safety Officer and Assistant Duty Officer, is to facilitate members' and guests' sailing and to ensure the safe running of the club during the advertised sailing times. The primary role of the ADO is to help provide rescue cover but they may be available to help on shore if conditions permit.
- 1.2. If there are other organised activities at the club you will need to co-ordinate with the activity leaders; training team or Junior Squad leader.
- 1.3. To enable members to get on the water; helping less experienced members to use the club and less experienced sailors to rig club boats or their own. Rigging guides to the club boats are available in the clubhouse and there are often other experienced members around who may be able to help.
- 1.4. Welcome any prospective members who may call into the club, show them round if you have time and direct them to club officers or the website for further information.
- 1.5. You should be prepared to spend some time on the water if needed for safety cover.

## 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. A week beforehand check DutyMan for confirmation of ADO and Safety Officer. If either has not confirmed contact them to remind them. If there is a problem or they can't be contacted let the Monthly Duty Officer know.
- 2.3. All sailing duty officers are required to be at the club at least one hour before the sailing is timetabled to begin.
- 2.4. 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. Make sure the premises are unlocked - Clubhouse (front and side doors), Nissen hut, both toilets, men's changing room. Most keys are on a single ring located on the hinge door jamb inside the bosun's store at the rear of the clubhouse. Keys for the lavatories and gents changing room are located behind the entrance door to the clubhouse.
- 3.2. Check that all the power switches are ON by lifting the "Commodores Board" and pressing the top GREEN button.

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- 3.3. If heating is required, press the lower GREEN BUTTON. Should the heating fail to engage, twist the RED button to the left and try again.
  - 3.4. The key to the Boathouse and the Fuel Store is located on the door jamb inside the Bosun's store room door at the rear of the Clubhouse, this is on a white buoyancy ring. The key to Charity is also stored here and is on a red buoyancy ring.
  - 3.5. Liaise with the Safety Officer and ADO to ensure that the VHF radios are working and rescue boat(s) are prepared (anchor, throwing line, plenty of fuel).
  - 3.6. If it is a cold day put the Clubhouse and changing rooms heating fans on.
  - 3.7. Switch on the 'Sports Booker' PC so it is available for members to book club boats; all club boats should be booked on Sports Booker before use by the members.
  - 3.8. Find the Guest book and the rigging guides for members use if need be.

## 4. Safety

- 4.1. The SDO can impose restrictions on activities or stop all sailing if conditions are such that it is deemed to be unsafe for members to be on the water. If in doubt discuss with the members at the club during the day; there will probably be somebody there who is more experienced than you who will be more than willing to advise or help out. Criteria to consider:
  - 4.1.1. Weather conditions
  - 4.1.2. Number of boats sailing
  - 4.1.3. Experience of sailors
  - 4.1.4. Number of people who can be asked to help out; e.g. members present but not sailing, could help out in another rescue boat?
- 4.2. In the event of an accident, emergency or major incident the SDO will ensure that the club procedures are followed. 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.
- 4.3. 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. If running an event a reminder should be part of any briefing to participants.

## 5. On Departure

- 5.1. Check the beach for lost property and equipment that may have been removed from the Clubhouse, chairs, crockery etc.
- 5.2. Ensure the club boats are tied down
- 5.3. Report any members' boats that are not tied down to the Beachmaster or in his absence to any Officer.
- 5.4. Ensure all equipment is re-stored correctly. If there is anything which is not working please report it to the **Sailing Secretary**.
- 5.5. Check that the urn is unplugged and turn all power & light switches off. When you go out of the Clubhouse push the red button next to the door, this turns off the mains power supply. Lock up all doors and the entry gate when leaving.
- 5.6. If other members wish to stay after your departure ensure that they take on the responsibility of locking up. If they are sailing ensure there is an appropriately qualified volunteer to continue safety cover.