



## HAMPTON SAILING CLUB



### DUTY OFFICER RESPONSIBILITIES AND INSTRUCTIONS

**As the Duty Officer, you are responsible for everything that goes on at the Club. You are expected to use your judgement to ensure safety considerations are always paramount.**

**You must intervene if you suspect or see any unsafe practice.**

Please ensure that both patrol boats, if available, are ready to use at all times irrespective of weather conditions. Ensure that your Duty Team know their roles and are familiar with using the patrol boats. No club members should use the patrol boats without your express permission. Please ensure that the maximum number of persons in each patrol boat and on the ferry is not exceeded i.e. including the helm - up to 10 in Benn 1, up to 8 in Garrick of Hampton and up to 14 on the ferry.

**The Week before phone your assistant/s and bar officer to ensure you will have some help!**

**Check and observe the prevailing weather conditions before you arrive, again on arrival and before setting courses.**

## ON ARRIVAL

### 1.5 HOURS BEFORE FIRST START

1. Turn on water main and shut 4 drain cocks (under clubhouse, 2 upstream and 2 by the stop cock, follow signs).
2. Unlock clubhouse including **both** doors onto the Balcony.
3. Switch on 2 electricity main switches above entrance in bar
4. Open gents
5. Unlock timekeeper's box and in the winter plug in and turn on the fan heater and then hoist club flag.
6. Hoist red ensign at the yardarm, downstream mast (flags should be found on front of bar, hooked over bell).
7. In fine weather place cushions on balcony seats.
8. Place lifebuoys on both hooks on balcony.
9. If necessary bail ferry, ask junior members to assist.
10. Sweep bird droppings from the ferry landing, slipways, pontoons, etc. Remove and store Goose deterrents.
11. Prepare club patrol boats.

The keys for both boats are kept in the Key Box just inside the bar. Each boat should be unlocked from the securing chain using the Club Key. **The chain should be secured and the padlock relocked to avoid losing them into the river.**

**BENN 1** is normally moored on the pontoon to the downstream end of the Club.

Board boat and unlock stern locker, using small key on ring. Lock padlock to hasp so locker is open at all times whilst the boat is in use.

Detach RED Battery Key from key fob and insert into battery switch, located in stern locker. Turn clockwise to switch on.

Check level of diesel is above indicated line on fuel tank. If level is below or near line, top up with diesel, stored in Steel Locker, located on north side of island. To allow the fuel level to drop below the indicator line risks a fuel blockage.

### **Fire Extinguisher**

Remove this from stern locker and place in fixed bracket on Wheel House.

### **Engine checks**

Open engine compartment, check level of water in bilges and pump out if necessary. A manual fixed bilge pump is located in stern locker. A separate hand pump is kept in steel cage on concrete pontoon.

When started check that water is being ejected from the exhaust, if not stop engine and seek advice.

**GARRICK OF HAMPTON** is also normally moored on the pontoon to the downstream end of the club.

Board boat and insert key in ignition. Attach red safety clip to safety switch. Remove cover from outboard and lower engine to its fully down position.

Check petrol level in fuel tank, located below helm's seat. Unscrew air vent on fuel tank. If fuel gauge reads below a quarter, seek advice.

**Please note that Garrick should not normally be used for anything other than patrol duties and should be used as the primary patrol boat.**

**BENN1 should be used for all non patrol duty errands**

**If Garrick has to be used to go to the Surrey bank then the prop must be partially raised prior to arriving at the bank.**

**Equipment-** Load Boat Equipment Boxes to both boats and check contents. Life buoy, ropes, boat hook as per list in Bar by Key Box.

12. CLUB MOBILE PHONE should be switched on and in its cradle, check that your assistants have the club's number in their phone in case they need to contact the club when they are on the water.

13. It is sensible for you to have each assistant duty officer's mobile number, in case you need to contact them when they are on the water.
14. There are also 3 walkie talkies that can be used if required.
15. Ensure attendance of bar officer and assistant or nominate a substitute
16. Be aware that people may need ferrying to/from the church land. If anybody is on church land ensure that someone watches out for them.

#### **COURSE SETTING.**

17. You should always consider current and forecast weather conditions and the stream and lay the buoys to suit those conditions so as to provide an enjoyable and safe course. Where two classes are sailing similar courses, the faster class should always sail the shorter course. If in any doubt consult senior class members.

#### **Locking up procedure**

18. Put away boats. Remove all equipment and store in the metal cage or in the club or fuel store.
19. Ensure all boats are securely moored and locked.
20. Check bar store is locked and Goose deterrents are in place.

21. Store balcony cushions in balcony lockers and life buoys within the club.
22. Take down club flag and red ensign and store where found. Put to dry off if wet.
23. Secure and lock all doors and windows. Check timekeepers box locked and gate closed and locked.
24. Lock up gents and in the winter turn off water and open 4 drain cocks. Ensure storage boxes on the balcony are locked.
25. Leave mobile phone switched on and in its cradle.
26. Check everybody has cleared club. Turn off electricity - Two switches.
27. In winter consider turning on outside lights, timer push button switch above gas cylinder.
28. Lock main doors.
29. Ensure everybody is off island and then return and check all is secure.
30. Take the ferry across and lock the ferry, use small chain to secure through ferry chain and padlock.

**February 2011**