



OPERATING PROCEDURE No. 2

Issue 4 APRIL 2025

Officer of the Day Responsibilities and Guidance

PURPOSE

This procedure defines the Officer of the Day (OOD)'s Responsibilities and provides guidance on what needs to be done and how to do it. It must be read and acknowledged by all OODs and is useful reference for Pontoon Masters and Shore Party Leaders. All members should be aware of the OOD's responsibilities.

Detailed guidance is provided in Annexes

RESPONSIBILITIES

The Officer of the Day is responsible for the Safe and Efficient Management of the day's activities including the management of any incidents and emergencies.

The OOD is accountable to the Principal and Chief Instructors and should consult them if unsure on anything.

In fulfilment of these responsibilities the OOD is responsible for:

- Determining whether conditions are suitable for the session. See Operating Procedure 33 Operating Limits for guidance.
- The plan for the day, developing on the Programme and including choice of operating areas for all vessels. See Operating Procedure 32 Sailing Areas and Hazards for guidance.
- Allocating Duties to suitably qualified and authorised volunteers as defined in the current Volunteer Authorisations List.
- Managing operations including determining when the session should end and when boats should return to base and approving any proposed deviations from pre-agreed sailing areas.
- Taking charge and directing all parties in the event of an incident. See Operating Procedure 19 Incident Management and Operating Procedure 17 Man Overboard Recovery Procedure for guidance.
- Asking individuals to record Incidents, Injuries and Defects and advise the appropriate Management Team and Officers.
- Briefing Volunteers and Sailors on the day's activities and any hazards ashore or afloat.

QUALIFICATIONS

OODs will be allocated from a list of Volunteers approved by the Management Team. They will be selected from Volunteers who have suitable experience of Dart Sailability operations ~~and one or more of the following aptitudes~~ ~~and suitable experience of Dart Sailability operations~~:

- Are RYA qualified Senior Instructors
- Are RYA qualified Instructors
- Are experienced sailors

And:

- Are capable of managing incidents
- Are capable of organising a large group of Volunteers and Sailors
- Understand Dart Sailability Operating Procedures
- Understands ~~s~~ and can communicate with our Sailors and Carers

PROCEDURE

Preparation for Duty

Obtain Weather Forecast and decide whether it is likely that sailing will be possible ie wind strength not too strong and temperature and risk of rain acceptable. (See Operating Procedure 33 Operating Limits for guidance). It may be appropriate to initially flag a risk and make final decision the night before or possibly on the day.

Request Web Site Manager to update Web Site to confirm timing and plans for the day.

Check that nominated Pontoon Master and volunteers for Shore Party Lead Duty Staff are still OK to attend. ~~Pontoon Master and volunteers for Shore Party Lead~~ this sentence does not make sense

Send email to volunteers seeking indications of attendance to assist in planning for session. This is not essential but can make it easier on the day. (See Annex C for standard email)

Check Finish by Time to determine how long to allow for sessions if split session needed for numbers

Prepare Duty allocations based on responses from volunteers. Previous OOD should have provided details of previous duty allocations. To ensure that jobs are shared out as far as possible over a period refer to previous duty allocations provided by the previous OOD.

NOTE If Oscar (RS Venture) is sailing without a volunteer on board a suitably experienced volunteer needs to be afloat in a Support Boat to assist if needed.

On the Day

Arrive at least 1¼ hour before session starts. 1½ hours is recommended until you are confident that only 1¼ hour is needed.

Check with Marina staff for any planned boat movements or other hazards.

Check weather and tidal conditions

Check for any other activities on river – (Harbour Web Site Notices to Mariners)

Confirm whether session will go ahead or not

Complete Activity Day Decision Sheet noting any special precautions needed

Unlock Club House and Buoyancy Aid Shed

Check Defects Board for any issues affecting the session and take to Blue Container.

Collect Radios ~~and Boat Batteries~~ from Tall Cupboard in Club House and Boat Batteries and Controllers and take to Blue Container. Put Radios with each Boat Box and keep one for self. Radios are marked for each user.

Complete Activity White Board including "All boats return by" time.

Seek volunteer to act as Gate Keeper.

Fill in Duty Allocations for Pontoon Team, Skippers and crews. Ensure that full team is allocated for Pontoon (Hoist Operator, Assistant and Marshall). Ideally add at least one more to assist with boat movements and hoisting. If ~~necessary~~necessary, some of the team can deploy on last Support Boat or other boats departing after Hansas are all loaded. Ensure that Gate Keeper is allocated to crew last boat out if ~~they~~wanted. ~~Ensure that Support boat with Oscar (RS Venture) competent volunteer is allocated if Oscar is operating without a volunteer on board.~~ If Oscar is operating without a competent volunteer aboard, ensure that a suitably crewed support boat is in attendance.

Agree Loading Plan with Pontoon Master. (Note. It is usually most efficient to firstly deploy two Hansa crews to end of Pontoon ~~first~~, then board ARC, then deploy next Hansa crews and start loading other keel boats which do not require hoist.)

Brief Crews (See Annex D for briefing check list) including loading plan and Operating Areas (See Procedure 33) and any particular hazards

Arrange split sessions if needed

Ensure that skippers of boats going out of Area A have OOD's mobile number and OOD has skippers' mobile numbers. If necessary, use available laminated sheets.

Pontoon Master to manage rigging and deploying of boats

Brief Sailors as appropriate (See Annex D for briefing check list), including loading plan and split session timing. Emphasise "Return by Time"

Manage movement and boarding of ARC and Keel Boats while Pontoon Manager manages boarding and departure of Hansas.

Positioning in Case of Major Incident

~~When content that all is well ashore consider deploying on NAB to have good view of sailing area and be on hand to take control of a Major Incident.~~

~~If remaining ashore NAB must be available to enable deployment in the event of a Major Incident~~

~~If NAB is not available use Support Boat to transfer out to join Safety to have good view of sailing area and be on hand to take control of a Major Incident.~~

When content that all is well ashore, consider deploying on Nab or Support Boat to have a good view of the sailing area

Don't forget to take Mobile Phone and Radio

Return to shore as session ends to receive feedback and resolve reported problems

If remaining ashore a boat must be available to enable deployment in the event of a Major Incident

If conditions are un-demanding, the OOD may authorise a Support Boat, skippered by a Powerboat Instructor, to undertake boat handling practice for the crew. OOD must be confident that he/she or Safety Skipper and remaining Support Boats can maintain an adequate watch on activities without the Support Boat that is undertaking boat handling practice and be ready to call the Support Boat back to duty if needed. The skipper of the Support Boat will still be expected to keep a good look out for any boats in difficulty and respond immediately.

Monitor Activity and ensure boats return in good time to allow unloading and mooring and recovery while tide permits.

Ensure that boats start returning before 2 hrs after h/w. **MUST BE UNLOADED 2.5hrs AFTER HIGH WATER** 2 hours for Hansas

End of Day

Check all boats secured and Safety Boxes **and Radios** returned and fuel checked and tanks replaced when necessary.

Check that Boat Batteries and Controllers have been returned to Clubhouse for charging.

Check that any Defects and Incidents have been logged in :

- Defect Board (Operating Procedure 20)
- Form 4 – First Aid Reporting Log (Operating Procedure 21)
- Form 3 – Near Miss and Incident Reporting Log (Operating Procedure 22)

 Forms are in box in Blue Container

Defect Board to be photographed and returned to Club House ~~and Engineer-Chief Instructors and Sailing Manager as appropriate~~ and next OOD are to be advised of defects by phone or email if not present

Check that Shore Party Leader for next session has been arranged

Take photo of duty allocations board or other record to send to next OOD

Engage in post sailing conversations with Volunteers and Sailors to gather comments and feedback on the day.

Check that disabled toilet has been locked and ramp is inside.

Provide feedback to Principal and Chief Instructors on any feedback received and any observations on the day's activities. This can be written or oral. Record any items of interest on Activity Decision Log and file.

Advise next OOD of Shore Party Leader for next session ~~and any defects etc likely to impact next session and send them photo or other copy of duty allocations board~~

~~Advise Engineer of any defect reports~~

Advise Safety Officer of any Accident Reports or use of First Aid Kits

ANNEX A

Relevant Procedures and Forms

The OOD should read the following Operating Procedures

Op Proc 1 -Sailing Session Routine

Op Proc 16 – Radio Operation

Op Proc 17 - Man Overboard Recovery

[Op Proc 18 - Buoyancy Aid and Life Jacket Policy](#)

Op Proc 19 - Incident Management

Op Proc 20 - Defect Reporting

Op Proc 21 – Injury Reporting

Op Proc 22 – Incident Reporting

Op Proc 32 - Sailing Areas and Hazards

Op Proc 33 – Operating Limits

Op Proc 36 – Dart Side Quay Safety Precautions

[Op Proc 37 – Re-Fuelling](#)

The OOD should also be aware of the responsibilities and guidance for Pontoon Master, Shore Party Leader and boat Skippers

The OOD may need to use the following forms

- Form 1 -Activity Day Decision Sheet
- Form 4- Accident Report
- Form 3 - Near Miss and Incident Report
- Form 2 Duty allocations log

ANNEX B Updating Web Site

This cannot be done by the OOD. OOD must ask the Web Site Manager (Carrie Sawyer) to update the website with details of the forthcoming session and any messages about the weather.

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~~David Lewis~~
~~Webmaster~~
~~(M) 0784 6965024~~

ANNEX C Skippers Email

Consider sending the following email out a few days in advance of the session.

[To volunteers.dart-sailability@membermojo.co.uk](mailto:To_volunteers.dart-sailability@membermojo.co.uk)

AVAILABILITY FOR SAILABILITY SESSION ON ???

Can you please let me know if you will be attending the Sailability Session on the above date.

This will help me to allocate volunteers to appropriate roles without the same people doing the same job each week.

I will have allocations on the white board when you arrive.

If you do not reply but do find that you can attend, please do so. There are many roles and your help and experience will always be useful.

I look forward to seeing you at Dart Side Quay

ANNEX D

Briefing Check List

Volunteers

Forecast and associated reminders re clothing and sun cream

Tide and Session End Time

Special Hazards

Hazard reminder of the day (pick one of them)

Allocations

Sailing Areas inc where do skippers plan to go

Skippers Operating Outside Area A to leave mobile phone number and take OOD mobile phone number

Support Boat positioning relative to Hansas and Keel boats

Planned Activities

Sailors

Weather and associated reminders re clothing and sun cream

Tide and Session Time

Session Plan

Boarding Plan

Special Hazards and Hazard of the day (pick one of them)