



## **OPERATING PROCEDURE No. 2**

**Issue 2    May 2023**

### **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, 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 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
- Are capable of managing incidents
- Are capable of organising a large group of Volunteers and Sailors
- Understand Dart Sailability Operating Procedures
- Understands 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.

Update Web Site to confirm timing and plans for the day. (See Annex B) NOTE Pending completion of web site update send email to all members. You may require a member of the Management Team to send this for you.

Check that nominated Duty Staff are still OK to attend. Pontoon Master and volunteers for Shore Party Lead

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. Refer to Duty Allocations Log 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

**Commented [Iw1]:** Should we discuss guidance and policy on this?

**Commented [AC2R1]:** Suggest removing requirement for motor boat to be on water when all sailing boats afloat - no need for sailing boats with engines

**Commented [AC3R1]:** Maybe this is a Hops thing?

**Commented [IW4R1]:** Guidance needs to be here perhaps as an Annex. The real question is what policy or guidance do we want to give to OODs?

**Commented [IW5]:** Update awaited

**Commented [AC6R5]:** Shall I make separate list of finish times?

**Commented [AC7R5]:** Sorry, just seen tht I will!

**Commented [IW8R5]:** thanks

**Commented [Iw9]:** Need to determine where log is held and available to OODs and how it is updated by Shore Party once everybody has deployed

Unlock Club House and Buoyancy Aid Shed

Check Defects Board for any issues affecting the session

Collect Defects Board, Radios and Batteries from Tall Cupboard in Club House 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 as defined on separate sheet.

Seek volunteer to act as Gate Keeper.

Fill in Duty Allocations for Skippers and add crews. Use Duty Allocations Log to help ensure that all volunteers get a share of roles over a few weeks. 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.

Agree Loading Plan with Pontoon Master

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"

Support Pontoon Master in managing boarding and departure of boats.

#### **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.

Don't forget to take Mobile Phone and Radio

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

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. See separate sheet in OOD pack for finish times

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 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 returned to Club House and Engineer and next OOD advised 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

Email completed Duty Allocations Log (Form 2) to ood.[dart-sailability@membermojo.co.uk](mailto:dart-sailability@membermojo.co.uk)

**Commented [IW10]:** Update Form Numbers



## **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 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

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

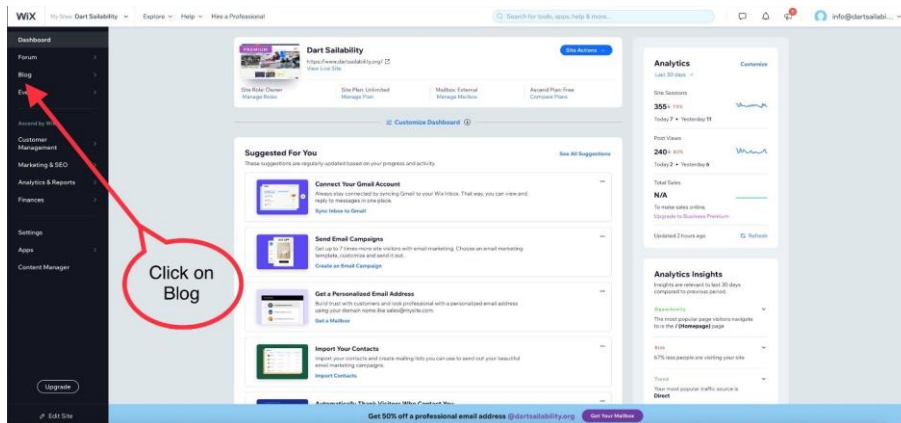
## ANNEX B Updating Web Site TO BE AMENDED USE EMAIL PENDING UPDATE

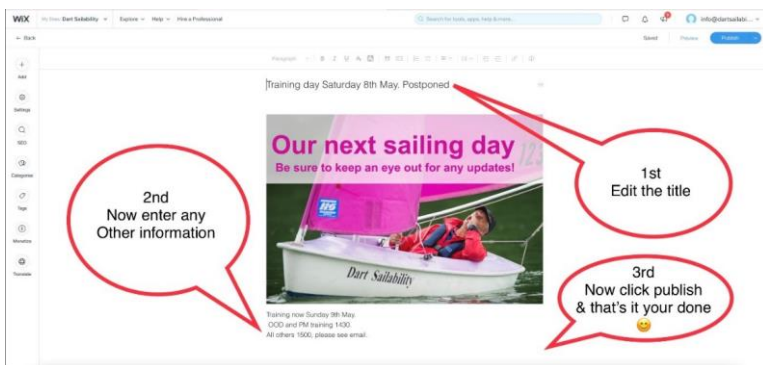
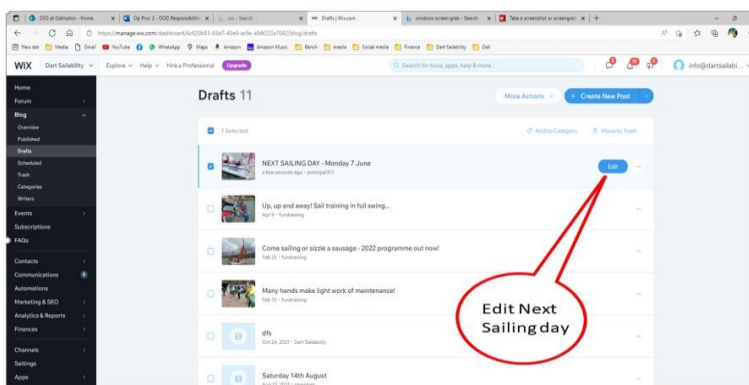
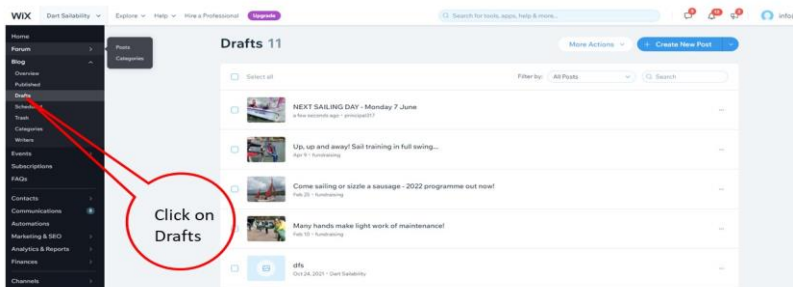
To update the website with details of the next session

### Instructions on How to Edit Dart Sailability Website for “Next Session”

First of all, you need to login into Wix, for those of you who already have passwords you should be able to do this (if you have forgot your password, request a password reset - check you junk folder).

See screenshot below, to help you through the process





If you need any help, just ask 😊

Best wishes

**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: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 experienced 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 that will not be pre-allocated 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)