



DELL QUAY SAILING CLUB

Dell Quay, Chichester, PO20 7EE. Tel: 01243 785080

DUTY OFFICER CHECK OFF LIST

Responsible Person	Created	Last Reviewed	Next Review
Principle Duty Officer (PDO)	January 2015	June 2017	June 2018

Date of Duty			
	Events (BOW/WOW/Junior etc)		
Race Start Time			
Other Event Start Time			
Other Event Start Time			
Other Event Start Time			

2 weeks BEFORE your duty (this will give empty duties a chance of being filled)

<p>1. Log into Dutyman and download the latest duty information for the day.</p> <p>2. Phone/email all members on duty (race officer, safety boat crews, galley and bar staff), ensure that they are available for their duties and confirm the time they need to arrive.</p>	Duty Officer				
	Galley Supervisor	Morning	Lunch	Afternoon	Evening
	Galley 1				
	Galley 2				
	Galley 3				
	Galley 4				
	Galley 5				
	Galley 6				
	Race Officer				
	Assistant Race Officer				
		Helm		Crew	
	Safety Boat 1				
	Safety Boat 2				
	Safety Boat 3				
	Safety Boat 4				
Other Duty Personnel as required					
Notify Chris Playford if any members cannot do their duty and ask for a replacement.					



On the Day of your Duty

1. Aim to arrive at least 90 minutes before racing is scheduled.	
2. Check the Duty Officer Briefing File for any changes and Complete the Welcome Board (who/What is happening in the club on the day of your duty)	
3. Conduct Fire Safety Checks (see Duty Officer File)	MEANS OF ESCAPE
	FIRE ALARM SYSTEM
4. Check all rostered members have arrived for duty and complete a brief summary of their duties.	
5. Liaise with the Galley Supervisor to confirm catering arrangements for the day/event.	
6. Hoist Club Flags	

On the Day – 1 Hour Before Racing

1. Discuss race details and safety boat requirements with Race Officer and Safety Boat Helms. Discuss with the Race Officer the requirements for all the events of the day to deconflict/manage launching and recovery evolutions Note: If there are no safety boats available there must be a clear statement to that effect on EVERY ENTRY FORM.	
2. Check weather conditions to confirm alongside the Race Officer: a. if conditions are suitable for the event (Consider - duration, experience of sailors (juniors, WOW etc.) and b. number of safety boats available/ required. and c. Compulsory use of buoyancy aids.	
3. Are conditions suitable for the use of club dinghies?	
4. Oversee Safety Boat preparation including accessing keys, re-fuelling and launching.	
5. Check Club Dinghy folders and complete kit list check on any to be used. Once completed, sign boat out to member. (See Club Boat Check List)	

On the Day – 30 Minutes Before Racing

1. Check that the Race Officer is OK and ensure he/she has found helpers for the start and finish. Note: In poor weather, the Race Officer may need your help in deciding whether racing should proceed.	
2. Check Safety Boat is prepared for launching.	
3. Assemble helpers to launch the safety boat(s) and, if necessary, arrange additional manning.	
4. Oversee the launching areas if there are multiple events happening.	
5. Are conditions suitable for the use of club dinghies?	
6. Remind those launching to put the trolleys on the quay rather than against the chains where they block access to those boats.	



On the Day – During Your Duty

1. Assemble helpers to recover the safety boat(s) and, if necessary, arrange additional manning.	
2. Be available to answer any questions that may arise.	
3. Be able to advise (membership//berthing etc) and show prospective members round the club.	
4. Be aware of General Health and Safety/ Security around the club.	
5. Keep a general eye on the duty personnel and help out where required.	

General Notes

- NO cars are allowed to be parked on the quay (loading/unloading only is allowed), 2 disabled parking spaces are available next to the club main door.
- Be helpful to any visitors asking about club membership. If possible, guide them to a Flag Officer/Membership Secretary or show them around yourself.
- Dogs must be on leads in the clubhouse and kept out of the snug or eating areas and off the seats.
- If the Harbour Board call in (possibly for a plaque inspection) please be helpful and welcoming.
- Visiting boats should be welcomed and may use the pontoon or club mooring for a short while.
- You should not leave the club premises until the Duty Officer's job is finished.

On the Day – After Racing

1. Ensure safety boats are recovered, cleaned and locked. a. Any Defects or Damage should be recorded in the Defect Book (by the telephone) b. The Boatswain should be notified if fuel levels are low.	
2. Advise those washing boats not to leave sails up unattended (danger to the public of flapping sails).	
3. Petrol tanks are locked in the red cupboard in the black shed (Ensure that they are the right way up so they don't leak).	
4. Ensure radios are wiped clean, particularly around the contacts at the base and are plugged into the chargers.	
5. Flags, racing marks and starting pole are put away.	
6. Complete kit list check on club dinghies returned and ensure the boats are stored securely. a. Any Defects or Damage should be recorded in the Defect Book (by the telephone) b. Sails and Equipment stowed.	
7. Conduct Fire Safety Check Before leaving	Office/ Race Box
	Workshop
	Black Shed
	Changing Rooms
	Club House
8. Ensure all doors locked and any keys are returned to the key box.	
9. You should be the last person off the premises, unless you have made alternative arrangements with a club officer or member who is staying later.	

Once completed, please sign below and place this form in the Duty Officer folder.