



OOD CHECKLIST & DUTIES

- The AED is in a metal cabinet mounted on the outside north wall of the clubhouse. The combination can be obtained from the RCH.
- The combination for locks for the RIB shed can be obtained from the RCS.

Before arrival at AG

- Check weather forecast
- Post update in **OOD Broadcasts** WhatsApp group if necessary
- Collect AED from clubhouse

0930: Arrive at AG

- Open RIB sheds
- Remove tow vehicle
- Hoist PISC flag
- Obtain sign on sheet from filing cabinet
- Position table with sign on sheet

Conduct Sailing Assessment

- Liaise with Patrol Boat coxswain & beachmaster
- Make decision on whether to launch Patrol Boat*
- If the Patrol Boat is NOT being launched due to conditions, make announcement in WhatsApp group **OOD Broadcasts** as early as possible
- Hoist red/orange/green flag as appropriate

Patrol Boat Preparation (racing)

- Load marks for race courses
- Ensure weights and anchors for each mark
- Load appropriate numeral pennants
- Load race flags: AP, G, P, X, 1st Sub, M, N, S
- Load OOD / RO box, containing:
 - Stop watches
 - Anemometer
 - Hand bearing compass
 - GPS
 - Spare GPS batteries
 - Pens & pencils
 - Air horn(s)
 - Wind wand

Briefing: 1100

- Check all participants signed on and aware **they sail at their own risk**
- Weather: current and forecast
- Sea state and tide (rocks at low water)
- Safety considerations in harbour:
 - swimmers & divers?
 - lee shore?
- Considerations for youths / less experienced?
- Courses, if racing
- Patrol Boat cox & crew / Beach crew
- Slipway clear?
- Draw attention to risks
- Any other information
- Place sign on sheet in RO box

VHF Radios

- Remove VHF radios from charging station
 - one to Beachmaster
 - one as spare to Patrol Boat

After Sailing

- Hand Sign-On sheet to RCS
- Plug in VHF radios to charging station
- Return marks, anchors & weights to shed
 - suspend marks from ceiling
- Ensure race equipment is in OOD / RO box
- Return race flags and OOD / RO box to shed
- Lower flagpole flags and return to shed
- Return tow vehicle to shed
- Return RIB x 2 and vehicle keys to safe
- Ensure safe closed & locked
- Lock Rib sheds
- Return AED to clubhouse

* The decision to 'cancel sailing' is the hardest part of OOD duty. Our priority is safety, yet it is occasionally worth waiting, as conditions may change, but be aware that some members on duty that day, may be travelling some distance to attend.

