



If in doubt - invoke the right of parley - we adhere to the pirate's code. ☠

Officer of the Day should be at the clubhouse by 9.30am on normal sailing days and 8.30am on Regatta Days. Boat Captain/Crew and Timekeeper should be at the clubhouse at least 2 hours prior to the scheduled start of the first race or 8.30am on Regatta days. Check the Race Calendar.

Note: Officer of the Day must not leave the fenced grounds of KCC except to transport the Support Boat to/from the ramp and to assist in an emergency (it is still best to delegate if possible). There must always be a Club Member within hearing of the radio whilst boats are on the water!

Officer of the Day must be a minimum of 18 years of age.

The Officer of the Day is a member of the RACE OFFICIALS on a sailing day. Refer to the Sailing Instructions.

Review KCC Operational Plan and perform duties in accordance. If the KCC COVID-19 Plan is active, perform additional supervision in accordance with the plan.

Assist with compliance with KCC's policy of no cash or valuables on the premises and no confidential information maintained on the premises.

Morning

1. 9.30am - Unlock both Club double gates (Ward Street) & Open Club (8.30am on Regatta Days)
2. Obtain Club internal keys (see a committee member if you don't know how)
3. Unlock Garage Door, Switch on Shower Boosters at the switchboard.
4. Raise Flags, Switch on radios and other indicators.
5. Radio check with support boat as soon as they are on the water. KCC uses VHF Channel 77 and has a call sign of "Kurnell Club". The Race Committee Vessel Support Boat uses a call sign of "Kurnell 1". Other Support Boats use "Kurnell 2", 3, 4 etc). The UHF radio is not normally used but if you do need to use it, use Channel 94.
6. Open canteen & shutter, Back room, balcony door and some windows.
7. If the Canteen Manager has not already: - 3/4 fill the urn and switch to medium. Arrange tea cups & mugs.
8. Arrange tables & chairs
9. Perform Canteen Duties. Call for help from other members as needed to assist
10. Check toilets and place paper towels, toilet rolls etc out if necessary. (Tell Canteen Officer if stocks are low)
11. Place food in warmers if Canteen Manager has not already done so.
12. Restock the fridge with soft-drinks & juices if Canteen Manager has not already done so.
13. Have a Coffee Break – don't get too stressed - garner some assistance if you need it from other members!
14. Oversee canteen until you can get some help. If necessary - shut the Canteen whilst a Race is on.
15. Receive race fees & initial sign-on. Keep race fees and any membership fees separate to the Canteen \$.
16. Set-up finishing timesheets, stopwatches & binoculars if a regular Timekeeper is not in attendance.
17. Authorise any change of skipper, crew or boats as per Sailing Instructions. Coordinate with Race Secretary or Assistant Race Secretary.
18. Perform timekeeper's duties as per separate instructions sheet if regular Timekeeper is not in attendance.



Afternoon

1. Oversee canteen & race fees as per points earlier, call for help from other members as needed to assist. If necessary - shut the Canteen whilst a Race is on.
2. Authorise any change of skipper, crew or boats as per Sailing Instructions. Coordinate with Race Secretary or Assistant Race Secretary.
3. Perform timekeeper's duties as per separate instructions sheet if regular Timekeeper is not in attendance, else assist.

After Racing

1. Organise tractor to be taken to ramp for Support Boat(s).
2. Perform Canteen Duties for at least 1 hour after the last boat has finished racing. Call for help from other members as needed to assist. If alcohol is being served ensure you have an assistant who has RSA qualification. Refer Licensee if in doubt. Get help to run the canteen if it conflicts with other duties. Canteen is lowest priority.
3. Turn off all radios and indicators and ensure cords are not hanging down.
4. Lower & store flags
5. Hose out ladies and gent's showers & toilets.
6. Put chairs up, sweep floors. Check phone key has been put away.
7. Turn off shower boosters & ensure all hoses are put away.
8. Check & lock garage.
9. Lock canteen & shutter (Check with Canteen Manager they have finished), computer room, balcony door and windows.
10. Turn out the lights (check the outside ones as well) & check everyone is physically out of the club.
11. Replace Club internal keys. Put garbage bins out for collection in street.
12. Lock main shutter door to the club & lock all gates. Do not allow members or non members to use the "we'll lock up, you can go" excuse re the Club or garage unless at least 1 (one) current Committee member is willing to stay behind supervising the lock up and that member has keys. The Canteen is not permitted to remain open for any reason once the OTD and Canteen Manager has left.
13. Check boat yard gates are locked including the Front boatyard, the Front Boatyard building/garage door and all KCC buildings, junior boatshed and garages/external gates are locked..
14. Do a quick sweep of the beach and surrounding area for any gear that's been left behind.
15. Organise for any Race Fees or non-canteen money to be provided to Treasurer, Assistant Treasurer or an Executive Committee Member. The Club has a "no-cash on premises" policy.

Special Notes

1. *You are in charge of the club! Familiarise yourself with the KCC Sailing Instructions and the KCC Operational Plan (both attached to Notice Board or on the KCC website). The KCC Operational Plan contains our emergency safety procedures!*
2. *You should ensure that there is always a club member in the club at all times (Don't leave radios, children or canteen without a club member on the floor - no exceptions!)*
3. *Monitor the weather and stay in touch with the Race Committee Vessel Support Boat (especially in adverse weather situations or if adverse weather is predicted)*
4. *Refer any incidents, accidents or unusual events to the KCC Secretary for documentation.*
5. *If you need help, ask for it! Whilst you are responsible for the tasks, you aren't expected to do them all by yourself!*