



Duties of the Officer of the Day at SPASC

1. Write your name on the board half-way up the stairs.
2. Open up the Clubhouse and toilets, and roller doors as required.
3. Check that there is toilet paper and paper towel in the toilets, and replenish from stock in the canteen if necessary.
4. Check that the canteen and support boats are manned for the day.
5. Convene the race committee meeting around 12.30pm with a representative from each class to determine the course and starts for the day's racing
6. **BRIEFING:**
 - a. Welcome to all sailors
 - b. Club news & upcoming events
 - c. Rosters for next week – Canteen/Rescue Boat
 - d. Today's race as per Sailing Program, e.g. Pointscore, Club Championship, Sprint Series etc.
 - e. Wind direction & strength
 - f. Proposed course (circle) Port / Starboard / Number 1 2 3
 - g. Start times & laps (each class) – as per chalkboard
7. Collect club notices / news / announcements to deliver at the briefing.
8. Give briefing at, say, 1pm.
9. At the end of the day, check that all is in order before leaving the Club, including:
10. Check that the race cupboard (in office upstairs) and the Captain's Cage (downstairs) are locked.
11. Check that the canteen is OK, the gas and hot water are turned off, freezer and fridge are locked
12. Check that all garbage from inside is taken out to the outside bins.
13. Check that the hoses (including the top bits attaching them to the taps) are brought in to the Clubhouse.
14. Check that all windows and doors upstairs are locked.
15. Check that the downstairs roller doors are all locked.
16. Check that showers and taps are not dripping in the toilets, and that the doors are locked.
17. Check that the outside gates are locked.