

## **Officer of the day ("OOD")**

An OOD will be appointed by the Sailing Sub-Committee for each main sailing day, currently Tuesdays and Fridays. This will generally be an appointment for the duration of the season.

Once appointed, it is the OOD's responsibility to find a substitute to cover for absences.

The OOD is "in charge" on the day. The role is designed as a first call for decisions on any matter and to try to make sure that there are sufficient volunteers actually carrying out the relevant roles - and making sure the volunteers do have proper breaks. In practice much of the operation works without day to day management as the volunteers just get on with doing what they know is required.

The OOD is the designated point of contact with Spinnaker staff and the OOD should introduce themselves accordingly at the start of each day. To facilitate communication, Spinnaker will provide the OOD with a VHF. Any issues should be raised between Spinnaker staff and the OOD, who can then take the issue up with respective members as necessary.

The name of the individual who is OOD should be written on the Spinnaker white board behind reception.

The other co-ordinators and volunteers with specific responsibilities, such as reception, pontoon and safety boat are responsible to the OOD.

Reception and safety boat volunteers have generally arranged their own rotas for the day.

The Volunteer Co-ordinator has the responsibility for monitoring the availability of volunteers, although this is only as good as the information provided on absences, and will liaise with the OOD in the event that there appears to be a shortage, particularly for key roles such as safety boat.

Responsibilities and decisions may include:

- Organise the rigging of boats and decide how many are required
- Assign volunteer roles on the day for the pontoon, reception, safety boat, skippers etc.
- Look after any new volunteers. Any new volunteers, for example approaching reception, should be introduced fairly promptly to the OOD, who will give or organise a briefing following the Induction for new volunteers - guidance document and assign a "buddy" for the new volunteer, depending upon the applicable role.
- Whether the conditions are suitable for sailing, or whether sailing should be abandoned.
- Whether sails should be reefed.
- Whether specific individuals can be taken sailing and whether sailors can go "solo".
- To promote the RYA Certificates of Achievement scheme and issue log books to sailors.
- Whether boats can be left out for a subsequent session.
- When to start putting boats away.
- Generally ensure the day is properly managed.