

Officer of the day (“OOD”)

An OOD (the “default 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 signed off OOD to cover for absences. For the avoidance of doubt, the listing of other OODs on the 3 Rings rota does not override this responsibility to find a substitute.

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 in the Clubhouse.

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

The 3 Rings volunteer rota system is used to manage the availability of volunteers for specific days and roles, although this is only as good as the information provided on absences etc. In advance of a sailing day the OOD should review the volunteers signed up, particularly for key roles such as safety boat driver, and in the event that there appears to be a shortage consider requesting other volunteers to come.

Reception and safety boat drivers may also monitor their own rotas for the day, including using WhatsApp groups.

Responsibilities and decisions for the OOD may include:

- Whether the conditions are suitable for sailing, or whether sailing should be cancelled or abandoned and assessing any other risks that may require action.
- Agreeing with Spinnaker staff any limitations on the operating area and ensuring skippers are briefed accordingly.
- 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 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.
- When to start putting boats away or whether boats can be left out for a subsequent session.
- Generally ensure the day is properly managed, including relationships with sailors, carers, volunteers, and Spinnaker staff and members.
- Complete or ensure the completion of an Incident/Injury/Accident Report Form when required.