



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 Rear Commodore House.
- The combination for locks for the RIB shed and the OOD locker can be obtained from the Rear Commodore Sailing.

Before arrival at AG

- Check weather forecast
- Collect AED from clubhouse

0930: Arrive at AG

- Open RIB sheds
- Open OOD locker
- Remove tow vehicle
- Hoist PISC flag
- Remove box with €20 float from OOD bag
- Obtain sign on sheet from filing cabinet
- Position table with sign on sheet & float

Conduct Risk Assessment

- Obtain Risk Assessment form from filing cabinet. Complete as required
- Liaise with Patrol Boat coxswain & beachmaster
- Make decision on whether to launch Patrol Boat
- If no Patrol Boat send text (phone on charge)
- Hoist red/orange/green flag as appropriate

Patrol Boat Preparation (racing)

- Load marks for probable course
- Ensure weights and anchors for each mark
- Load course board or numeral pennants
- Load race flags: AP, G, P, X, 1st Sub, M, N, S
- Load RO box:
 - Course number cards, A & B
 - Stop watch (ensure programmed)
 - Anemometer (from OOD bag)
 - Hand bearing compass (from OOD bag)
 - GPS (from OOD bag)
 - Check GPS batteries OK (spares in cabinet)
 - Pens & pencils
 - Air horn(s)
 - Wind wand

Briefing: 1100

- Check all participants signed on and paid
- Weather: current and forecast
- Sea state
- Safety considerations in harbour:
 - swimmers & divers?
 - lee shore?
- Considerations for youths / less experienced?
- Probable course
- Patrol boat crew / Beach crew / First Aider?
- Slipway clear?
- Draw attention to Risk Statement
- Place cash in safe
- 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 to RCS:
 - Cash (net of €20 float)
 - Sign on sheet
 - Risk Assessment sheet
- Plug in VHF radios to charging station
- Return marks, anchors & weights to shed
- Return €20 float to OOD bag
- Return race equipment to OOD bag
- Return race flags and 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 OOD locker
- Lock Rib sheds
- Return AED to clubhouse

