



# HASTINGS YACHT CLUB INC.

P.O Box 46, Hastings, Vic. 3915

Phone: (03) 5979 1891

ABN 6682350242

## Officer of the Day (OOD)

**Hours of Duty:** 10.00 am – 4.00pm

**Days:** Saturdays & Sundays per OOD Annual Roster

**Swapping:** If you cannot attend the OOD duty you have been rostered for then you need to identify another HYC member to swap OOD duties.

### Duties:

1. As OOD you are representing the HYC Commodore and should ensure all activities at the Club are conducted safely and in accordance with the Club's Constitution and Code of Conduct.
2. At the start of the day, raise the Australian National Flag and Club Burgee. Please be careful to put the flags in the correct sequence (Australian flag on the jackstaff / yardarm), and the correct way up (Club burgee: dark blue is water, light blue is sky).
3. Consult the BoM website and write the weather report for Westernport Bay, with any warnings, and the tide times, on the black board.
4. You are responsible to meet and welcome any visitors to the club. If they are interested in joining then you may offer them a tour of the facilities, share HYC website address and record their details in the OOD logbook.
5. Complete the OOD logbook during or at the end of the day. Note any incidents need to be reported in the log, also attendance by visitors, any items requiring repair / maintenance and or cleaning, emergency services to use the radio room as a base of operations needs recording. If nothing of note occurred simply say that, date and write your name in the log.
6. Take down the flags at the end of the day.
7. Enjoy the day.