

Officer of the Day Workhour Entitlements Responsibilities and Documentation

The OD volunteer, while on duty, represents the club and its interests and must treat this responsibility seriously and professionally in interactions with both members and outsiders.

1- OD volunteers must first book by entering their name and phone number on a blank day square on one of the monthly calendar sheets in the OD binder at the clubhouse entrance desk. New sheets are provided there at the beginning of each winter or summer period.

2- The member first entering a name on a date takes complete responsibility for doing the full duty on the evening of that selected day. Failure to complete the duty or find a substitute to do so can lead to a financial penalty being assessed.

3- On the date selected the volunteer must perform and check off the duties on an individual log sheet. The log sheet is usually retained in the OD binder until month end.

4- OD volunteers must be continuously on duty from 6.00 pm until 10 pm in summer and from 6.00 pm to 9.00 pm in winter.

5- OD volunteers must sign the log sheet on completion of the duty. Signatures, if not clearly legible, must be accompanied by the printed member name.

6- Summer OD volunteers must be licensed to operate the club's marine VHF radio.

7- In winter it is strongly recommended for safety reasons that two members or a member and a listed member partner perform the duties together. Non members are discouraged from assisting with winter OD duties for legal liability reasons.

Workhour Entitlements

Workhours are offered to club members who volunteer for OD duties. Workhours are a very limited club resource so members will not be credited with them for more than two occasions in each of the club years winter and summer OD periods.

OD workhours are recorded by OD administration volunteers; unlike some other club tasks **no countersigned work chit is required.**

1- Summer OD duty volunteers are entitled to and will be credited with four workhours per completed session.

2- Winter OD duty volunteers are entitled to three workhours per completed session for **each** signed in member or member and listed wet member partner. No workhour credit is granted to non-members or non member associates. November work hours are allocated to the previous years total.

3- OD workhour credits can be transferred to other members so long as such transfer requests are made very clearly on each daily log sheet.

Tony Edmonds, Environment Director. 2012/01/14