

## A Brief Introduction to the LSYC Officer of the Day duty.

In the absence of the Commodore and Vice Commodore the OD (Officer of the Day) is the person in charge of everything and everybody and for the brief period of his or her duty the most important person in the club.

The duties of the OD are not hard to do or complicated and the member undertaking the duty is awarded club work-hours for taking on the task. However once the member has booked to do a duty the member must carry out the full list of essential duties. These duties are explained in detail on the front cover of the OD binder. This binder is kept at the club front desk and contains booking calendars and formal reporting log-sheets that the OD must fill in and sign off on for each booked OD session.

During the summer season the OD is the go-to person in charge for visitors, visiting boats members and guests and for the relaying of important matters to the board. The OD is expected to make him/her self available by cell phone and marine VHF radio<sup>1</sup> during the duty period from 6.00 to 10.00 pm. Staff cover the important function of looking after visiting boats during their duty hours but staff are not present in the evenings and this is when the OD takes charge. The OD must find out what slips are available for late coming visitors boats, direct the visitors to them and look after form filling, fee collection and information provision together with the issue of visitor key-fobs. The welcome we give to guests contributes to the sort of reception we can expect when visiting other clubs so this is a most important function.

During the winter season the OD function changes to the no-less-important tasks of a responsible caretaker looking after club facilities, heating checks etc and securing members boats. Some deterrence to vandalism is provided by making it plain to strangers through regular patrolling of our facilities that there is club activity during the evenings. Any member can volunteer for this duty but it can be quite a lonely one on the dark winter-early spring evenings from 6.00 to 9.00 pm. Because of the potential for accidents members are encouraged to perform OD duties with a partner who is also a social or full member. If a pair of members do a duty each of the two is entitled to claim work-hours. (Non-members are not entitled to claim work hours and are not encouraged to act as OD partners for insurance coverage reasons.)

Members can book to do OD duty on **up to two occasions in each season**. Booking calendar sheets are laid out at Launch and at our November general meeting for each season and usually there are opportunities later on as shown in each months calendar page in the OD binder. Do please print your name, sign and provide a phone number for a reminder call on each day you wish to book. Once you have signed in please do not cancel without either finding a substitute member yourself to do the duty or informing the Environment Director.

OD duty does not involve filling out work chits; "automatic" work hour allocation is looked after by volunteers based on the entry filled out on each completed daily logsheet.

**OD duty is considered a very important club membership duty. Failure to do a booked duty, except for truly unavoidable reasons, will incur a formal reprimand from the Commodore and the imposition of a \$50 fine.**

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<sup>1</sup> Members performing summer ODs must hold a valid marine VHF radio operators licence