



SSC OFFICER OF THE DAY – TERMS OF REFERENCE

2026_V1_April 26

ROLE

An Officer of the DAY (OD) will be nominated for each day of scheduled sailing activity. The OD will have overall responsibility for racing, including the decision to proceed, or not, or to abandon racing if conditions deteriorate. Those new to the role should seek advice from or liaise with a senior sailor and the senior patrol boat helm.

KEY FUNCTIONS

The OD should ensure that key aspects and functions are fulfilled in order that the day's activities proceed smoothly and safely and, comply with SSC Safe Sailing Policy (SSP) and Sailing Instructions (SIs). It is incumbent on the OD to be familiar with the SSC SSP and SIs. The following are key points:

- 1) Arrive at the Club early to carry out your OD duty. Get a feel for the present weather and beach conditions and what the forecast is for the middle and end of the session, i.e. what will it be like launching and recovering RIBs and dinghies, and what will racing conditions be like on the racecourse. It will be necessary to have a copy of the Risk Management Category matrix (available in the Boat Store on the Official Notice Board: however, hold off making the RMC decision until item 4 below.
- 2) If, as OD, you intend to undertake the RO role also, read the separate RO terms of reference.
- 3) When Club members arrive for sailing, if you have not already been made aware, establish who will be the senior safety boat helm (going afloat) and who will be the RO (if not the OD). The RO role should preferably be carried out in Race Control but may be undertaken afloat in a 2nd RIB or 3rd RIB if manpower and conditions permit, and agreement is reached.
- 4) If there is a shortfall of personnel to populate the RIBs, resolve the matter among personnel gathered.
- 5) As per SSC SSP ensure an appropriate Risk Management Category is selected by a small group including the senior safety boat helm going afloat and two senior sailors (preferably including the OD and an Officer of the Club).



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- 6) If the OD and RO intend to go afloat, it is critical that a Shore Contact be nominated who will remain at the Club and is aware of specific responsibilities regarding alerting the emergency services in the event of a major incident. The Shore Contact must have access to the Major Incident Plan document (held in Race Control). If the OD is going afloat he/she must have a radio and be contactable by all RIBs, the RO, if ashore, or the Shore Contact, if both the OD and RO are afloat.
- 7) Liaise with the RO and patrol boat helm regarding the course and then display it on the white board at the Boat Store ahead of the Race Briefing.
- 8) Make an entry in the Routine Sailing Activity Log in Race Control detailing:
 - a. Date with names of OD, RO and Shore Contact, if nominated.
 - b. Weather and beach conditions – present and forecast.
 - c. Sailing decisions, including the selected RMC for the day's activities.
 - d. Any relevant narrative, including reference to minor accidents and incidents, and near misses, from which lessons may be learned.
- 9) Support the RO when he/she is giving the Race Briefing, which should be at least 30 minutes before Race Start.
- 10) Ensure guests going afloat have their details, including NOK, recorded in the Routine Sailing Activity Log available in Race Control.
- 11) Ensure a Signing-on Sheet is available in the Boat Store for those going afloat to record intention to sail.
- 12) Ensure the compressor is switched on and that the horn in Race Control is tested before boats leave the shore.
- 13) Ensure the Race Officer is aware that he/she must forward copies of the race results to James Salter via WhatsApp private message.
- 14) After racing coordinate the recovery of the RIBs.
- 15) Check patrol boats, winch and all radios are put away and securely stored.
- 16) Ensure all injuries are recorded in the Accident Book, held in the Boat Store.
- 17) Finally:
 - a. Coordinate the Boat Park so that boats are parked tidily in their respective spaces and there are no apparent hazards.
 - b. Ensure the petrol store is secure.
 - c. Ensure the pathway to the kayak rack is available.