

8. Duty Officer Policy

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Amended July 2011
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Amended June 2013
Amended May 2015
Amended October 2017*

This policy has been developed by the Directors of The Stormont Yacht Club (SYC) to establish and define the responsibilities of the Duty Officers.

8.1 Background

- 8.1.1 At SYC, the Duty Officer's (DO's) duties and responsibilities are important to the club. They are primarily concerned with the maintenance and enhancement of safety at SYC, both on and off the water, and the protection of Club property and interests. These duties are core to our membership responsibilities.
- 8.1.2 SYC wants to ensure that members performing as DOs are prepared for the job and that they have the right equipment at their disposal. A DO log book is located at the Navigation Desk in the round Room and contains a copy of the DO Schedule, Responsibilities and Flag Etiquette. DO's are encouraged to ask questions. The job must be treated seriously but it should also be interesting, sociable and pleasant, not intimidating and stressful.
- 8.1.3 Please bear in mind that while no-one objects to you attending to details aboard your own boat whilst DO, your primary duty on this day is to look after SYC's interests. If you intend spending extended periods on your boat, at least write a message to that effect on the board near the entrance, & carry the hand-held radio.

8.2 Duties

- 8.2.1 Unavailability: It is your responsibility to arrange a swap or a substitution if you cannot meet your DO obligation: If this proves to be impossible contact the Vice-Commodore as early as possible so that alternate arrangements can be made.
- 8.2.2 Recording: Complete Log sheet. Log discrepancies, incidents or matters of concern and report them to the Vice-Commodore, who is the SYC Safety Officer.
- 8.2.3 Watch period: 10:00 to 18:00, Saturdays, Sundays and Public Holidays.
- 8.2.4 Sign-In: At the commencement of your watch, sign-in at the white notice-board in the entrance hallway, and in the log book.
- 8.2.5 Flags: Hoist the required flags on the Flagstaff at 10:00 and lower at the end of the watch. The flags are kept at the navigation station in the Round Room.
- 8.2.6 Radio Watch: Carry the hand-held VHF radio at all times, monitoring Channel 16, the emergency frequency. Transmissions on channel 16 must be prefaced by the call-sign "SYC RESCUE". As soon as you are able you must switch to channel 68. Keep the SYC radio on 68 and the hand-held on 16
- 8.2.7 Rescue Boat:
 - 8.2.7.1 Keys for the boat and the rescue bag are in the cupboard above the club-house garbage containers.
 - 8.2.7.2 Check the boat's inventory.
 - 8.2.7.3 Check the operation of the boat and ensure that the gas tank is full. (gasoline only).
The Rescue Boat does not need to be moved to front dock.
 - 8.2.7.4 The rescue bag is found in the boat locker on the dock in front of the Rescue Boat (same key as clubhouse). Check its contents against the list in the log book and place it in the Rescue Boat.
 - 8.2.7.5 You must be in possession of a Pleasure Craft Operator's Card, to operate the Rescue Boat or any other motor-equipped vessel.
- 8.2.8 Defibrillator: It is located on the shelf directly above phone at the north clubhouse entrance. If there is no flashing green light, notify the Vice Commodore.
- 8.2.9 Visitors: Welcome visitors and assign berths if available or moorings as necessary. Ensure completion of the Visitor Registration Form and place it in the log book. (Forms located on

- bulletin board in entrance hallway). Have the visitors go to the clubhouse and sign the guest registry. Check on those who may be using the Club moorings without registering.
- 8.2.10 Docks: Check dock lines and noisy halyards of berthed boats. Record names of offending boats in the Log Book.
- 8.2.11 Clean-up: Rake the weeds away from the beach area, and remove any debris (e.g. dead fish, plastic bottles, and cups, etcetera) from the area. In addition, rake the sand in the play structure.
- 8.2.12 Policy Manual: Ensure where possible that club rules and policies are being observed, with priority on safety. Unacceptable behavior (e.g. loud radios, running on docks) is not permitted.
- 8.2.13 Next day's DO: Phone him or her with a reminder. SYC pays any long-distance charges.
- 8.3 Emergencies
 - 8.3.1 In the case of an emergency the DO should be the coordinator and seek assistance from others experienced and willing to help. While you have a moral responsibility to act in some way, DO NOT GET IN OVER YOUR HEAD. Do what you can, but respect your own limitations and comfort level.
 - 8.3.2 First-aid kits: Six are located as follows:
 - 8.3.2.1 In the rescue bag;
 - 8.3.2.2 In the Barnhart shed;
 - 8.3.2.3 By the phone in the North hallway (Defibrillator and Airway supplies);
 - 8.3.2.4 In the cupboard above the garbage (along with instructional book called Health and Safety);
 - 8.3.2.5 Mounted on the wall near the Junior Lounge & East entrance.
 - 8.3.2.6 In Fort Stormont.
 - 8.3.3 If supplies are exhausted or if you believe that the inventory needs to be augmented, notify the Vice-Commodore
- 8.4 SYC Marine VHF Radio:
 - 8.4.1 In order to transmit using the SYC base station as well as the associated handheld radio the user must have a Restricted Operator's Certificate (Maritime). Operation of this station on any marine channel other than marine channel 68 (156.42500MHZ) is prohibited unless in case of emergency. The radio call sign is CKS413.
SYC Radio: Keep on channel 68, Ensure squelch is adjusted so that you can clearly receive/hear incoming calls. Test with hand held. There is a speaker switch by the door on the porch side. If turned on, please ensure volume is not overwhelming and a nuisance to membership.
 - 8.4.2 Hand-held VHF radio: Keep on channel 16. Ensure squelch is adjusted so that you can clearly receive/hear incoming calls. Test with SYC radio on alternate channel or with SYC member on their boat to ensure working correctly.
 - 8.4.3 Your observations about the general state of the clubhouse, other buildings and grounds should be recorded on the DO log using the back of the page if necessary.