

## Duties of Assistant Officer of the Day

You should arrive and report to the OD at least 45 minutes before the start of the race. (He should be there an hour before)

Your job is

- ❖ switch on heater or kettle,
- ❖ check toilet supplies and kitchen supplies, including tea, coffee and sugar.
  
- ❖ to assist the OD as required. Help to the OD may include-
  - hanging course boards,
  - placing declaration sheets in clubhouse,
  - hoisting and lowering flags,
  - watching start for recalls,
  - recording finishing boats' times,
  - maintaining radio and visual watch if OD is absent for any time.
  
- ❖ To make and serve teas and biscuits or cakes to competitors, OD and Safety Boat crews after the race.
  - It should be ready shortly after the first competitor finishes, but leave some for the last one!
  - You should bring milk unless you know there is fresh in the fridge (eg from Training).
  - You should also bring biscuit or cakes, though some biscuits may be found in locked cupboard in front of galley.
  
- ❖ Wash up and clear up galley and clubhouse. Take milk home unless likely to be used in the next few days (see Calendar)