



DUTY OFFICER'S DUTIES, RESPONSIBILITIES & PROCEDURES IN THE 2019 BOAT SHARE/ADULT SAILING PROGRAM

Duty officers will be assigned on a rotating basis for one week at a time from the volunteer duty officers and fleet captain.

Duties and responsibilities during the period of responsibility:

1. Be on call to:
 - a. Oversee the use of the Boat and the operation of the program during the reservation periods.
 - b. Ensure the program maintains situation awareness as to weather, safety and proper use of the boat by participants.
 - c. Provide assistance to the BSP on and off the Boat.
 - d. Coordinate program and BSP's needs with Capt. Vic and club staff.
 - e. Provide minor maintenance or purchase parts if required.
2. Monitors the sign-up and use of reservation logs and crew requests.
3. As the Duty Officer, monitors that Skippers just completing a sailing session, report any accident, malfunction, breakdown or equipment problem to the NSYC launch operator and/or Captain Vic upon return to the dock or prior to such return by telephone or VHF radio, and post the same on the online After Sailing/Maintenance Report/Request.
4. Reviews Boat Share Post Sail Reports, looks for negative trends, whether procedural, user or boat condition and originates corrective action as needed.
5. Spot-checks the Boat Share Boat to assure compliance with BSP policies and procedures. *
6. Coordinates as necessary with the Sailing Instructor (SI).

* It is the DO's responsibility to arrange coverage with others who are qualified if he/she cannot fulfill any of their responsibilities.