

Deck Officer Duties

Before

1. Turn on heat and lights (if needed).
2. Put out the attendance sheet with pen or pencil and make sure all kids sign in (note: all forms, including attendance sheets, are in the blue HS Sailing notebook).
3. Direct kids to keep their gear tidy (all gear stowed in bags; all bags stowed on or under front bench—not on tables!)
4. Help with rigging boats if needed. Keep the kids moving and on task.
5. Log and report any boat problems and issues (missing parts, etc).
6. Be sure everyone is dressed properly before going out (spot check!).

During

7. Help cold and wet sailors. Encourage warm liquids (hot cocoa) and hot shower (in upper lot dressing rooms).
8. Monitor clubhouse radio for messages from coach boats.
9. FYI: Emergency Release forms and contact info for all sailors are in a folder above the Sailing School cabinet. First aid kit is on the counter or in the cabinet.

After

10. Help with de-rigging (keep kids on task!). Make sure area where boats are docked has all parts picked up and the boats and gear have been properly stowed.
11. Put hot cocoa away. If empty, email wshighschool@googlegroups.com and ask for donation of new container.
12. Make sure kids clean up after themselves. Check to see that all dirty cups, dishes, and silverware have been cleaned.
13. Get kids to pick up trash. If trash cans are full, have them empty the bags into dumpster in parking lot.
14. Check to see that all gear is collected. Put leftover gear in lost and found bin under kitchen counter. Send an email out to the wshighschool@googlegroups.com.
15. Make sure all life jackets are properly stowed and locked up.
16. Make sure heat, stove, oven, and lights are turned off.
17. Lock buildings—both the clubhouse and the lockers where lifejackets are stored.
18. Make sure everyone is out, then lock all gates and close entrance gate.

If you have questions or need further information, call Elaine O'Flynn at 971-222-9083.