

OFFICER OF THE DAY INSTRUCTIONS

You are our ambassador for today.

Thank you for helping to make our club a desirable spot to visit.

Please try to accommodate our guests. It would be helpful if you kept your VHF radio (hand held if possible) tuned to channel 16, and as O.O.D. respond to all calls seeking Pultneyville Yacht Club.**

You may be able to assign a slip to a guest before they enter the harbor. It is our goal to try and please every guest.






Remember to extend a warm welcome to our visitors.

****Take your VHF radio traffic to channel 9 or another approved channel other than Ch 16.**

HRS of DUTY: Friday (Three consecutive hrs between 3PM - 9PM) Sat, Sun & Holidays 3PM - 6PM

- 1) After arriving for duty, **please place your initials next to your name on the assignment sheet** located on the inside cover of the O.O.D. guest registration book on the table in the clubhouse.

PLEASE WEAR THE MESH VEST WHICH WILL IDENTIFY YOU AS OFFICER OF THE DAY

- 2) Check the guest dock and all vacant slips in the harbor. (see #3 below regarding vacant slips)
For already arrived boats, make sure they have registered. Give all guests a copy of the visitors tri-fold and show them where all of the listed facilities are, including the ice machine.
- 3) Assign guests to known vacant slips - **check slip availability using the "club sign out" sheet located in a three ring binder in the clubhouse.**
Order of preference: A) Without making a big deal out of it, try to fit a guest boat into the smallest slip where it will fit. Save larger slips for larger boats. B) If you have a choice of several slips, pick the slip where our member is not due back for several days. If the member should return early, there's a better chance of his or her slip being available.
- 4) Maximum length of stay at the club is **3 days** except under emergency conditions which requires approval of a club officer.
- 5) **Sign-in the guest skipper and collect all applicable dock fees. THIS IS NOT DISCRETIONARY**
 -  • Check the **reciprocal club*** list, in the back of the O.O.D. notebook, to verify appropriate fees. 
***ASK TO SEE VISITORS CLUB MEMBERSHIP CARD AS PROOF OF AFFILIATION**
 -  • For this year we will treat Canadian dollars equal to US dollars
 -  • **Make out a "Guest Registration" sheet** (found in O.O.D. notebook). Any special communications to the next O.O.D. should be noted on this form.
 -  • Issue a receipt to the skipper for funds received if requested. **Put funds in envelope & place envelope in ice collection box. DO NOT LEAVE CASH OR CHECKS IN THE CLUBHOUSE.**
- 6) Visitors with no club affiliation, or from non-reciprocal yacht clubs, or clubs for which we have no established schedule should be charged our normal fee of **\$20.00 per day for up to 3 days.**
- 7) **Additional charges: Use of pump out \$5.00, for any guests in our basin (regardless of club affiliation).**
- 8) **Any fees collected for the day should be put in envelope & placed in ice collection box (old club house). DO NOT LEAVE CASH OR CHECKS IN THE CLUBHOUSE.**
- 9) If you have any problems call O.O.D. chairman - Larry Kilbury 315-589-3450.
- 10) **If you are unable to fulfill your assigned date, you must find a replacement, notify the O.O.D. chairman, and change the O.O.D. sign-in-sheet accordingly**