

Loch Tummel Sailing Club

Normal Operating Procedures

General

LTSC is very much a 'hands on' club where all members are expected to contribute to the running of club activities. Newer members have been allocated duties alongside a more experienced member so that everyone can learn the ropes without being thrown in at the deep end. Each day of club activity is also overseen by a Committee Member who should be approached for help and advice. All members who are on duty for a Sunday should meet at the race box at 11am for a briefing by the Committee Member, where radio checks will be done, and safety duties organised.

Swapping Duties

If the dates you have been allocated for your duties are not suitable, it is your responsibility to find another club member to swap by using Club Manager. If you are finding it difficult to find a swap, please contact a member of the sailing committee who may be able to help.

Race Officer

The race officer is responsible for running the club racing, setting the course, getting the boats started, and then recording the finish times so that the results can be calculated. The times should then be entered into the computer in the training room. Instructions and available. You will generally stay dry in the race box, but it can get a bit cold, so wrap up warm!

Safety Driver / Assistant

The safety crews man the safety boats to provide cover for the boats whilst racing is taking place. You will watch the boats racing from a safe distance and only intervene when boats require assistance. You will also be responsible for getting the safety boats from the moorings, and returning them after racing has finished making sure they are clean and fully fueled.

The boats must at all times carry a paddle, bucket, bridle, towline, tools, survival bag and first aid kit, anchor and warp and knife. These items are located in the race box.

Teas

This is the best part of sailing at Loch Tummel! Cakes, biscuits and scones etc. are made/provided by the person on duty and are sold to club members for a small amount. Milk should also be provided and put in the tea and coffee area. The spread will need to be set out during the second race so that it is ready to eat by the time everyone has come off the water. You will need to cater for approx 30 people. The duty includes clearing the cakes and milk afterwards or arranging for another member to do this if you have to leave the club earlier.

Rescue Boat Call Signs

| LOCATION | CALL SIGN |
|--------------------|-----------|
| Race box | Race Box |
| First safety boat | Safety 1 |
| Second safety boat | Safety 2 |

Responsibilities

| Duty | Person Responsible |
|---------------------------------------|---------------------------|
| Maintaining Rescue Boats | Grant Paton |
| Maintaining equipment on rescue boats | Grant Paton |
| Principal | Grant Paton |
| Child Protection Officer | Bec Barron |
| Maintaining Sailing Boats | Angie Sword |
| First Aid Supplies | Angie Sword |
| Boat Parking | Angie Sword |

The kitchen operating procedure is attached below

LOCH TUMMEL SAILING CLUB

HEALTH AND SAFETY IN THE KITCHEN

PERSONAL Hygiene (round sink should be used and not the kitchen sink)

Thoroughly wash hands using liquid soap and dry using disposable paper towels especially

1. After visiting the toilet
2. Before handling any food or equipment
3. In between handling raw and cooked food
4. After eating, smoking, coughing or blowing the nose
5. After handling waste food or refuse

Clean dish towels – should only be used to dry dishes

Cuts – all cuts to hands should be completely covered by blue waterproof plasters from the drawer marked First Aid next to the training room door.

General Health

1. Food handlers should be in good health. Any food handler suffering from diarrhea, vomiting or a food borne infection must **not** handle food.
2. Smoking is **not** permitted in the clubhouse
3. Sneezing or coughing over food must be avoided

Protecting food from contamination by:

1. Keeping food covered where possible
2. Not using dirty wiping clothes. Disposable clothes are preferable – change daily
3. Only handle food when un-avoidable. Tongs, plates and trays should be used in preference to hands
4. Separating raw and cooked food at all stages of preparation, storage and service I.e. do not put cooked meat on a plate which has had raw meat on it
5. Designated coloured chopping boards should be used for the following

GREEN Fruit and Vegetables

RED Raw meat

YELLOW Cooked meat

WHITE Bread and cakes

The storage of high risk foods

1. High-risk foods such as cooked meat and poultry, cooked meat products, milk, cream, artificial cream, cooked eggs, shellfish, cooked rice and perishable foods should be stored in the fridge. This should be kept at a temperature of between 1°C- 4°C. A thermometer should be permanently positioned in the fridge.

2. Raw food must always be kept apart from high-risk foods and should be stored in a separate fridge

3. Salad type vegetables which will be eaten raw should be stored in the same fridge as cooked meat.

Gas cooker

Before using please read the instructions on how to light or take advice from a member familiar with its use.

General House Keeping

1. Keep doors in the kitchen closed at all times

2. Do not leave food out

3. Refuse must be removed from the kitchen and taken home (remember the club has no bin collection)

4. It is advisable to wash equipment from the cupboard before using.

Members Food

Please label all food that is put in the fridges, The label should have your name and the date it was put in and an expiry date. If food is not labeled it will be thrown out.