



# Avalon Sailing Club



## ASC Roster Duty Guide

### Summary

This document is intended to provide guidance on the skills required and tasks/actions associated with undertaking a roster Duty at ASC.

### OOD

Item	Comment
<b>Experience/Requirements</b>	Duty period: 8am to 6pm (but has prep work) Member of the Main Committee (possibly recently ex member of Main Committee). Basic understanding of radio procedures In possession of club keys (ordinary and committee keys) Website access to update the duty roster page and confidence to do so. Gain familiarity with the defibrillator (defib) machine
<b>Duty Description</b>	The purpose of this duty is to ensure that the day's sailing is conducted safely, efficiently and effectively. This duty involves some work in the lead up (one week) to the duty day.  Lead up to duty <ul style="list-style-type: none"> <li>• Check the online Roster and print out the Duty List with names (under the 'Download' tab). If any duty has not been confirmed, contact the person rostered on. If any duty has not been filled, advise the Roster Coordinator (currently Valerie Tulk).</li> <li>• Make sure you are familiar with the Yacht Incident Management Plan prior to the day and the dinghy safety instructions (see Mainsheet or web) Web: (log on) then Members &amp; Visitors/Documents/General Documents under Yacht Racing</li> </ul> On duty morning: <ul style="list-style-type: none"> <li>• Verify weather from websites</li> <li>• Collect rolls etc. from "Amberwaves" in Avalon (put invoice in cash tin).</li> <li>• Collect meat pies from "Olivers", 1 Careel Head Rd, Avalon.</li> <li>• Bring bins down to club from street</li> <li>• Open club by 8am, doors, ramps, stock cupboard</li> <li>• Hoist flags (stored in Committee room) on balcony mast (Australian flag on top then ASC flag) and sponsors flags on front-of-deck masts</li> <li>• Meet Boat Boys and verify the number of power boats serviceable and ensure all fuelled. (Note fuel should have been collected at end of previous week)</li> <li>• Connect telephone in kitchen</li> <li>• Switch on hot water (switch by telephone) and pie warmer (140 deg) in kitchen</li> <li>• Check bins are lined and available (including recycling bin for tins placed near noticeboard at canteen)</li> <li>• Set up radio on balcony outside kitchen (connect aerial as well as mains) and have a hand held radio on your person.</li> <li>• Set up chairs on balcony</li> <li>• Fill out duty roles on whiteboard including your mobile number and weather.</li> <li>• Put sign-on sheets under notice board. Centreboard sign-on sheets are</li> </ul>

brought by Harry Parker, and are either put out ready or can be found in the Blue/Red/Gold folders/clip boards in the committee room. Yacht sign-on sheets are generated from Top yacht not the website. Martin Hickling organises the yacht sign-on sheets on a yellow clip board.

- Meet with Blue/Red/Gold/Yacht Coordinators (PROs) and allocate power boats to tasks: There is a chart for standard allocation of boats in the duty file.
- Conduct radio checks before each support boat leaves the club.
- Check boat boys are wearing suitable clothing, and that all people in support boats including boat boys and parents wear lifejackets properly zipped up.
- Ensure that the various group coordinators are adequately provisioned to conduct the various activities safely.
- Make sure there are sufficient parents etc. on the shore to help Blue division with their boats when they come in.
- Check that trainers sign the wages book (needed for insurance purposes).
- For any boat coming in early, communicate with relevant coordinator.
- Cancel all dinghy racing at 25 kts. For lower winds ensure the Blue/Red group coordinators are aware of the various skill levels in those groups and adjust the group's activities to suit the various skill levels (including reducing to on-deck training if necessary ). Racing/training can be cancelled by the relevant race officer (RO) or the OOD through the RO.
- The RO may in consultation with the OOD arrange training in high wind sail training for experienced sailors in winds above 25knots if there are sufficient suitable support boats available
- Yacht racing is cancelled if a gale is forecast (35 knots)
- Monitor weather at airport on sea breeze if southerly expected

On duty afternoon:

- If there is Superfleet (combined fleet) racing, make contact with BYRA and RPA (telephone or radio) to ensure coordination
- Monitor activities as they unfold
- Ensure that response boats have two people in each boat (should be the rostered volunteer and a Boat Boy). Boat drivers must have NSW boating license
- Maintain a tender service unless needed for higher priority (ie urgent safety) task; To avoid problems try to maintain a spare power boat at the club
- Respond to any public enquiries to the club as needed
- Ensure any damaged equipment is recorded for repair (book is by telephone in canteen)
- Ensure boats are fuelled ready for next week's racing
- Check Boat boys have completed clear up (list in workshop)
- Make sure Boat Boys sign wages book and senior boat boy fills in a boat report for any maintenance issues
- Check canteen tin cash has been counted and envelope filled in
- Close down phone, radios, lower flags, and return all other equipment to storage locations
- Empty rubbish into bins and place full bins only on street (boat boys can assist). Cardboard boxes must be compressed and bins must contain only materials as labelled. (We pay for rubbish collection)
- Return alcohol from open fridge to locked fridge in ladies or to stock cupboard
- Lock cash tins in stock cupboard if relevant coordinator has not taken

	<p>them</p> <ul style="list-style-type: none"> <li>Record persons who actually completed their duty assignments and advise discrepancies to Roster Coordinator (currently Valerie Tulk)</li> <li>Lock up club and prepare/email report to next OOD and Committee so that any lessons can be shared. Detail persons who actually completed their duty assignments in the OOD report.</li> </ul> <p>Weather Reports</p> <p>Bureau Of Meteorology <a href="http://www.bom.gov.au">www.bom.gov.au</a></p> <p><a href="http://www.bom.gov.au/marine/wind.shtml">http://www.bom.gov.au/marine/wind.shtml</a></p> <p><a href="http://www.bom.gov.au/nsw/forecasts/sydneywaters.shtm">http://www.bom.gov.au/nsw/forecasts/sydneywaters.shtm</a></p> <p><a href="http://www.bom.gov.au/australia/meteye/">http://www.bom.gov.au/australia/meteye/</a> type in Great Mackerel Beach (case sensitive)</p> <p>Weather Graphs <a href="http://www.seabreeze.com.au">www.seabreeze.com.au</a> (note that this gives off shore forecast so may overestimate winds). Actual wind at airport often a good guide</p> <p>Willie weather <a href="http://wind.willyweather.com.au/nsw/sydney/clareville.html">http://wind.willyweather.com.au/nsw/sydney/clareville.html</a> (note this may be based on Terry Hills predictions and underestimate winds)</p> <p>Good app for Pittwater download from <a href="http://www.predictwind.com">www.predictwind.com</a></p>
--	---

## Yacht Coordinator

Item	Comment
<b>Experience/Requirements</b>	<p>Period of duty: 10:00am to 5pm (or when the last boat has finished )</p> <p>Understanding of the yacht racing courses and ability to select a course based on the weather conditions in discussion with the OOD</p> <p>Knowledge of start sequence and flags (crib sheet provided)</p>
<b>Duty Description</b>	<p>The purpose of this duty is to run the yacht race and to assist where practicable if a yacht is in difficulties. Please note the club has limited capability to assist yachts. See the incident management plan for the Yacht Coordinator role.</p> <p>Please read the Yacht Incident Management Plan (In mainsheet or web) prior to your duty. Web: (log on) then Members &amp; Visitors/Documents/General Documents under Yacht Racing.</p> <p>Details</p> <ul style="list-style-type: none"> <li>Check weather and decide course. (Course is fixed for Avalon series )</li> <li>Coordinate with the OOD to dispatch a mark laying boat to set any marks required for the yacht race. Boats become busy at 11am and 45 mins minimum is required to lay 'O' mark and 25 minutes for the K mark). For the BWS race it is important to arrive at 10am to take advantage of when the mark laying boat might become available</li> <li>If an 'O' mark is to be laid accompany boat boy to lay mark. Two people are also required for K mark but it may be a senior and junior boat boy.</li> <li>Write up any briefing notes onto the whiteboard. e.g. course, weather and tide and any special requirements</li> <li>Obtain sign-on list for the race and assist with completion (some yachts 'sign-on' via radio) (If it is not under notice board look for yellow</li> </ul>

clipboard in committee room)

- Coordinate with OOD and Gold PRO so that the yacht start and finish and the Centreboard course are unambiguous and there is no conflict on or near the yacht start and finish lines. The yacht finish is fixed by the sailing instructions but the start can be moved to suit the wind and other activities on the water.
- Double-check correct flags are available for start including class flags for BWS and Koolong and recall and postpone flags. Check the number board is available for handicap race starts. Also the board for displaying the course number on the start boat (This is normally not carried for the Juno race)
- Coordinate with OOD for an assigned boat and boat boy to assist with the start of the yacht race and transfer to the assigned start boat. (Take sign on sheet with you)
- Koolong, BWS and Retriever are normally started from Lucinda (1300 and 1305 start) (you will be ferried out)
- The handicap starts (Avalon series 1.30 start) and Juno race (12.30 start) are normally run from Blue Peter or Yellow Glen, leaving from the Jetty so Lucinda is available for setting up the gold race
- Assist Boat Boy with setting the line (i.e. advise him where to drop the mark). Ideally the start line should be perpendicular to the wind with the two ends equidistant from the first mark. The length approximately 1.2 - 1.5 x the total length of the fleet (average length of boat x number of boats racing)
- The start boat should be on station with the line set 15 minutes minimum before the start.
- Note that there are new rules for buoy rounding at permanent laid marks so all southern marks are passed to starboard and northern marks to port. Take this into account when setting the start position so that boats do not cross the path of those following at the first mark. The problem is mostly when the first mark is C (starboard rounding)
- Run the yacht race start, sign on extra boats that did not go to the club first and check all boats start at the correct time. Recall if necessary using flag and sound signal (see flags sheet in duty folder in canteen). The yacht may be informed by radio if they are over the line and recalled.
- Yacht racing is cancelled if there is a gale warning current
- Monitor progress of race from club house. Keep track of where boats are if possible.
- If the course needs to be shortened a decision is needed by about 4pm to give slow boats time to finish by 5.30. (Guidance in duty guide folder)
- Monitor the radio dual watch channel 16 and 73
- Ensure that the finish mark is laid in time for the finish of the race
- Record/score the finish of the race between finish mark and balcony flag pole. Get assistance with this if possible as watching the yacht crossing the line and your watch simultaneously is hard
- In conjunction with the OOD send a power boat to recover any marks as early as possible (it can take 45 min to recover the furthest marks) to expedite pack up processes at the end of the day.

**Canteen is open 9am to 5pm (except when afternoon gold sailors are away)**

**Morning Canteen**

Item	Comment
<b>Experience/Requirements</b>	Duty period: 8.15 am – 12:00 pm No experience needed
<b>Duty Description</b>	<ul style="list-style-type: none"> <li>• See general instructions on the wall above the sink, and pie warmer instructions behind it.</li> <li>• Turn on hot water heater near phone</li> <li>• Check loo paper and paper towels in ladies and gents (spares kept in ladies toilets)</li> <li>• Put out cakes from Amberwaves and any you find in the fridge</li> <li>• Put 20 Gourmet pies (unfrozen from Olivers) and 15 sausage rolls in pie warmer. Leave the rest in the fridge and restock as the others are sold . Unfrozen pies and sausage rolls take about 30 minutes to heat up.</li> <li>• Check fridge is well stocked with drinks - refill if necessary</li> <li>• Get out knife block, lollies noodles, espresso machine etc. from stock cupboard near front door</li> <li>• Make a variety of rolls and wrap in cling wrap. Leave about 1 doz. rolls in fridge to fill later if needed. If you run out of filling there is tinned tuna in the canteen cupboard.</li> <li>• “Wash as you go”</li> <li>• Operate Canteen</li> <li>• Make sure there are enough pies for the morning gold when they come in at 1pm – check numbers with OOD. There are frozen pies in the freezer if gourmet pies run out. Thaw in microwave then heat in pie oven. Note Gourmet pies are \$5.00 frozen pies \$3.50</li> <li>• Mark up, or ensure the Boat Boys mark up, food they take – they are allowed roll/ pie and a drink free each day</li> <li>• Record on envelope provided any money taken or put into th canteen tin that is not for food (e.g clothing sales)</li> <li>• Keep fridge stocked with drinks</li> <li>• Handover to afternoon shift when they arrive. Please don’t leave canteen unattended.</li> </ul>

**Afternoon Canteen**

Item	Comment
<b>Experience/Requirements</b>	Duty period: 12pm – 5.30pm No experience needed
<b>Duty Description</b>	<ul style="list-style-type: none"> <li>• “Wash as you go”</li> <li>• Operate the canteen</li> <li>• Mark up, in purple note book (or ensure the Boat Boys mark up), food they take – they are allowed roll/pie and a drink free each day.</li> <li>• Pies are needed for the morning gold group when they come in at about 1pm but try to have only a maximum of 6 left by the time afternoon gold go out at 2pm. If short check the freezers.</li> <li>• When empty clean pie warmer, remove and wash crumb tray and wipe shelves (glass doors can be removed).</li> <li>• Restock fridge with drinks for next week.</li> <li>• Get 1 doz beer and a couple of bottles of white wine from fridge in ladies and place in fridge in canteen for yacht racers’ return</li> </ul>

	<ul style="list-style-type: none"> <li>Record details of any non-food money that goes into or out of the tin on the envelope provided.</li> </ul> <p>At end of day</p> <ul style="list-style-type: none"> <li>If pies/sausage rolls or bread rolls are left over in fridge, seal in a zip-lock bag, write date on bag and freeze</li> <li>Record anything that is needed on envelope provided so the stocking person can restock</li> <li>Clean slop tray at bottom of coffee maker and empty water reservoir. Return coffee maker to cupboard</li> <li>Count cash. Leave approx \$100 notes and \$100 change as float in tin and put the rest in the envelope. Record on the envelope the amount in the tin and in the envelope</li> <li>Clean and tidy kitchen</li> <li>Place the cash tin in the stock cupboard</li> <li>Duty ends when afternoon gold have returned and don't need the canteen any more. Check with the OOD before you leave</li> </ul>
--	---

### Blue/Red Coordinators

Item	Comment
<b>Experience/Requirements</b>	Duty period: Blue Coordinator - 8:00am to 11:30am Duty period: Red Coordinator - 8:30am to 12:00am Able to sail a dinghy Working with children check completed Familiar with club rules about deck behaviour e.g., no jumping off deck etc. Power boat licence preferable and own power boat very welcome Requires suitable sailing attire (weather dependent) but always able to stand in knee deep water (to launch boats)
<b>Duty Description</b>	<ul style="list-style-type: none"> <li>Generally assist with marshalling Blue and Red sailors into position.</li> <li>Organise parents to help and be involved</li> <li>Assist with the moving of boats from racks to the deck</li> <li>Assist with the rigging of boats as needed</li> <li>Assist with the launching/recovery of Blue and Red group</li> <li>Assist with the moving of boats from the deck back to racks</li> <li>Monitor and (sensitively, and in conjunction with parents if possible) correct behaviour of people on the deck</li> <li><u>Enthuse kids about sailing and build their confidence</u></li> </ul>

### Morning Sign-on/off

Item	Comment
<b>Experience/Requirements</b>	Period of duty: 8 am – 11:30 am Access to the website and printer
<b>Duty Description</b>	<ul style="list-style-type: none"> <li>The sign-on sheets for Blue, Red and Gold should be in their folders under the noticeboard. If not, ask the OOD.</li> <li>Supervise Blue and Red junior sailors, reminding them to sign on and off</li> <li>Assist/monitor assignments of crews to boats in Blue Group etc.</li> </ul>

## Gold AM Race Officer (PRO)

Item	Comment
<b>Experience/Requirements</b>	<p>Period of duty: 10am – 1:30pm</p> <p>The primary purpose of this role is to conduct the race. It requires experience/understanding of basic racing rules, flags and scribing.</p> <p>This is a senior role and works with the OOD to ensure the safe conduct of junior racing. As such this role is responsible for calling off racing if conditions become unsafe.</p> <p>Only those who have been approved by the Centreboard Committee may undertake this role. Feel free to apply for approval and volunteer.</p>
<b>Duty Description</b>	<ul style="list-style-type: none"> <li>• Assess the weather with respect to racing</li> <li>• Conduct, or delegate, the race briefing: <ul style="list-style-type: none"> <li>○ What is the wind doing today (now, forecast)</li> <li>○ What race is today e.g. point score or club champ</li> <li>○ Where will the racing be held (mostly normal area)</li> <li>○ 5 minutes on some “technique” or tip etc.</li> <li>○ What regattas or training are coming up?</li> <li>○ Will there be a debrief afterwards?</li> <li>○ Has everyone signed on?</li> <li>○ Has everyone put on sunscreen?</li> </ul> </li> <li>• Board Lucinda with Scribe and Flags Controller by about 10:30 am</li> <li>• Ensure “Gold Box” and keys are taken out to Lucinda</li> <li>• Guide the mark laying boat to set the race course</li> <li>• Start first race at 11:00 am</li> <li>• Control the race start sequence, ensuring that the flag sequence and hoots are correct</li> <li>• Manage conduct of racing, assign any required penalties, determine and direct any required course changes</li> <li>• Maintain contact with the response boats and ensure that they are positioned to assist with visibility over the entire course</li> <li>• Coordinate rescue efforts of the response boats and any land evacuations with the OOD.</li> </ul>

## Gold AM Scribe

Item	Comment
<b>Experience/Requirements</b>	<p>Duty period: 10am – 1:30pm</p> <p>No specific experience/requirements for this duty.</p>
<b>Duty Description</b>	<p>This is an administration role on the start boat Lucinda so that the Race Officer (PRO) can concentrate on running the race. Generally the PRO, Scribe and Flags Controller leave the wharf to board Lucinda at 10:30am, and the first race starts at 11:00am.</p> <ul style="list-style-type: none"> <li>• Ensure that the sign-on sheets are taken out to Lucinda</li> <li>• Fill out the race results sheets, accounting for all boats</li> <li>• Mark down the start times and finish times of each boat</li> <li>• On return to the clubhouse, ensure the race results and sign off sheets are left in the clear plastic holder on the wall outside the office</li> </ul>

## Gold AM Flags

Item	Comment
<b>Experience/Requirements</b>	Duty period: 10am – 1:30pm No specific experience/requirements for this duty.
<b>Duty Description</b>	<p>This is an administration role on the start boat Lucinda so that the Race Officer (PRO) can concentrate on running the race. Generally the PRO, Scribe and Flags Controller leave the wharf to board Lucinda at 10:30am, and the first race starts at 11:00am.</p> <ul style="list-style-type: none"> <li>• Photocopy the sign-on sheets</li> <li>• Take the sign-on sheets and the “Gold Box” from the office which contains the race results sheets out to Lucinda</li> <li>• On boarding Lucinda, check the flag box to ensure that all required flags are present (refer to the info sheet in the Gold Box)</li> <li>• Set clocks accurately ... turn on GPS, wait for it to locate itself, push “page” until the time is shown, set both white clocks to “gps time”.</li> <li>• Assist the Scribe in counting which boats are out on the water</li> <li>• Operate the flags, as instructed by the PRO, with the sequence also shown on the info sheet in the Gold Box</li> <li>• Leave the box on Lucinda for afternoon crew</li> </ul>

## Gold AM Mark Boat

Item	Comment
<b>Experience/Requirements</b>	Duty period: 10 am to 1:30 pm Power boat licence required (unless boat driven by a boat boy) Basic knowledge of sailing courses (eg triangle course)
<b>Duty Description</b>	<p>It is desirable to have two people in the Mark Boat, and an extra volunteer can be recruited on the day.</p> <ul style="list-style-type: none"> <li>• Conduct a radio check with the PRO</li> <li>• Ensure the power boat has sufficient fuel for the entire afternoon</li> <li>• Ensure the power boat safety kit is on the boat</li> <li>• Ensure the marks are in the power boat (will need: start pin, finish mark, three large yellow marks and 5 sets of chains/anchors). These will all fit into one power boat (but it will be tight)</li> <li>• Generally drop the marks in the following order, but follow instructions from the PRO: roughly place the finish mark, place the top mark and confirm with the PRO, place the wing mark and confirm the location with the PRO, place the bottom mark and confirm with the PRO, place the start pin and adjust the finish mark as needed.</li> <li>• This duty then transitions into response boat.</li> <li>• On instructions from the PRO, adjust the positions of the marks between races and recover marks at the end of racing</li> </ul>

## Gold AM Response Boat

Item	Comment
<b>Experience/Requirements</b>	Duty period: 10am – 1:30pm (or when last dinghy returns to deck) Power boat licence required (unless boat driven by a boat boy) Understanding of, and confidence with, RTP Carries handheld or power boat mounted radio Understanding of how sailing race courses are laid out (e.g. what a wing mark does, where it goes)
<b>Duty Description</b>	<p>The main purpose of the response boat/s is to rapidly assist distressed sailors, as well as to report to the PRO and provide them with situational awareness of the entire CB race course</p> <p>It is desirable to have two people in the Response Boat, and an extra volunteer can be recruited on the day.</p> <ul style="list-style-type: none"> <li>• Conduct a radio check with the PRO</li> <li>• Ensure the power boat has sufficient fuel for the entire day</li> <li>• Ensure the power boat safety kit is on the boat</li> <li>• Understand from the Gold AM PRO/sign on sheets/deck activity/pre start manoeuvres, how many of each class of CB are on the course. This is most important in higher winds/reduced visibility to ensure that all CBs are moving around the course and not requiring help</li> <li>• Move onto the race area and be allocated a position/task by the PRO, e.g. on station at wing mark, following stragglers around course, at the top mark etc.</li> <li>• <u>Maintain awareness of your surroundings and ensure you give way to all sailing vessels</u></li> <li>• Generally do not coach (but please encourage!) the sailors</li> <li>• Provide information as needed to the PRO about the condition of CBs, indicating location and whether they are underway or in distress</li> <li>• If towing damaged vessel to club, inform PRO that you are moving 'off station'</li> <li>• <u>For any capsized boat, first count heads to ensure all are safe. Act if required</u></li> <li>• In high winds all boats may capsize – ensure all sailors are safe, advise them (should they not be able to right the boat) to sit on their upturned boat and await further help. A capsized dinghy with both sailors is generally safe and sailors should stay with the dinghy</li> <li>• Stand-off capsized boats, but don't render assistance unless needed.</li> <li>• Transport injured sailors to the ambulance exchange point (currently ASC deck or Taylor's Wharf) providing first aid en-route if needed. Boat driver should be in direct contact with the OOD at this point and follow their or the PRO's directions.</li> <li>• On return to the deck ensure any service requirements for the power boat are logged by the Boat Boy</li> </ul>

## Gold PM Race Officer (PRO)

Item	Comment
<b>Experience/Requirements</b>	<p>Period of duty: 1pm – end (about 5pm)</p> <p>The primary purpose of this role is to conduct the race. It requires experience/understanding of basic racing rules, flags and scribing.</p> <p>This is a senior role and works with the OOD to ensure the safe conduct of junior racing. As such this role is responsible for calling off racing if conditions become unsafe.</p> <p>Only those who have been approved by the Centreboard Committee may undertake this role. Feel free to apply for approval.</p>
<b>Duty Description</b>	<ul style="list-style-type: none"> <li>• Assess the weather with respect to racing</li> <li>• Conduct, or delegate, the race briefing: <ul style="list-style-type: none"> <li>○ What is the wind doing today (now, forecast)</li> <li>○ What race is today e.g. point score or club champ</li> <li>○ Where will the racing be held (mostly normal area)</li> <li>○ 5 minutes on some “technique” or tip etc.</li> <li>○ What regattas or training are coming up?</li> <li>○ Will there be a debrief afterwards?</li> <li>○ Has everyone signed on?</li> <li>○ Has everyone put on sunscreen?</li> </ul> </li> <li>• Board Lucinda with Scribe and Flags Controller by about 1:30 pm</li> <li>• Ensure keys are taken out to Lucinda</li> <li>• Guide the mark laying boat to set the race course</li> <li>• Start first race at 2:00 pm</li> <li>• Control the race start sequence, ensuring that the flag sequence and hoots are correct</li> <li>• Manage conduct of racing, assign any required penalties, determine and direct any required course changes</li> <li>• Maintain contact with the response boats and ensure that they are positioned to assist with visibility over the entire course</li> <li>• Coordinate rescue efforts of the response boats and any land evacuations with the OOD.</li> <li>• Ensure the Gold Box is returned to the office</li> </ul>

## Gold PM Scribe

Item	Comment
<b>Experience/Requirements</b>	<p>Period of duty: 1pm – end (about 5pm)</p> <p>No specific experience/requirements for this duty.</p>
<b>Duty Description</b>	<p>This is an administration role on the start boat Lucinda so that the Race Officer (PRO) can concentrate on running the race. Generally the PRO, Scribe and Flags Controller leave the wharf to board Lucinda at 1:30pm, and the first race starts at 2:00pm.</p> <ul style="list-style-type: none"> <li>• Ensure that the sign-on sheets are taken out to Lucinda</li> <li>• Fill out the race results sheets, accounting for all boats</li> <li>• Mark down the start times and finish times of each boat</li> <li>• On return to the clubhouse, ensure the race results and sign-off sheets are left in the clear plastic holder on the wall outside the office, or given to the CB Results Officer (currently Christine Parker)</li> </ul>

## Gold PM Flags

Item	Comment
<b>Experience/Requirements</b>	Period of duty: 1pm – end (about 5pm) No specific experience/requirements for this duty.
<b>Duty Description</b>	<p>This is an administration role on the start boat Lucinda so that the Race Officer (PRO) can concentrate on running the race. Generally the PRO, Scribe and Flags Controller leave the wharf to board Lucinda at 1:30pm, and the first race starts at 2:00pm.</p> <ul style="list-style-type: none"> <li>• Photocopy the sign on sheets</li> <li>• Take the sign on sheets out to Lucinda. The “Gold Box” should still be there from Morning Gold, but if there has been no Morning Gold, ensure that this box is also taken out to Lucinda</li> <li>• On boarding Lucinda, check the flag box to ensure that all required flags are present (refer to the info sheet in the Gold Box)</li> <li>• Set clocks accurately ... turn on GPS, wait for it to locate itself, push “page” until the time is shown, set both white clocks to “gps time”.</li> <li>• Assist the Scribe in counting which boats are out on the water</li> <li>• Operate the flags, as instructed by the PRO, with the sequence also shown on the info sheet in the Gold Box</li> <li>• At end of day return “Gold Box” to ASC committee room and &amp; leave flags on Lucinda.</li> </ul>

## Gold PM Mark Boat

Item	Comment
<b>Experience/Requirements</b>	Duty period: 1pm – end (about 5pm, or when last dinghy returns to deck) Power boat licence required (unless boat driven by a boat boy) Understanding of, and confidence with, RTP Carries handheld or power boat mounted radio Understanding of how sailing race courses are laid out (e.g. what a wing mark does, where it goes) GPS is an advantage
<b>Duty Description</b>	<p>It is desirable to have two people in the Mark Boat, and an extra volunteer can be recruited on the day.</p> <ul style="list-style-type: none"> <li>• Conduct a radio check with the PRO</li> <li>• Ensure the power boat has sufficient fuel for the entire afternoon</li> <li>• Ensure the power boat safety kit is on the boat</li> <li>• Ensure the marks are in the power boat (will need: start pin, finish mark, three large yellow marks and 5 sets of chains/anchors). These will all fit into one power boat (but it will be tight)</li> <li>• It will take about 30 minutes to place all marks (not including the O or K mark if the yacht fleet needs that) – that is another duty</li> <li>• If you have a GPS move to Lucinda and mark the location – this will allow you to move to exact locations in reference to that, e.g. if the PRO asks that the top inner mark be 1km upwind you will be able to gauge 1km exactly</li> <li>• Generally drop the marks in the following order, but follow instructions from the PRO: roughly place the finish mark, place the top mark and confirm with the PRO, place the wing mark and confirm the location with the PRO, place the bottom mark and confirm with the PRO, place the start pin and adjust the finish mark as needed.</li> <li>• This duty then transitions into response boat.</li> <li>• On instructions from the PRO, adjust the positions of the marks between races and recover marks at the end of racing</li> </ul>

## Gold PM Response Boat

Item	Comment
Experience/Requirements	<p>Duty period: 1pm – end (about 5pm, or when last dinghy returns to deck)</p> <p>Power boat licence required (unless boat driven by a boat boy)</p> <p>Understanding of, and confidence with, RTP</p> <p>Carries handheld or power boat mounted radio</p> <p>First aid knowledge/certificate desirable</p> <p>Power boat with sufficient power/speed (red RIB ideal, tinnies ok)</p> <p>Understanding of how sailing race courses are laid out (e.g. what a wing mark does, where it goes)</p>
Duty Description	<p>The main purpose of the response boat/s is to rapidly assist distressed sailors, as well as to report to the PRO and provide them with situational awareness of the entire CB race course</p> <p>It is desirable to have two people in the Response Boat, and an extra volunteer can be recruited on the day.</p> <ul style="list-style-type: none"> <li>• Conduct a radio check with the PRO</li> <li>• Ensure the power boat has sufficient fuel for the entire afternoon</li> <li>• Ensure the power boat safety kit is on the boat</li> <li>• Understand from the Gold AM PRO/sign on sheets/deck activity/pre start manoeuvres, how many of each class of CB are on the course. This is most important in higher winds/reduced visibility to ensure that all CBs are moving around the course and not requiring help</li> <li>• Move onto the race area and be allocated a position/task by the PRO, e.g. on station at wing mark, following stragglers around course, at the top mark etc.</li> <li>• <u>Maintain awareness of your surroundings and ensure you give way to all sailing vessels</u></li> <li>• Generally do not coach (but please encourage!) the sailors</li> <li>• Provide information as needed to the PRO about the condition of CBs, indicating location and whether they are underway or in distress</li> <li>• If towing damaged vessel to club, inform PRO that you are moving 'off station'</li> <li>• <u>For any capsized boat, first count heads to ensure all are safe. Act if required</u></li> <li>• In high winds all boats may capsize – ensure all sailors are safe, advise them (should they not be able to right the boat) to sit on their upturned boat and await further help. A capsized dinghy with both sailors is generally safe and sailors should stay with the dinghy</li> <li>• Stand-off capsized boats, but don't render assistance unless needed.</li> <li>• Transport injured sailors to the ambulance exchange point (currently ASC deck or Taylor's Wharf) providing first aid en-route if needed. Boat driver should be in direct contact with the OOD at this point and follow their or the PRO's directions.</li> <li>• On return to the deck ensure any service requirements for the power boat are logged by the Boat Boy</li> </ul>

## Working Bees

Item	Comment
Experience/Requirements	<p>Any handyman skills welcome!</p> <p>Tools suitable for likely jobs are an advantage.</p>
Duty Description	<p>Conduct maintenance around the club as needed</p>