

# 2017-2018 Sunday Points Pre Xmas Roster - Roles



Please check the roster for your next duty  
October to December 2017

Off the Water				
	Vessel	Report Times	Position	Roster Duty Description
Racing				
Event				
Duty Officer		11.00am	DO	<p><b>The Duty Officer has overall authority for the day's activities. The only activity he does not control are the on the water activities which are the responsibility of the Principal Race Officer except in the case of a search and rescue situation in which case the Duty Officer assumes control of all activities.</b></p> <ol style="list-style-type: none"> <li>1. Phone the rostered personnel during the week prior to the day.</li> <li>2. Check the petrol drums are full prior to the day.</li> <li>3. Prior to the day ascertain from the class reps their requirements for the day's sailing programme and convey this information to the PROs.</li> <li>4. Unlock the Clubhouse and grounds by 8am on the day.</li> <li>5. Hoist appropriate flags e.g. Club Pennant and National Flag</li> <li>6. Put parking cones out.</li> <li>7. Set out the balcony furniture.</li> <li>8. Switch on the zip. (Check the water level).</li> <li>9. Ensure "No Parking" and "Boats to left or ramp" signs are out</li> <li>10. Liaise with the Principal Race Officer(s) about the requirements for the day and check all boat crews have arrived.</li> <li>11. Assist crews to prepare rescue boats and ensure boats are properly equipped.</li> <li>12. Ensure rescue boats are afloat in good time.</li> <li>13. Keep radio watch always boats are afloat.</li> <li>14. Keep a look out for yachts in distress always.</li> <li>15. Respond to phone calls from the dairy about cars parked illegally and advise tow away.</li> <li>16. Ensure rescue boats get afloat after lunch in good time for 1pm start.</li> <li>17. At the day's end hoist protest time flag.</li> <li>18. Arrange a protest committee if necessary.</li> </ol>
Tractor am & pm		11.00am		<p><b>Tractors - Orgnaise all ribs, launch &amp; retireve</b></p> <ol style="list-style-type: none"> <li>1. Report to the Duty Officer by 8.15am.</li> <li>2. Take the tractor out of the shed and assist with getting all boats out of the shed.</li> <li>3. As boats are ready to tow to the beach and leave on their trailers on the water's edge. Only Brin Wilson, Yamaha 1 and Yamaha 3 are launched into the water with the tractor. The Beach Warden will assist in this process.</li> <li>4. Take the tractor to the club yard after completion of launching and hose down.</li> <li>5. Retrieve all rescue boats at the end of the day.</li> <li>6. Wash down the tractor wheels.</li> <li>7. Assist with getting all rescue boats and the tractor in the shed</li> </ol>
Tower / Registration Sign On / off		9.00am - 12pm	Crew 1	<p><b>Tower crew 1 &amp; 2 - share role. Crew 1 Coaching + Crew 2 - Points racing</b></p> <ol style="list-style-type: none"> <li>1. Take the race entries (non members) and have sign on/off sheets available.</li> <li>2. Write down the sail numbers of all yachts leaving the beach and returning to shore. Ensure all boats are accounted for.</li> <li>3. Notify the race Officers of the number of boats on the water for their fleets.</li> <li>4. Works with the Duty Officer to ensure that the tower is manned at all times boats are on the water. Keep a lookout for yachts in distress.</li> <li>5. Make sure results are given to the results person as soon as possible. Record any DNF, DNS, RET (and retirements during the day) that you are aware of on a results sheet.</li> <li>6. Assist newcomers with their enquires and direct them to the appropriate class rep or committee member.</li> <li>7. Advise the kitchen when boats are expect ashore.</li> <li>8. Arrange for safe keeping of any monies.</li> </ol>
		12.30 - 4.30pm	Crew 2	<ol style="list-style-type: none"> <li>9. Lower all flags.</li> </ol>
Beach Master - on the beach, VHF		9.00am	B/Master	<p><b>Workk with Duty Roster &amp; Tractor</b></p> <ol style="list-style-type: none"> <li>1. Work with the tractor driver to couple and uncouple trailers at the beginning and end of the day.</li> <li>2. Assist sailors launching and retrieving their yachts (particularly be aware of sailors with parents already on duty elsewhere). Expect to get wet!</li> <li>3. Ensure trailers are stacked on the beach efficiently to the north of the ramp, giving consideration to other beach users.</li> <li>4. Assist early returnees to the beach.</li> <li>5. Tidy up the beach at the end of the day and return the signs to the garage.</li> </ol>
			Buddy	
Launch Ribs		11.00am		<b>See Schedule listed in On the Water Crew</b>
			Crew 1	
			Crew 2	
Kitchen				<b>See Schedule listed in On the Water Crew</b>
		8.00 am - 1.30pm	Crew 1	Convenors
		10.00am - 2.00pm	Crew 2	Assistance - Assist Convenor with the food prep & sails for the day
			Crew 3	
			Crew 4	
Results		11.00am		<b>Points racing results</b>
			Crew 1	Collect sign on sheets
			Crew 2	Prepare results for the day
Retrieval & Wash down		pm		
			Crew 1	
Fuel		pm		<b>Fuel - Prepared during the week</b>
			Crew 1	



On the Water				
	Vessel	Report Times	Position	SUNDAY 4TH DEC
<b>Start / Finish Boat</b>	<b>Brin</b>	11.00am	Race Officer	<p><b>The Principal Race Officer has responsibility for all the on the water activities. This job requires some experience and expertise and would not be given to someone without prior consultation. Training is available for those who are interested.</b></p> <ol style="list-style-type: none"> <li>Report to the Duty Officer by 8.15am.</li> <li>Advertise on the notice board courses and start times for the day's racing.</li> <li>Prepare your boat in the same way as rescue boat crews.</li> <li>Meet with rescue boat crews               <ul style="list-style-type: none"> <li>To outline the day's programme</li> <li>To allocate boats for mark laying, course changes, rescue duties etc</li> <li>To designate patrol areas</li> </ul> </li> <li>Ensure boats are equipped with buoys, tackle, flags, radios, clip boards, pencils, sound signals, timing devices, compass etc.</li> <li>Assign duties to your own crew for timekeeper, recorder, signal officer etc.</li> <li>Run the Race Briefing for all sailors at 12.45pm, for race start at 1.30pm.</li> <li>Be on the water early.</li> <li>Make radio contact with the Tower and all rescue craft.</li> <li>Arrange for the course to be set and manage all the on the water activity.</li> <li>Radio results ashore as soon as possible.</li> </ol>
				<b>ALL Water Roster Crew</b>
			Crew 1	1. Report to the Duty Officer by 8.15am.
			Crew 2	2. Advertise on the notice board courses and start times for the day's racing.
			Crew 3	3. Prepare your boat in the same way as rescue boat crews.
			Buddy	4. Meet with rescue boat crews
<b>Mark Boat 1</b>	Y1	11.00am	Crew 1	· To outline the day's programme
			Crew 2	· To allocate boats for mark laying, course changes, rescue duties etc
<b>Mark Boat 2</b>	Y2	11.00am	Crew 1	· To designate patrol areas
			Crew 2	5. Ensure boats are equipped with buoys, tackle, flags, radios, clip boards, pencils, sound signals, timing devices, compass etc.
<b>Finish</b>	?	11.00am	Crew 1	6. Assign duties to your own crew for timekeeper, recorder, signal officer etc.
			Crew 2	7. Run the Race Briefing for all sailors at 12.45pm, for race start at 1.30pm.
			Buddy	8. Be on the water early.
<b>Safety Boat 1</b>	Y9	11.00am	Crew 1	9. Make radio contact with the Tower and all rescue craft.
			Crew 2	10. Arrange for the course to be set and manage all the on the water activity.
<b>Safety Boat 2</b>	Y10	11.00am	Crew 1	11. Radio results ashore as soon as possible.
			Crew 2	12. Ensure all yachts are off the water before all the rescue boats are ashore
<b>Green Safety / Coach Boat</b>	??	11.00am	Crew 1	7. Watch for the safety of all sailors at all times.
				8. Ensure all yachts are off the water before all the rescue boats are ashore.
<b>Blue Safety / Coach Boat</b>	??	11.00am	Crew 1	9. Retrieve the mark and rescue boats.
<b>Tiller Steer 1</b>			Crew 2	10. Return equipment to correct storage, and wash boats and engines down.
<b>Tiller Steer 2</b>			Crew 3	11. Turn boat batteries OFF