



ROSTERED DUTIES RACE OFFICER

Lake Wellington Yacht Club Inc.

Race officer's responsibilities

The Race Officer's responsibilities are to:

- 1) ensure that all duty members are present for race day duties, a minimum of three
- 2) be in charge of the management of the race.
- 3) familiarize themselves with the tasks and responsibilities detailed in the club's Safety Manual, particularly noting "Before a Race Can Be Started".

Pre-race preparation

1. Ensure the Australian Flag and the Club Burgee are raised. The Australian Flag goes to the mast head.
 2. Prepare race entry sheets, checking entry forms and safety declarations.
 3. Prepare notice board for briefing i.e. weather information
 4. Conduct briefing where required **1.5 hours before the start of the race.**
 5. Check operation of radios. Ensure VHF One is operating on Ch 16 listening watch. And 27MHZ is on 94 and scanning 88.
 6. Ensure stopwatch, buoys, flags and wind gauge are in the rescue boat.
- See also "Rescue Boat Checklist" in the Safety Manual

On water pre start

1. Direct the laying of buoys to provide courses as per the course sheet following recommendations on guide sheet supplied in the rescue boat. That is distance, angle between buoys, etc
2. Position and anchor start boat on the STBD end of the start line (minimum 100 metres long) square to the average wind direction.
3. Before the race can be started the **three Officers** must be on Duty on the boat or the Postponement flag should be flown.
4. Check the number of boats on the water.

Starting sequence

1. Follow the guide sheet for the appropriate type of start.
2. At START check for boats crossing the line before the starting signal and recall as necessary, ie; Individual or General recall.



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During the race

1. After the Start of the race ensure the radio is manned.
2. Rescue Boat is to assist boats in trouble.
3. Keep a lookout and count of boats in order to give rapid assistance.

Race finish and calculations

1. Record the finish times of all boats.
2. Enter times into www.sailres.com
3. Check the sign off sheet and ensure all boats are accounted for
4. Turn off Radios
5. Print out results sheets
6. Arrange for the announcement of winners and the presentation of glasses.
7. Check the Duty Assistants and Rescue Boat Drivers complete their tasks and then release them from duty.
8. Fill out the press release form and deliver to nominated person for release to the Gippsland Times.

DUTY ASSISTANT

Duty Assistant is required to assist the Race Officer and the Rescue Boat Driver.

Pre race preparation

Check the following items in Committee Vessel.

1. Barging Buoy
3. Flags and Flagpole
3. Fuel tanks full.
4. Assist the Driver to launch the boat and check that the motor and radio operate correctly.

Race start

Assist the Race Officer with the flags, timing and sound signals.

During the race

Assist the Driver with any rescue operations.



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After the race

1. When all boats are ashore or at the direction of the Race Officer, assist the driver to retrieve the buoys.
2. Mov the rescue boat to the garage and drain
3. Fill the fuel tanks with fuel.
4. Remove drain plugs and hose down boat,
5. Turn boat radio master switch off.
6. Assist Race Officer until released.

Clubhouse Duties

1. Fill and turn on the urn
2. Stock and turn on pie warmer and tend to any other foodstuff preparation material.
3. Ensure that a Senior Member of the Club operate till before & after race.
4. Assist the licensee in the operate of the Bar

Post the race

1. Carry out the Clubhouse cleanup: vaccum floor, sweep and mop floor, clean surfaces (kitchen, bar)
2. Stock the Bar fridges.
3. Empty rubbish bins including bathrooms and either put in Marlay Point bins or take home
4. Check toilet paper and paper towel as necessary. Supplies are in the cupboard in the men's toilet.
5. Notify the Clubhouse Member of any shortages of cleaning materials, consumables, damage etc.

Clubhouse lockup

The last person to leave the Clubhouse is to check and carry out the following:

1. Remove perishables from the fridges, tables and benches.
2. Close and Lock all windows, including those in the office. Leave the office door open
3. Check that all out buildings and gates are locked ie: Boat Shed, Gates, Dinghy Storage, Bunkhouse, Clubhouse side door.
4. Set the alarm. Exit. Lock the front door of the clubhouse.



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Radio procedure for club race days

1. Switch the left-hand switch on. This energises the 27MHZ radio Channel 88 which is the emergency or distress channel.
2. Switch the right hand switch on. This energises the VHF radio where Ch 16 is the listening channel and the initial contact for the Coast Guard
3. Call up patrol boats, or anyone else, by using the 27MHZ radio.
4. Patrol boat called should respond on the same channel and ask to go to channel 94. If the call is answered but no request to go to 94, call again and request to go to 94.
5. Change the channel on the radio then proceed with the call.
6. At the end of the call request the patrol boat to return to channel 88.

In summary: initiate the call on 88 which when is acknowledged, change to 94 for the message. Patrol boat returns to 88 for listening watch. In the Clubhouse, the left-hand radio is on 88 at all times but should be changed to 94 for race management.



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Summary of Race Day Tasks

Task	When	Who
Fill and turn on urn and jug	Before	AOD
Weather Information put on board	Before	OOD
Briefing 1.5 hours before race	Before	OOD
Checking Safety Declaration	Before	OOD
Sign on Sheets	Before	AOD
Flag Raising: Aust. & Club	Before	AOD
Lunch orders taken and actioned	Before	Tower, Driver
Radio Check	Before	AOD, Driver, Tower
Race Bag: Stopwatch, buoys, flags, wind gauge	Before	OOD
Buoy, Flags – check boat	Before	OOD, AOD
Rescue Boat in Water	Before	AOD, Driver
Laying of Buoys, Raising Flags	During	AOD
Start of Race	During	OOD
Return 'Race Bag' to Office	After	OOD
Check Sign on and Sign Off Sheets	Before	AOD
Enter Results	During & After	Tower & OOD
Finalise Results	After	OOD
Retrieve Buoys	After	AOD, Driver
Retrieve Boat, Drain, Fill Fuel, Charge, etc	After	AOD, Driver,
Flag-lowering: Aust. & Club	Before	AOD, Driver, Tower
Ask Senior Member to operate bar	After	OOD
Ask members to settle accounts including race fees	After	OOD
Deliver and display results	After	OOD
Clubhouse		
Advise every member to clean up after selves & put chairs/ tables back	After	OOD
Check bathrooms for toilet paper etc, empty bins	After	AOD
Vacuum Lounge	After	AOD
Stock the fridge	After	AOD, Tower
Ensure Clean Kitchen including mopping	After	AOD, Driver, Tower
Bins emptied to MP bin or take home	After	anyone
Check all areas locked up	After	OOD or delegate