



Duty Officer's tasks, Feb. 2024

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During the Week:

1. during the week let Duncan know that you and your crew (if you have one) will do Duty and that you have a club entry key. If you don't have crew, you'll have been buddied as we need two sailors volunteering on race day.

On Race Day:

2. bring your sailing gear with you, in case angels turn up and take over.
3. arrive by 10am. The club and changerooms will have been cleaned before that.
4. collect the club's full key set from the first aid cabinet (with a big green key tag) and raise the flag (also in the cabinet) from the south-east corner of the veranda.
5. open the clubhouse, restrooms, gates and tower.
6. check there is soap and hand sanitizer in each of the three bathrooms; and that there are three spare rolls of toilet paper for each toilet booth (stock is in the cupboard on north-east corner of the kitchen island bench).
7. if not already there, put out the club's pathway warning signs and orange cones.
8. put liners in the rubbish bins and check that the black recycling crates are there.
9. throughout the day, always sanitise your hands before touching food.
10. get the hot food (pies & rolls) from the fridge and put them into the pie warmer, turn it on at the wall socket and set its thermostat to 100°C. Put a small bowl of water on the bottom shelf to retain humidity. Beware: the bottom shelf gets very hot!
11. set yourself an alarm for one hour (that should be about 11am) and then turn the warmer back down to 40°C. The food will be inedible if you don't. After lunch, switch the pie warmer off at the wall (the knob on the unit is a thermostat only).
12. fill the urn and turn to 90°C (hot enough for tea but not to turn the room into a sauna).
13. the kitchen should already have (i) fresh milk (emergency UHT milk too, in a cupboard); (ii) the bread rolls for making lunch; and (iii) post-race nibbles in one of the drawers.
14. make up equal numbers meat/salad rolls and cheese/salad rolls for lunch, label them, and make up two bowls of salad (at least one of them vegetarian).
15. set up a table inside the clubhouse with hand sanitizer, pens or pencils and the race sign-on sheets for each division. These are used in the tower for recording boats' times as they finish and to account for each boat on the river. When the race is over and boats accounted for, the sheets go to handicapper Garry.
16. we don't collect race fees on the day - sailors have to pre-pay via the club's website.

Rescue Boats and VHF Radio:

17. liaise with rescue boat operator Ric or Roland to ensure they have crew (preferably, a competent sailor) - the boat can't go out unless there are two adults on board, including one licensed to drive. The boat lays the marks for the chosen course, in their published locations.

18. only Chris, Jonathan, Col, Phill or someone vetted by Chris can drive the tractor. One of them needs to be organised plus helpers to launch the rescue boat. Arrange help to pull the rubber ducky out and place it on the beach near the fish tables, unless already there.
19. connect up the radio and horn in the tower and set the stop watches (with help, eg Ric).
20. conduct a radio & weather check with Ballina Coast Guard. Commence on VHF 16 (national Emergency channel) and you'll be re-directed to VHF 19 (public chat channel). Last resort if you can't raise Coast Guard is their telephone number 02 6681 4700.
21. conduct radio check with our rescue boat on VHF 13 (our club channel).
22. each trailer yacht must radio the tower before the starting sequence. If not, radio them.

Finishing the Race:

23. instruct your tower person on how to fill out the race sheet for each division, and on coordinating clock operation with the starter. The tower person should establish radio contact with the starter / boat operator and share mobile numbers with them.
24. for the fleets that pass through the finish line on each lap, the tower person keeps track by noting a lap for each boat passing through the line. Race target times for the fastest boat in the fleets that do laps are: Monos = 1 hour 15 minutes; Cats = 1 hour 30 minutes. If in doubt, radio the rescue boat and discuss.
25. other boats finish when they've completed the same number of laps as the fastest boat.
26. for each boat finishing, sound the horn to let them know they've finished. Record the boat's finish time (first part of hull to touch the line). Even when boats finish near each other, do one hoot for each boat. This helps others to know they haven't finished.
27. it gets busy. If the tower needs help, yell out the window for assistance from one of the sailors who have already finished.
28. if things have gone wrong, consult that Division's representative afterwards.

After the Race:

29. assist retrieval of the rescue boat at the ramp. Once it is back in the yard and tilted, hose it down inside and out (especially the trailer). Then connect the outboard flushing cups (which hang on a nail in the tractor bay) and flush the motor. Fresh water must flow through the motor to get the salt water out - ask for help if needed. Return the cups. Check that the battery isolation switch is turned off. Someone else will put the boat and tractor away.
30. get help to retrieve the small RIB from the beach to the grassy area. Make sure the air breather on the fuel tank is closed and the RIB is hosed down inside & out including the dolly. Then connect the outboard flushing cups (which hang on a nail in its boat bay) and flush the motor with fresh water (which must flow through the motor to flush the salt water out). Ask for help if needed. Then put the boat away in its bay.
31. once all competitors are back, prepare a selection of nibbles (biscuits, cheese and dips).
32. at the end of the day please turn off the urn and any other equipment; load and run the dishwasher; clean the tray in the bottom of the pie warmer; tidy up the clubhouse ready for the cleaner; empty the bins.
33. secure the clubhouse, toilets, boat bays and yards. Return the club's set of keys to the first aid cabinet.