



# THORPE BAY YACHT

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## Duty Officer Guidance 2014

### Prior to the race day

- Contact all duty holders (except Tony Clarke) during the week before the event, to confirm that they are able to attend.
- Liaise with the DutyMan Administrator (DMA) if it found that a duty-holder will not be available and a replacement/swop is not available - the DMA will advertise for a volunteer replacement.
- Direct the duty crews to on-line documentation such as Sailing Instructions, Race Officer procedure, Committee boat and guard boat operational documentation.

*(NB Log in to DutyMan – Duty-holders are listed for the duty date together with their contact details. It is useful to copy and printout the duty list for your use)*

### On the Race day

- Check the weather forecast
- Arrive early (at least 1 ½ hours before the start)
- Open the Bosun's Hut/Race Box
- Check and set out signing-on sheets in the Bosun's hut and ensure a clear access to them and pen(s) are available.
- Check all keys are available for SS2 & SS3 and the Committee Boat. (rib keys are held elsewhere)
- Meet and greet the support boat crews and race officer/assistants, 1 ¼ hours before the start of the race at the top of the slipway. *(A blue logo'd hi-viz vest is available so that the Duty Officer can be recognised)*
- Check to RO is aware of the Sailing Instructions and the course requirements for the race
- Agree any specific roles/duties/ marks required with the Race Officer and the duty holders.
- Recommend to the RO that in light wind conditions the course should be kept short with more laps raced if possible.
- Allocate one or two (as necessary) duty-holders to act as banksmen for the launching (and recovery) of the ribs.
- If there are any no-shows – seek stand-ins as necessary.(not always possible)
- Agree with the Race Officer, (in discussion with the lead support boat helm) whether any boats can be stood down (eg if there are some no shows or boat breakdowns).
- In high wind or light wind conditions the Race Officer may wish to discuss with the Duty Officer whether to postpone or cancel. (Note: The RO has the final decision on this and the DO should support this decision once confirmed).

- Give advice to the duty-holders and any other members if requested.

*(Note SS2 & SS3 keys are identical. Spare keys are kept on the wall in the club office)*

( Note: Race box radio should be turned on during racing – setting '1'. There are 2 hand held radios on charge in the Bosun's hut for use if necessary)

### **At the end of racing**

- Help Rib duty crews organise Rib recovery crew and banksmen as required.
- Check all support boat keys have been returned. (You may need to check/follow up on a helm who has inadvertently taken the key home with him/her)
- Check that the RO has collected the declaration sheets from the Bosuns's Hut. – if not collect them and leave them behind the bar.
- Check all race marks etc have been put away.
- Tidy the Bosun's hut/Race Box and turn off lights/radio as necessary.
- Check that the 2 hand-held radios are on the chargers.
- Lock the Bosun's Hut/Race Box
- Report any issues, as necessary, to Rear Commodore racing, and/or Sailing Secretary for follow up etc. asap.

### **General**

The Duty Officer can usually go racing on his/her duty day as the pre-race duties of the DO should generally finish at least one hour before the race start.

GD/JS April 2014