



THORPE BAY YACHT

Duty Officer Guidance 2018

Prior to the race day

- Contact all duty holders during the week before the event, by email / text / phone or all 3 to confirm that they are able to attend and know what is expected of them:

Race Officers

Check RO is aware of the Sailing Instructions and the course requirements for the type of race
Direct them to Sailing Instructions, Race Officer Procedure, Committee boat operational documentations from TBYC website to read BEFORE the day

Support boat helms / crews

Ask to turn up early and help prepare and launch RIBs.

Direct them to Guard Boat guidance / operational documentation from TBYC website to read BEFORE the day

- Remind duty holders to arrive at least 1 ¼ hours before and be prepared to assist with RIB prep and launch.
- If a duty holder is not available and has not found a replacement/swop, contact the DutyMan Administrator (DMA) at least 3 days prior and request them to advertise for a volunteer replacement.
- Print (or save to phone) a list of duty holders and contact numbers to refer to on the day

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
- Turn on the Race box radio, leave the radio on during racing – see instructions on the wall above the radio. There are also 2 hand held radios on charge in the Bosun's hut safe for use if required.
- Check and set out signing-on sheets in the Bosun's hut and ensure a clear access to them and pen(s) are available. If missing collect from clubhouse white board by the coffee machine / rear downstairs door which is always accessible.
- Open Race Box Safe and check all keys are available for SS2 / SS3 / RIBs and the Committee Boat in the Race Hut safe. If any are missing, spares are held in the office – Janet or Flag Officers have office keys. Tony / Toby have RIB keys. Note: SS2 & SS3 keys are identical
- 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. (*Wear the blue logo'ed hi-viz vest hanging in the Race Hut so that you will be recognised as the DO*)
- 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)
- Nominate / agree a Lead support boat helm and agree with the Race Officer (in discussion with the lead support boat helm), whether any boats can be stood down (e.g if there are some no shows or boat breakdowns).
- In high wind conditions the Race Officer may wish to discuss with the Duty Officer whether to 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.

Remind SS2 / 3 helms to:

- Check oil and fuel before starting and top up from Race Hut if required
- Take out hang over ladder and return to the Bosun's hut after.
- Stay afloat until stood down by Race Officer and all Sandhoppers are moored up safely – mooring is a risk time for Sandhopper crews and one displacement should be on station in the Sandhopper moorings during mooring
- When ashore do not leave until stood down by DO – ALL duty holders should stay to help with RIB recovery and wash down / covers etc

At the end of racing

- Help Rib duty crews organise Rib recovery crew and banksmen as required. Call for help from boat park “wetsuits” by sounding 3 long blasts on race horn
- 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 / race box safe locked.
- Report any issues, as necessary, to Rear Commodore racing, and/or Sailing Secretary for follow up etc. asap.
- Check signing on sheets and result sheets are available in Bosuns / Race hut ready for next race.
- Check RIBs are washed down and wheel lock is on.
- Send out update email to all DO's (as per list below) with subject DO Report dd/mm/yy including following:
 - Any damaged or missing equipment
 - Any no shows or changes to the duty holders
 - Positively confirm all keys & radios in safe and signing on / race sheets status
 - Add any other observations

Email Janet at secretary@tbyc.org if the sign on sheets or race results sheets need restocking.

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.