

Summary of Duty Officer's Duties

Preliminary

Report one hour prior to the scheduled race start time and liaise with the tower personnel regarding course selection.

Call Timaru Harbour Radio on CH 09 to advise Port operations about Club activities and to check on shipping movements of the day.

Select & set a course for smooth running of the race. Avoid harbour approaches

Skipper the patrol boat. When requiring crew, contact the Sailing Section Rear Commodore for assistance.

Pre-launch

Fill in the appropriate Daily Log/Checklist sheet.

Petrol: Full tanks required

Radio: Must be operational

Life Jackets: One per crew member

Anchor: Ready for use with rope and chain attached

Survival blankets: Present

Bilge pump: Must be operational

Flags: Shortened course flags on board

Club handbook: Present for course shortening instruction

Load the course markers into the pickup boats (care not to damage boat). Stow the ropes and weights tidily so these are free-running when laying the marks.

After racing ensure:

All club boats are out of the water and gear is stowed away.

Boats and motors are washed inside and out. Batteries are isolated.

Fuel tanks are filled (after power is isolated).

Boats are returned to their shed and locked.

Complete "Daily Log/Checklist" sheet. Report any faults to one of the Committee