



Avalon Sailing Club



ASC Roster Duty Guide

Summary

This document is intended to provide guidance on the skills required and tasks/actions associated with undertaking a roster Duty at ASC.

OOD

Item	Comment
Experience/Requirements	Duty period 8am to 6pm (but has prep work) Member of the Main Committee (possibly recently ex member of Main Committee). Basic understanding of radio procedures In possession of club keys (ordinary and committee keys) Website access to update the duty roster page and confidence to do so. Gain familiarity with the defibrillator (defib) machine
Duty Description	The purpose of this duty is to ensure that the days sailing is conducted safely, efficiently and effectively. This duty involves some work in the lead up (two week) to the duty day to ensure volunteer staffing is adequate. Details: Lead up to duty <ul style="list-style-type: none"> • Contact key other duties (PRO, Yacht Coordinator, Red/Blue Group Coordinator, Canteen) to ensure that they are aware of the duty and are going to attend or have notified a replacement. • Check by email two weeks before then reminder email in week of duty. • Make sure you are familiar with the Yacht Incident Management Plan prior to the day and the dinghy safety instructions (see Mainsheet or web) Web: (log on) then Members & Visitors/Documents/General Documents under Yacht Racing On duty morning: <ul style="list-style-type: none"> • Verify weather from websites • Collect rolls etc. from "Amberwaves" in Avalon (put invoice in cash tin). from meat pies from "Olivers", 1 Careel Head Rd, Avalon. • Bring bins down to club from street • Open club by 8am, doors, ramps, stock cupboard • Hoist flags (stored in Committee room) on balcony mast (Australian flag on top then ASC flag) and sponsors flags on front-of-deck masts • Meet Boat Boys and verify the number of power boats serviceable and ensure all fuelled. (Note fuel should have been collected at end of previous week) • Connect telephone in kitchen • Switch on hot water (switch by telephone) and pie warmer (140 deg) in kitchen • Check bins are lined and available (including recycling bin for tins) • Set up radio on balcony outside kitchen and hand held radio on your person. • Set up chairs on balcony • Fill out duty roles on whiteboard including your mobile number and weather.

- If not provided by red/blue/gold co-ords print sign on/off sheets from website and make available.
- Meet with Red/Blue/Gold/Yacht Coordinators and allocate power boats to tasks: There is a chart for standard allocation of boats in the duty file.
- Conduct radio checks before each support boat leaves the club.
- Check boat boys are wearing suitable clothing and all people in support boats including boat boys wear lifejackets properly zipped up.
- Ensure that the various group coordinators are adequately provisioned to conduct the various activities safely.
- Cancel all dinghy racing at 25 kts. For lower winds ensure the Blue/Red group coordinators are aware of the various skill levels in those groups and adjust the group's activities to suit the various skill levels (including reducing to on-deck training if necessary). Racing/training can be cancelled by the relevant race officer (RO) or the OOD through the RO.
- The RO may in consultation with the OOD arrange training in high wind sail training for experienced sailors in winds above 25knots if there are sufficient suitable support boats available
- Yacht racing is cancelled if a gale is forecast (35 knots)
- Monitor weather at airport on sea breeze if southerly expected
- On the duty afternoon:
- Make contact with BYRA and RPA (telephone or radio) to ensure combined fleet racing is coordinated,
- Monitor activities as they unfold
- Ensure that response boats have two people in each boat (should be the rostered volunteer and a Boat Boy). Boat drivers must have NSW boating license
- Maintain a tender service unless needed for higher priority (ie urgent safety) task; To avoid problems try to maintain a spare power boat at the club
- Respond to any public enquiries to the club as needed
- Ensure any damaged equipment is recorded for repair (book is by telephone in canteen)
- Ensure boats are fuelled ready for next week's racing
- Check Boat boys have completed clear up (list in workshop)
- Make sure Boat Boys sign wages book and senior boat boy fills in a boat report for any maintenance issues
- Close down phone, radios, lower flags, and return all other equipment to storage locations, place bins on street (boat boys can assist).
- Return alcohol from open fridge to locked fridge in ladies or to stock cupboard
- Lock cash tins in stock cupboard if relevant coordinator has not taken them
- Record persons who actually completed their duty assignments and
- Lock up club and prepare/email report to next OOD and Committee so that any lessons can be shared. Detail persons who actually completed their duty assignments in the OOD report.

Weather Reports

Bureau Of Meteorology www.bom.gov.au

<http://www.bom.gov.au/marine/wind.shtml>

<http://www.bom.gov.au/nsw/forecasts/sydneywaters.shtm>

<http://www.bom.gov.au/australia/meteve/> type in Great Mackerel Beach
(case sensitive)

Weather Graphs www.seabreeze.com.au (note that this gives off shore
forecast so may overestimate winds) Actual wind at airport often a good
guide

Willie weather <http://wind.willyweather.com.au/nsw/sydney/clareville.html>
(note this may be based on Terry Hills predictions and underestimate winds)

Good app for Pittwater download from www.predictwind.com

Yacht Coordinator

Item	Comment
Experience/Requirements	Period of duty 10:00am to 5pm (or when the last boat has finished) Understanding of the yacht racing courses and ability to select a course based on the weather conditions in discussion with the OOD Knowledge of start sequence and flags (crib sheet provided)
Duty Description	<p>The purpose of this duty is to run the yacht race and to assist where practicable if a yacht is in difficulties. Please note the club has limited capability to assist yachts. See the incident management plan for the Yacht coordinator role.</p> <p>Please read the Yacht Incident Management Plan (In mainsheet or web) prior to your duty. Web: (log on) then Members & Visitors/Documents/General Documents under Yacht Racing.</p> <p>Details</p> <ul style="list-style-type: none"> • Check weather and decide course. • Coordinate with the OOD to dispatch a mark laying boat to set any marks required for the yacht race. Boats become busy at 11am and 45 mins minimum is required to lay 'O' mark and 25 minutes for the K mark). • If an 'O' mark is to be laid accompany boat boy to lay mark. Two people are also required for K mark but it may be a senior and junior boat boy. • Write up any briefing notes onto the whiteboard. e.g. course, weather and tide and any special requirements • Obtain/prepare a handicap/sign-on list for the race and assist with completion (some yachts 'sign-on' via radio) • Double-check correct flags are available for start including class flags for BWS and Koolong and recall and postpone flags. Check the number board is available for handicap race starts. Also the board for displaying the course number on the start boat (This is normally not carried for the Juno race) • Coordinate with OOD for an assigned boat and boat boy to assist with the start of the yacht race and transfer to the assigned start boat. (Take sign on sheet with you • Koolong, BWS and Retriever are normally started from Lucinda (you will be ferried out) • The handicap starts (Winter , Family and Juno races) are normally run from Blue Peter or Yellow Glen, leaving from the Jetty so Lucinda is available for setting up the gold race • Assist Boat Boy with setting the line (i.e. advise him where to drop the mark). Ideally the start line should be perpendicular to the wind with the two ends equidistant from the first mark. The length approximately 1.2 - 1.5 x the total length of the fleet (average length of boat x number of boats racing) • The start boat should be on station with the line set 15 minutes minimum before the start. • Note that there are new rules for buoy rounding at permanent laid marks so all southern marks are passed to starboard and northern marks to port. Take this into account when setting the start position so that boats do not cross the path of those following at the first mark. The problem is mostly when the first mark is C (starboard rounding)

	<ul style="list-style-type: none">• Run the yacht race start, sign on extra boats that did not go to the club first and check all boats start at the correct time. Recall if necessary using flag and sound signal (see flags sheet). The yacht may be informed by radio if they are over the line and recalled.• Yacht racing is cancelled if there is a gale warning current• Monitor progress of race from club house. Keep track of where boats are if possible.• If course needs to be shortened a decision is needed by about 4pm to give slow boats time to finish by 5.30• Monitor the radio dual watch channel 16 and 73• Ensure that the finish mark is laid in time for the finish of the race• Record/score the finish of the race between finish mark and balcony flag pole. Get assistance with this if possible as watching the yacht crossing the line and your watch simultaneously is hard• In conjunction with the OOD send a power boat to recover any marks as early as possible (it can take 45 min to recover the furthest marks) to expedite pack up processes at the end of the day.
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Canteen is open 9am to 5pm (except when afternoon gold sailors are away)

Morning Canteen

Item	Comment
Experience/Requirements	Duty period 8.15 am – 12:30pm No experience needed
Duty Description	<ul style="list-style-type: none"> • If not switched on by the OOD, turn on the pie warmer (140 deg). Fill saucers in bottom of oven with water. • Put about 1 doz. frozen pies on lower shelf of oven and thaw about 1 dozen more in microwave and put on top shelves. Place two thirds of the sausage rolls from Amberwaves in the pie oven and the rest in the fridge. Warm later if needed • Check loo paper and paper towels (spares kept in ladies toilets) • Check fridge is well stocked with drinks- refill if necessary • Get out knife block lollies noodles, espresso machine etc. from stock cupboard near front door • Make a variety of rolls and wrap in cling wrap. Leave about 1 doz. rolls to fill later if needed • “Wash as you go” • Operate Canteen • Make sure there are enough pies for the morning gold when they come in at 1pm – check numbers with OOD • Mark up, or ensure the Boat Boys mark up, food they take – they are allowed roll/ pie and a drink free each day • Provide receipt for any sales of clothing etc. and put money in tin. • Keep fridge stocked with drinks • Handover to afternoon shift when they arrive

Afternoon Canteen

Item	Comment
Experience/Requirements	Duty period 12pm – 5.30pm No experience needed
Duty Description	<ul style="list-style-type: none"> • “Wash as you go” • Operate the canteen • Mark up, in purple note book (or ensure the Boat Boys mark up,) food they take – they are allowed roll/pie and a drink free each day. • Pies are needed for the morning gold group when they come in at about 1pm but try to have only one or two left by the time afternoon gold go out at by 2pm • When empty clean pie warmer, remove and wash crumb tray and wipe shelves (glass doors can be removed). • Restock fridge with drinks for next week. • Get 1 doz beer and a couple of bottles of white wine from fridge in ladies and place in fridge in canteen for yacht racers return • At end of day ensure all food is returned to the fridge/freezer and that if non-perishable stock is required it is written in the purple note book so the stocking person (currently Jean Cross) can restock. • Clean and tidy kitchen • Place the cash tin in the stock cupboard

Blue/Red Morning Mentors

Item	Comment
Experience/Requirements	Duty period – 8:30am to 12:30pm Able to sail a dinghy Working with children check completed Familiar with club rules about deck behaviour e.g., no jumping off deck etc. Power boat licence preferable and own power boat very welcome Requires suitable sailing attire (weather dependant) but always able to stand in knee deep water (to launch boats)
Duty Description	Generally assist with marshalling blue and red group students into position. Assist with the moving of boats from racks to the deck Assist with the rigging of MJ's, F11's and Puffins as needed Assist with the launching/recovery of blue and red group Assist with the moving of boats from the deck back to racks Monitor and (sensitively, and in conjunction with parents if possible) correct behaviour of people on the deck <u>Enthuse kids about sailing and build their confidence</u>

Beginner Sign-on/off Coordinator

Item	Comment
Experience/Requirements	Period of duty: 8am – 11am Access to the website and printer
Duty Description	Print the sign on sheets and bring them to the club If needed supervise the sign on/off sheets, with junior sailors some reminding to sign on/off is likely to be needed Assist/monitor assignments of crews to boats etc. Ensure that the signed sheets are given to the scribe.

Morning Race Control/Flags

Item	Comment
Experience/Requirements	Duty period 9am – 12pm No specific experience/requirements for this duty.
Duty Description	Race Control is an administration role on start boat so that the Race Officer (PRO) can concentrate on running the race. Having this role should ensure that the paperwork from Lucinda is fully completed and put in race results box at the end of each Sunday) <ul style="list-style-type: none">• Set clocks accurately ... turn on GPS, wait for it to locate itself, push “page” until the time is shown, set both white clocks to “gps time”.• Ensure that all paperwork is taken out to Lucinda for races, including:<ul style="list-style-type: none">○ copy of sign on sheets○ sheets for race results/ starting etc.• Ensure that the right flags and the right number of flags go out to Lucinda ensure that the race controller has the correct number of helpers for Lucinda• check that the sheets for the race results/starting times etc. are filled out fully and correctly• Make sure the race results come back to the clubhouse and are put into the results box each week, include sign off sheets,• Leave “Gold Box” & flags on Lucinda for afternoon crew

Morning Race Scribe

Item	Comment
Experience/Requirements	No specific experience/requirements for this duty.
Duty Description	<ul style="list-style-type: none">• Ensure that the sign on sheets are taken out to Lucinda• Mark down the start times and finish times of each boat• Return the timesheets to shore at the end of the race and arrange for them to get to the CB results officer (currently Steve Read)

Morning Race PRO

Item	Comment
Experience/Requirements	<p>Period of duty 10am – 1pm</p> <p>This is a senior role and works with the OOD in the morning to ensure the safe conduct of junior racing. As such this role is responsible to call off racing if conditions become unsafe.</p> <p>This role requires experience/understanding of race flags and basic racing rules.</p> <p>The primary purpose of this role is to conduct the race</p>
Duty Description	<ul style="list-style-type: none"> • Assess the weather and determine what limitations this may place on the races • Conduct , or delegate, the race briefing leaving enough time to set the course after the briefing <ul style="list-style-type: none"> ○ What is the wind doing today (now, forecast and what that means) ○ What race is today e.g. point score or club champ ○ Where will the racing be held (mostly normal area) ○ 5 minutes on some “technique” or tip etc. ○ What regattas or training are coming up? ○ Will there be a debrief afterwards? ○ Do they need to leave now? ○ (are the support boats ready particularly if wind marginal) ○ Has everyone signed on? ○ Has everyone sunscreen? • Make sure all the equipment for the race (flags, hooters, etc.) is taken out to Lucinda. • Guide the mark laying boat to set the race course. • Control the race start sequence <ul style="list-style-type: none"> ○ making sure the flags go up and down in the correct sequence at the correct time • Manages conduct of racing, assigns any required penalties, determines and directs any required course changes. • Maintain contact with the response boats and ensure that they are positioned to assist in you with visibility over the entire course. • Coordinate rescue efforts of the response boats and any land evacuations with the OOD.

Morning Mark Boat

Item	Comment
Experience/Requirements	Duty period – 9am to 12am Power boat licence not required but advantageous Basic knowledge of sailing courses (eg triangle course)
Duty Description	<ul style="list-style-type: none"> • Conduct a radio check with the PRO • Ensure the power boat has sufficient fuel for the entire afternoon • Ensure the power boat safety kit is on the boat • Ensure the marks are in the power boat (will need: start pin, finish mark, three large yellow marks and 5 sets of chains/anchors). These will all fit into one power boat (but it will be tight) • Generally drop the marks in the following order, but follow instructions from the PRO: roughly place the finish mark, place the top mark and confirm with the PRO, place the wing mark and confirm the location with the PRO, place the bottom mark and confirm with the PRO, place the start pin and adjust the finish mark as needed. • This duty then transitions into response boat. • On instructions from the PRO, adjust the positions of the marks between races and recover marks at the end of racing

Morning Response Boat

Item	Comment
Experience/Requirements	Duty period – 9am – 12pm (or when last dinghy returns to deck) Understanding of, and confidence with, RTP Carries handheld or power boat mounted radio Understanding of how sailing race courses are laid out (e.g. what a wing mark does, where it goes)
Duty Description	<p>Generally the power boat will be driven by a Boat Boy but can be driven by the volunteer (licence dependant). There must be two people in the power boat. The sailors in the morning races will generally be less experienced than afternoon sailors.</p> <ul style="list-style-type: none"> • Conduct a radio check with the PRO • Ensure the power boat has sufficient fuel for the entire afternoon • Ensure the power boat safety kit is on the boat • Understand from the Morning PRO/sign on sheets/deck activity/pre start manoeuvres, how many of each class of CB are on the course. This is most important in higher winds/reduced visibility to ensure that all CBs are moving around the course and not requiring help • Move onto the race area and be allocated a position/task by the PRO, e.g. on station at wing mark, following stragglers around course, at the top mark etc. • <u>Maintain awareness of your surroundings and ensure you give way to all sailing vessels</u> • Generally do not coach (but please encourage!) the sailors • Provide as needed information to the PRO about the condition of CBs, indicating where vessels are and if they are underway or in distress • Tow damaged vessels to clubs (ideally this is done by appropriate club response boats) but inform PRO that you are moving 'off station' • <u>Count heads next to capsized boats to ensure all are safe. Act if</u>

	<p><u>required</u></p> <ul style="list-style-type: none"> • In large winds all boats may capsize – ensure all sailors are safe, advise them (should they not be able to right the boat) to sit on their upturned boat and await further help. A capsized dinghy with both sailors are very safe and should stay with the vessel • Stand-off capsized boats, but don't render assistance unless needed. • Transport injured sailors to the ambulance exchange point (currently Taylor's Wharf) providing first aid en-route if needed. Boat driver should be in direct contact with the OOD at this point and follow his or the PROs directions. • On return to the deck ensure any service requirements for the power boat are logged by the Boat Boy
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Afternoon Race Control/Flags

Item	Comment
Experience/Requirements	Duty period 12:30pm – 5pm No specific experience/requirements for this duty.
Duty Description	<p>Race Control is an administration role on start boat so that the Race Officer (PRO) can concentrate on running the race. Having this role should ensure that the paperwork from Lucinda is fully completed and put in race results box at the end of each Sunday)</p> <ul style="list-style-type: none"> • Coordinates with other clubs in combined division to ensure marks available, sufficient response boats, role assignment on the start boat etc. • Set clocks accurately ... turn on GPS, wait for it to locate itself, push "page" until the time is shown, set both white clocks to "gps time". • Ensure that all paperwork is taken out to Lucinda for races, including: <ul style="list-style-type: none"> ○ copy of sign on sheets ○ sheets for race results/ starting etc. • Ensure that the right flags and the right number of flags go out to Lucinda ensure that the race controller has the correct number of helpers for Lucinda • check that the sheets for the race results/starting times etc. are filled out fully and correctly • Make sure the race results come back to the clubhouse and are put made available to the Centreboard scorer, include sign off sheets, Combined results/sign on-off sheets with morning racing sheets. • At end of day return "Gold Box" to ASC committee room and & leave flags on Lucinda.

Afternoon Race Scribe

Item	Comment
Experience/Requirements	No specific experience/requirements for this duty.
Duty Description	<ul style="list-style-type: none"> • Ensure that the sign on sheets are taken out to Lucinda • Mark down the start times and finish times of each boat • Return the timesheets to shore at the end of the race and arrange for them to get to the CB results officer (currently Steve Read)

Afternoon Race PRO

Item	Comment
Experience/Requirements	<p>Period of duty 12pm – 5pm</p> <p>This is a senior role and works with the OOD in the afternoon to ensure the safe conduct of senior racing. As such this role is responsible to call off racing if conditions become unsafe.</p> <p>This role requires experience/understanding of race flags and racing rules.</p> <p>The primary purpose of this role is to conduct the race</p>
Duty Description	<ul style="list-style-type: none"> • Assess the weather and determine what limitations this may place on the races • Conduct, or delegates, the race briefing leaving enough time to set the course after the briefing <ul style="list-style-type: none"> ○ What is the wind doing today (now, forecast and what that means) ○ What race is today e.g. point score or club champ ○ Where will the racing be held (mostly normal area) ○ 5 minutes on some “technique” or tip etc. ○ What regattas or training are coming up? ○ Will there be a debrief afterwards? ○ Do they need to leave now? ○ (are the support boats ready particularly if wind marginal) ○ Has everyone signed on? ○ Has everyone sunscreen? • Make sure all the equipment for the race (flags, hooters, etc.) is taken out to Lucinda. • Guide the mark laying boat to set the race course. • Control the race start sequence <ul style="list-style-type: none"> ○ making sure the flags go up and down in the correct sequence at the correct time • Manages conduct of racing, assigns any required penalties, determines and directs any required course changes. • Maintain contact with the response boats and ensure that they are positioned to assist in you with visibility over the entire course. • Coordinate rescue efforts of the response boats and any land evacuations with the OOD.

Afternoon Mark Boat

Item	Comment
Experience/Requirements	<p>Duty period – 12pm – 5pm (or when last dinghy returns to deck)</p> <p>Understanding of, and confidence with, RTP</p> <p>Carries handheld or power boat mounted radio</p> <p>Understanding of how sailing race courses are laid out (e.g. what a wing mark does, where it goes)</p> <p>GPS is an advantage</p>
Duty Description	<ul style="list-style-type: none"> • Conduct a radio check with the PRO • Ensure the power boat has sufficient fuel for the entire afternoon • Ensure the power boat safety kit is on the boat • Ensure the marks are in the power boat (will need: start pin, finish mark, three large yellow marks and 5 sets of chains/anchors). These will all fit into one power boat (but it will be tight) • It will take about 30 minutes to place all marks (not including the O or K mark if the yacht fleet needs that) – that is another duty • If you have a GPS move to Lucinda and mark the location – this will allow you to move to exact locations in reference to that, e.g. if the PRO asks that the top inner mark be 1km upwind you will be able to gauge 1km exactly. Without a GPS estimate and follow the instructions of the PRO • Generally drop the marks in the following order: roughly place the finish mark, place the top mark and confirm with the PRO, place the wing mark and confirm with the location with the PRO, place the bottom mark and confirm with the PRO, place the start pin and adjust the finish mark as needed. • This duty then transitions into response boat. • On instructions from the PRO, adjust the positions of the marks between races and recover marks at the end of racing

Afternoon Response Boat

Item	Comment
Experience/Requirements	<p>Duty period – 1pm – 5pm (or when last dinghy returns to deck)</p> <p>Understanding of, and confidence with, RTP</p> <p>Carries handheld or power boat mounted radio</p> <p>First aid knowledge/certificate</p> <p>Power boat with sufficient power/speed (red RIB ideal, tinny' s ok)</p> <p>Understanding of how sailing race courses are laid out (e.g. what a wing mark does, where it goes)</p>
Duty Description	<p>Generally the power boat will be driven by a Boat Boy but can be driven by the volunteer (licence dependant). There must be two people in the power boat.</p> <p>The response boat(s) report to the PRO and provide him/her with situational awareness of the entire CB race course, the ability to rapidly assist distressed sailors. Response boats are no longer club (ie ASC, BYRA, RPA) assets but are a pooled resource under the combined PRO to safely conduct racing for all sailors.</p> <ul style="list-style-type: none"> • Conduct a radio check with the PRO • Ensure the power boat has sufficient fuel for the entire afternoon • Ensure the power boat safety kit is on the boat • Understand from the PRO/sign on sheets/deck activity/pre start

	<p>manoeuvres, how many of each class of CB are on the course. This is most important in higher winds/reduced visibility to ensure that all CBs are moving around the course and not requiring help</p> <ul style="list-style-type: none"> • Move onto the race area and be allocated a position/task by the PRO, e.g. on station at wing mark, following stragglers around course, at the top mark etc. • <u>Maintain awareness of your surroundings and ensure you give way to all sailing vessels</u> • Generally do not coach (but please encourage!) the sailors • Provide as needed information to the PRO about the condition of CBs, indicating where vessels are and if they are underway or in distress • Tow damaged vessels to clubs (ideally this is done by appropriate club response boats) but inform PRO that you are moving 'off station' • <u>Count heads next to capsized boats to ensure all are safe. Act if required</u> • In large winds all boats may capsize – ensure all sailors are safe, advise them (should they not be able to right the boat) to sit on their upturned boat and await further help. A capsized dinghy with both sailors are very safe and should stay with the vessel • Stand-off capsized boats, but don't render assistance unless needed. • Transport injured sailors to the ambulance exchange point (ASC deck) providing first aid en-route if needed. Boat driver should be in direct contact with the OOD at this point and follow his or the PROs directions.
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Working Bees

Item	Comment
Experience/Requirements	Any handyman skills welcome! Tools suitable for likely jobs are an advantage.
Duty Description	Conduct maintenance around the club as needed