

Duty Officer (Race Box) duties October 2018 onwards.

IF APYC IS DUTY CLUB ...

1. APYC Race Secretary will print off Sign-On and Sign-Off sheets.
2. Both clubs' sailors will sign on at APYC.
3. Use Sign-On sheets to see which boats are racing.
4. Record laps of all boats to see which boat is leading in each Class. Once the boats are close to finishing, cease using the Lap Sheets.
5. When boats are finishing, use the Finish Sheet to record each boat as it goes across the finish line.
6. APYC sailors will sign off at APYC.

IF ASC IS DUTY CLUB ...

1. Both clubs' sailors will sign on at ASC.
2. Someone (APYC RO or delegate) needs to walk down to ASC after all the starts and collect a copy of the Sign-On sheets.
ALSO record the number of laps for each Class.
3. APYC tower records laps of all boats to see which boat is leading in each Class (so we know which is the leading boat if ASC needs to know).
4. APYC tower records any APYC DNF's for information of the Race Secretary.
5. APYC sailors will sign off at APYC.

ALSO -

- Raise the Australian flag and the Club burgee on the flagpole.
- Monitor the Sign On sheets. If there are any hand-written entries, make sure they are legible and we know who is sailing.
- Take copies of the Sign On sheets after the race has started to see who is 'in the race'. If they didn't sign on, they are not in the race!
- Tick off all the boats finishing times with the boats entered into the race via the Sign On sheets.
Make sure no boats are left out on the water! – tell the Race Officer and Rescue boats.
- Give the results to the Race Secretary for entering into the computer.

Please note:

Be aware of any boats that come to shore during the race. If they get assistance there, they are DNF.

If they don't get assistance they can resume the race.

Please keep an eye on the race and diligently record laps of all boats. It is embarrassing when a boat finishes the race and we have missed a lap.

GREEN RACING

Green Racing sailors will commence with their Class start but sail a shorter course. Check the Green Racing Sign On sheet to see who is in this category.

Duty of Care

If any rescue boat radios in that they are coming in with an injured sailor and they believe the injury is serious enough to call an Ambulance (000), immediately make that call; or get the first aid kit ready for their arrival for a minor injury.

On arrival of the rescue boat with the injured sailor, make an immediate assessment whether the call has been correct or needs to be upgraded (from 1st aid to ambulance).