

DUTY OFFICER (RACE BOX) DUTIES

APYC Duty Club	ASC Duty Club
1. APYC Race Secretary will print off Sign-On and Sign-Off sheets and the Finish Sheet.	APYC race box primarily is there to monitor the radio & phone for safety purposes as well as recording any APYC DNF's. If there is a person present who is capable of monitoring & recording races, please do the following ...
2. Both clubs' sailors will sign on at APYC.	1. Both clubs' sailors will sign on at ASC.
3. Use Sign-On sheets to see which boats are racing.	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 proposed number of laps for each Class.
4. Make sure ASC get a copy of the Sign On sheets (either they will come and get a copy or someone from our tower needs to walk down a copy).	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).
5. Record laps of all boats to see which boat is leading in each Class. Once the boats are close to finishing, prepare to record finish times.	4. APYC tower records any APYC DNF's for information of the ASC race tower.
6. When boats are finishing, Record finish times on APYC and ASC Finish Sheet to record each boat as it goes across the finish line.	5. APYC sailors will sign off at ASC (if there isn't a duplicate set of Sign Off sheets at APYC).
7. APYC sailors will sign off at APYC.	



OTHER APYC DUTIES

- 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.
- Leave the results in the Race Box for Dave Weston to collect 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 may commence with their Class start, or at the end of the starts. This will depend on the RO discussing what is wanted by the Green Racers. They will 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).