

Open up club house

Time: 10am

Bins – Club room, Office, Men's and women's change rooms

- Ensure all bins are empty (wash if required)
- Put new bin liners in (found in the draws in the bar next to the dishwasher)
- Ensure lids are on bins

Change Rooms

- Check toilet paper levels, replace if necessary (new toilet paper can be found in the white cupboards in the women's change rooms)
- Ensure they are clean from any rubbish or wet smelly sailors gear.
- Check soap dispenser levels, top up if required (found in the white cupboards in the women's change rooms)

Club rooms

- Sweep floor if required
- Place tables and chairs out for members to sit around

Decking

- Remove any rubbish
- Place barriers out (found in south storage room)
- Place tables and chairs on deck
- If calm weather, place out umbrellas

Closing up club house

Time: End of the day

Bins – Club room, Office, Men's and women's change rooms

- Ensure all bins are empty (wash if required)
- Put new bin liners in (found in the draws in the bar next to the dishwasher)
- Ensure lids are on bins

Change Rooms

- Check toilet paper levels, replace if necessary (new toilet paper can be found in the white cupboards in the women's change rooms)
- Ensure they are clean from any rubbish or wet smelly sailors gear.
- Check soap dispenser levels, top up if required (found in the white cupboards in the women's change rooms)

Club rooms

- Sweep floor and wash if required (brooms can be found in the white cupboards in the women's change rooms)
- Set up room for Function (check with Evie or Meaghan for configuration)
- Wipe down all tables

Decking

- Remove any rubbish
- Put barriers away (in south storage room)
- Put tables and chairs away
- Wipe down all tables
- Put away umbrellas

Start /Finish Boat

Time: Report to Race Officer at 12.30pm

Power boat crew are advised that Footwear is to be worn at all times.

It is advised that all crew dress appropriately with sun smart clothing and plenty of wet weather gear.

All Drivers are required to provide the Office with a copy of their Boat Licence Prior to Saturday morning

You will be given a bag with everything that you need to take with you. Most items will be on board. There are a number of jobs to be done on the Start/Finish Boat.

They are generally:

- **Driver:** will have been inducted by FYC committee, and will position the race committee vessel under direction from the RO.
- **Scribe/Recorder:** will record start times, finish times, any boats who are On Course Side at the start, or who radio in to retire from the race.
- **Timer:** will be responsible for starting the timer for the countdown to the race, and will call out the time at regular intervals before the start. The RO will indicate how they would like you to do this.
- **Flags:** will be responsible for raising and lowering flags at the appropriate intervals. The flag sequence will be explained to you before you start.
- **Sound Signals:** will be responsible for sounding the horn when signals are made. Direction will be given by the RO
- **Radio operator (this may be the RO):** the radio operator should have some experience in this, and preferably hold a Marine Radio Operator licence.

If you have any questions, your best point of call is the RO. If they cannot answer your question, they will know who to ask.

End of Day procedures

Equipment must be placed back in the correct location ready for next week's racing

Empty Fuel containers must be removed and placed outside the fuel container to be refilled

Full fuel containers should be placed inside the yellow fuel storage cabinet

Boats and trailers are to be washed down with fresh water

Engines must be flushed.

At the end of the day, please fill out the boat checklist provided to you, and indicate any maintenance issues so that these can be promptly fixed.

Report back to the Captain of the day before leaving.

Course Boat

Time: Report to Race Officer at 12.30pm

Power boat crew are advised that Footwear is to be worn at all times.

It is advised that all crew dress appropriately with sun smart clothing and plenty of wet weather gear.

The Nominated Swimmer on the Boat will be required to dress appropriately to jump in the water if necessary – They may wear a PFD 2/buoyancy vest

All Drivers are required to provide the Office with a copy of their Boat Licence Prior to Saturday morning

All items required are stored on the boat are stored on the boat, please check with the caption about what equipment may be required.

Ensure the Safety check list has been completed prior to launching the boat.

Each course laying boat has special instructions on how to start up the boat correctly. Please read these instructions each time you go on board to refresh your memory.

You will have a built in radio on board in order to communicate with the RO and other race committee vessels.

Rescues

You may also be needed to conduct rescue activities if these are required.

All rescues must be reported to the tower.

During a rescue the Captain of the boat is in charge and has final say on how to process.

Radio communication should be kept to a minimum until the rescue has been completed.

An incident must be lodged at the end of the day. (this can be found in the office)

End of Day procedures

Equipment must be placed back in the correct location ready for next week's racing

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Full fuel containers should be placed inside the yellow fuel storage cabinet

Boats and trailers are to be washed down with fresh water

Engines must be flushed.

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Report back to the Captain of the day before leaving.

Safety Boat

Time: Report to Race Officer at 12.30pm

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The Nominated Swimmer on the Boat will be required to dress appropriately to jump in the water if necessary – They may wear a PFD 2/buoyancy vest

All Drivers are required to provide the Office with a copy of their Boat Licence Prior to Saturday morning

All items required are stored on the boat are stored on the boat, please check with the caption about what equipment may be required.

Ensure the Safety check list has been completed prior to launching the boat.

You will have a built in radio on board in order to communicate with the RO and other race committee vessels.

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Window Cleaning

Time: 10am

Wash beach facing windows – Inside and out

Equipment can be found in the white cupboard in the women change rooms