



DUTIES OF THE WEEKEND DUTY OFFICER

In addition to their normal Club Duties the Duty Officer is responsible for all the Sailing aspects for the days he is on duty and as such has charge of the efficient running of the racing. He/she carries overall responsibility for the setting of the courses and the operation of the Bridge and Rescue teams.

1. Open the Sailing Office - keys on the Duty Officer's bunch from the Manager.
2. Check that the Rescue boats are launched and full of petrol and you have the key.
3. Please check that the designated Bridge and Rescue crews are on duty and issue appropriate instructions. Check that they fully understand all procedures.
4. Put out the Entry Sheets on the table outside the Sailing Office 45 min before the scheduled start time.
 - Check the Programme for the relevant event and ensure that the headings on the entry sheets are complete and correct, including the relevant Handicap (Scratch, Buoy, Class or Buoy/Class). The Entry Sheets should be used by the Bridge Crew as a reference for the boats on the water.
5. Check that all the Buoys are in place, get the Rescue crew to adjust if necessary:
 - We are using 5 Buoys for the Seniors (Pink) plus the 3 Handicap Buoys (Yellow).
 - We are using 3 Buoys for the Juniors (Red) plus 2 Handicap Buoys (White).
 - We are using 3 Buoys for the Keel boats (Yellow/Blue).
6. Check that the starting line buoys line up for the start, get the rescue crew to adjust if necessary.
7. Please indicate on the notice board **at least 30 min before the scheduled start** the following:
 - Start Times, Start Order, Courses, **and what handicap system applies.**
 - Please set courses for races of approx/ 30 to 45 minutes, with the idea that you can have two on Saturdays and perhaps three on Sundays.
8. Please ensure that the Bridge and Rescue Crews are fully aware of these notices.
9. At the end of racing, check that the Bridge Crew has followed the required instructions regarding the Finish Sheets and have transferred the results to the **"RESULTS SHEET"**. 3 Copies must be made, one **must** be filed in the file marked **"RESULTS"** on the desk in the Sailing Office, one posted on the notice board and the third handed to the Manager for faxing to the Chairman of Sailing and handicappers.
10. At the end of the weekend, please ensure that the rescue boats are securely moored for removal by the Staff on Monday, also ensure that the Sailing Office and the Bridge are locked and all Keys returned to the Manager
11. If anything has occurred that concerns you, or is likely to result in difficulties the following weekend, or there has been an equipment or Rescue Boat failure please report this to the Manager.

Please consult the notice board and the operations manuals immediately you come on duty to ascertain whether there are any special messages for you.