



Member's guide to club duty day

An outlines of clubhouse duties.

It is a good idea to tick off the jobs as you go.

When am I on Duty?

Consult the club sailing program & roster

[See CCSC website > Sailing > Season XXXX](#)

It is your responsibility to organise a replacement if you are unavailable on your rostered day.

Members are also responsible for making sure they hold a motorboat operators license.

At least 1 week prior to duty

familiarise yourself with;

- Emergency Response Management, club plan
[See CCSC website > Clubhouse >Emergency >](#)
- CCSC Sailing Instructions.
[CCSC website > Sailing > CCSC Sailing Instructions](#)
- Refresh yourself with racing rules available at [www.sailing.org/tools/documents/ISAFRRS20132016Final-\[13376\].pdf](http://www.sailing.org/tools/documents/ISAFRRS20132016Final-[13376].pdf)

The week prior to duty

- Contact duty crew and make sure they are available, if not ask them to swap with alternative crew and arrange to meet at Club between 10-11 on Saturday morning



CCSC Burgee

10:00-12:00 Duty day

- Bring out 1 Litre long life milk
- Check weather forecast
- Hoist flags on flagstaff
[Australian flag & CCSC burgee](#)
- Complete Clubhouse duties
Turn ON water pump
[Labelled 'Isolating Switch Kitchen Water', rear wall in kitchen between stove and coolroom.](#)

Sweep out clubhouse including

- » Toilets
- » Kitchen
- » Boat shed
- » Cobwebs

Wipe down all tables and benches

Put liners in all the rubbish bins

Check toilet paper, soap & hand towel supplies

[Set a fire, esp. in cold weather](#)

12:00

- Turn on base radio and check boat radio
 - » Have lunch
- Launch rescue boat consider courses, patrol sailing area, think about possible courses

12:30

- Consult with Sailing Committee members, decide on courses
- Put out sign on sheets
[Race Office filing cabinet](#)
- Put course on the board
- Make sure finisher has finishing sheet
[Race Office filing cabinet](#)

13:00

- Announcements (Commodore in clubhouse) and PRO briefing of competitors (boatshed)

13:30

- Return to rescue boat lay course marks

14:10

- Lay start line

14:25

- Commence starting sequence

After race has started

- Transfer stop watch to shore for finisher with flagpole finish
 - » Patrol the race area
 - » Check radio contact with shore/club

When all boats are finished

- Ensure all competitors are safe
- Remove marks and return to shore

Rescue boat pack up

- » Undo rear bungs.
- » Empty all gear out of boat

Hang up to dry:

- » Marks, ropes, flags and PFDs
- » Store weights on ground near boat
- » Empty your rubbish out and put in bin
- » Put stand under front of trailer to drain boat
- » Tilt motor down so it can drain

- Refill fuel tanks
Rescue boat must ready to go any time!
- Ensure electrics off
Turn power master switch off, remove key.
 - » Hose boat out
 - » Replace any one-use safety equipment
 - » Tidy boat shed
- Lock up boat sheds and compound

Race Office pack up

- Ensure finishing times are sent to results officer
- Lower flags and return them to the office
- Tidy up the race office
 - » Turn off all radios
 - » Secure the race officeDamage is a fact of life, even with careful people
[Report any damaged or missing items on the PRO log and to Sailing Committee so that it can be fixed ASAP.](#)

Before departure

- Empty all the bins.
Including toilets & kitchen, replace bin liners
- Make sure kitchen area is clean
- Turn OFF water pump
[Check the light is out above the servery in the boat shed area.](#)
- Final sweep and clean up
- Pull blinds down
- Turn lights out

Lock up

- » all external doors
- » compound gates
- » chains around yard
- » double check

On departure

- Ensure lights out, pump is off, all sheds and compound is locked, club house is locked
- If not last to leave, ask for delegate to lock up
- Take rubbish home for disposal