

DBYC Duty: Opening up and launching

A few days ahead: Check club calendar for the day's activities.

Any queries/ unsure call Club Captain, Sue Thompson 0438 882 004

On the day:

- Please arrive 0800hrs for Tackers, or, if no morning sailing arrive at 11am
- Unlock and open clubhouse upstairs and downstairs, change rooms, and all gates including flying fifteen yard and sliding gates to the crane area.
- Unlock crane control box. Turn on power to crane (in back of Berry shed).
- Select power boats to be launched.
- Collect keys from Tower and take handheld radio with you to the crane area.
- Check fuel levels for each boat, refuel as required.
- Pump up boats with compressor as required (at back of Berry shed)
- Tackers sessions: when coaches arrive start launching power boats, move them to the main jetty
- Last boat: get Arthur Peck from mooring, tie alongside crane dock, assist Race management with preparing and loading.

Report any feedback or issues to the Club Captain Sue Thompson 0438 882 004 or sailing@dbyc.com.au

Thank you!

DBYC Duty: Duty Officer and AM Tower

Please arrive 0830hrs for Tackers or morning racing

- Go to tower and make sure radio is turned on (channel 72) adjust volume and squelch.
- Radio check with the duty person who is on crane/opening up and launching
- Raise Australian flag (top) and club burgee (under Australian flag) on main mast of flag pole.
- Familiarise yourself with the emergency procedures and numbers.
- Check PA system is turned on/functional (main control in cupboards in Junior clubroom).
- Make PA announcements as required/directed by Race Officer or Club Captain

Speak with Head coach/race management crew about plans for the morning.

- Collect list of boats in each Tacker group,
- Mark off sail numbers as they leave the beach.
- As power boats leave the beach, do radio checks and use white board to keep track.
- If you leave the tower, take a hand-held radio with you, your priority is the safety of those on the water
- Record boats returning to shore

Report any feedback or issues to the Club Captain Sue Thompson 0438 882 004 or sailing@dbyc.com.au

Thank you!

DBYC Duty: Duty Officer and PM Tower

Please arrive 12noon.

If there has been no morning sailing, arrive a little earlier and refer to the above to set up ready for sailing. In addition:

- 1200hrs: Place sign on/off book, open at the correct date, on table at base of tower
- 1225: PA announcement to remind sailors to attend the information session & sign on.
- 1230: Attend the racing information session, return to tower to monitor and record the boats leaving DBYC.
- Raise/lower racing flags on side arm of flag pole as directed by the Race Officer
- As power boats leave the beach, do radio check and use white board to keep track.
- Once racing has started, photocopy the sign on book noting the time, and return book to the lectern ready for signing off
- Record boats returning to shore, remind sailors to sign off
- Once all ashore, lower flags from flag pole and place on bench near door, lock door
- Remind people with hand held radios to return them to the tower, check they are put on charge
- Once all hand-held radios are returned, turn base radio off
- Tidy tower, close tower door but do not lock

Report any feedback or issues to the Club Captain Sue Thompson 0438 882 004 or sailing@dbyc.com.au

Thank you!

DBYC Duty: On water Rescue and course lay (PM)

Please arrive 12:20 check calendar for race schedule / trophy event

Speak with the Race Officer or Club Captain regarding plans for the afternoon including marks required

- 1230: Attend the racing information session,
- Load the allocated powerboat with marker buoys, anchors etc
- Wear protective clothing for the current conditions including lifejacket and take gear for worsening conditions
- As you leave the beach, do radio check with tower
- Follow instructions of the Race Officer to lay the course
- Look out for boats who need assistance, especially capsized boats

At end of racing, ensure all sailing boats are ashore

- Assist race officers on the Arthur Peck return to shore
- Once all ashore, flush engines, wash boats and cover
- Pack away all gear
- Secure crane including turning power off
- Remind people with hand-held radios to return them to the tower, check they are put on charge
- Join everyone on the deck

Report any feedback or issues to the Club Captain Sue Thompson 0438 882 004 or sailing@dbyc.com.au

Thank you!

DBYC Duty: End of day duty

Please assist with retrieving, washing and packing the power boats, anchors and marker buoys away.

Whilst everyone is encouraged to lock up after themselves, **you are last to leave the club**, so please check everything is **locked and stowed away**:

- Crane
- Gates
- Under clubhouse
- Tool shed/sail storage
- Toilets and changerooms
- Pacer covers secured
- All sliding doors locked with the key
- Dishwasher off, kitchen tidy
- Rubbish removed to bins (encourage members to take recycling home)
- Turn alarm on

Report any feedback or issues to the Club Captain Sue Thompson 0438 882 004 or sailing@dbyc.com.au

Thank you