

Cransley Sailing Club - a brief explanation of duty procedures



Cransley Sailing Club has no paid staff and therefore relies on members to participate

- There are two types of duty: Duty Officer (race hut) and Boat Officer (safety boat cover)

We use an online system called DutyMan (www.dutyman.biz) to simplify the management of duties. You will be given a password to access the site, which you can change to something more memorable. DutyMan will email you to notify and remind you of duties you have been allocated to. The system allows you to request date swaps if necessary. If you are unable to attend your duty, it is your responsibility to find a replacement, using the DutyMan system.

Doing a duty allows you to become acquainted with members of the club. You can learn a lot from watching from the duty hut - not just how to race, but how to sail as well. Duties are important in providing a safe, secure and enjoyable environment for all to participate.

Duty Officer is undertaken by all members on a rotational basis, you can usually expect 3 - 4 duties per season (March-November) but this is dependent on membership numbers. The Duty Officer is required for scheduled races, which are held on Tuesday evenings (summer only), and Saturday and Sunday afternoons.

We do try to accommodate requests where possible, so you are encouraged to put any dates you are unable to attend on your membership renewal form and return it promptly.

What does Duty Officer entail?

The Duty Officer is responsible for overseeing the race. This includes setting the course, timing the race, recording the results, and observing the race for any potential problems. As Duty Officer you are entitled to cancel or stop the race if conditions become hazardous. You may wish to discuss this with the Boat Officer if you are unsure. Safety of sailors is paramount and should be your first consideration.

Being on duty for the first time can be a little nerve wracking, but there are always experienced members on hand to offer advice, especially with setting the course. We do run training sessions on 'how to do duty' each season and in addition we would advise you to attend a race to shadow someone prior to your first duty.

An information folder is kept with the duty 'box' and this contains more detailed information about duty, including how to record the results on the race sheets. From the information you collate the results of each race are calculated via a software programme called Sailwaive. The duty box is kept in the cleaner's cupboard in the club house. You will also need a two-way radio which is kept in the club house as they are essential for communicating with the Boat Officer and the club house in case of an emergency.

Accurate completion of the race sheets is essential i.e. the correct number of laps sailed and the time taken to complete the race. There is an information folder in the duty box with full instructions of how to complete the race sheets. Please ensure you enter the sailors' names and sail numbers. This will help Sarah to correctly compile the results. Club boats can be hired by any member and sometimes sailors use another sailor's boat, if you do not know the name of the helm and crew please ask them otherwise they won't get a result if the name is left blank.

Never be afraid to shorten a race if there is no wind or too much wind.

Please ensure that you wear a buoyancy aid in the duty hut in case you are required to assist the Boat Officer with a rescue.

Sailing Secretary

Notes for the Duty and Boat Officers

Boat duty is only undertaken by members who have undertaken the RYA power boat 2 course. However, any competent adult member (or over 18's) may accompany the Boat Officer in the safety boat if conditions are such that assistance may be required.

- When sailing is scheduled for 2.30 pm both the duty and boat officers **should arrive at the Club by 1 pm** to commence your duties, your session should finish by 5pm.
- Sailors may not enter the water until there is safety cover available and all checks have been completed
- Both the Duty Officer and Boat Officer to arrive and meet at the start of the session
- Together bring TWO boats in for the session. One boat should be manned on the water, with crew if necessary. The second boat should be moored on the pontoon near the Club house in case of emergency, to be driven by another qualified member.
- Perform the boat and equipment checks, including checking that all required items in the boat boxes are present and correct. The boat boxes are kept in the left hand container.
- Refuelling of tanks is to be performed at the fuel bunker. Gloves and a funnel are kept in the bunker. Do not fill tanks to the brim; half a tank should be more than sufficient for a session. Under no circumstances should refuelling take place on the foreshore or on the pontoon
- Ensure each boat has a radio, the Duty Officer has a radio, and one is placed in the galley area
- Check weather conditions (i.e. Windguru) and determine level of cover required. Enlist help in the safety boat and/or ensure the second safety boat is manned if required
- Duty Officer to assist Boat Officer until such time as he / she is ready to set the race
- There should be a maximum of two persons in the safety boat, until a rescue is made
- Safety boats should not be used for joy rides whilst you are on duty. Children aged 13 and over may act as your crew for the session only if they are capable to assist you in a rescue
- Additional help if required can be summoned by radio
- In circumstances where there is immediate risk of injury and/or hypothermia and you as the Boat Officer require help use the whistle fitted to radio to summon immediate help from passing sailors.
- Please familiarise yourself with the May Day call procedure, details of which are on the safety boat
- Duty Officer and Boat Officer have the authority to ask a sailor to leave the water. i.e. if a sailor is struggling with weather conditions or is inappropriately dressed for the conditions
- Duty Officer should abandon race and be equipped to help with safety boat crew if required
- At the end of the session Duty Officer and Boat Officer to return boats to mooring, fully equipped and check boat boxes contain all the items
- If there are items that are missing or need replacing please inform Sue Bull

Sue Bull
Principal - CSC

