**ORGANISATION OF CLUB SAILING**

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| **JOB TO BE DONE** | **PERSON RESPONSIBLE** | **ASSISTANT** |
| **BEFORE RACING STARTS- if in any doubt talk to committee member in support** | | |
| **SETTING UP RACING** Including:   * getting out flags, autohoot etc * setting course * putting out sign on sheets * assessing conditions and checking sufficient safety cover. * checking radio works | **RACE OFFICER** | **ASSISTANT RACE**  **OFFICER** |
| **SAFETY BOAT**   * Launch safety boat * Check it and radio works * Discuss area to be covered with RO | **PATROL BOAT**  **CAPTAIN** | **PATROL BOAT CREW** |
| **DURING RACING** | | |
| * Monitor safety of all craft on the water * Contact first aider if necessary * Record results * Write notes for report | **RO AND PATROL BOAT CAPTAIN**    **RO** | **ASSISTANT RO**  **PATROL;BOAT CREW**    **ASSISTANT RO** |
| **AFTER RACING FINISHES** | | |
| * Wash down boat, engine and   trailer   * Secure and lock safety boats * Put fuel can in fuel store and lock * Return radio/ kill cord/key/Tub to RO s cupboard * Record any Faults on Fault List in RO cupboard an e-mail Drew | **PATROL BOAT CAPTAIN** | **PATROL BOAT CREW** |
| **CHECK**   * Results are put in the box in ROs cupboard * RO hut locked * Patrol boats clean, locked and secured * Fuel store locked * Boat shed locked * ROs cupboard locked * Keys returned to Bar | **RO** | **ASSISTANT RO** |

# CHECK LIST FOR RO AND ASSISTANT RO

**if in any doubt talk to the committee member in support**

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| **BEFORE RACING** – Including:     * Getting out flags, hooter etc.      * Setting course        * Putting out sign on sheets      * Assessing conditions and checking sufficient patrol boat cover.  *If in doubt you can cancel the racing*      * Liaising with Safety boat crew      * Checking radios work | |
| **DURING RACING**       * Run the races      * Monitor safety of all craft on the water      * Contact first aider if necessary      * Write notes for report | |
| **AFTER RACING - *it is your responsibility to ensure equipment has been returned and everything is properly locked and secure*.**    **CHECK**   * Results/report are put in the box in ROs cupboard      * RO hut locked      * Patrol boats clean, locked and secured      * Fuel store locked   • Boat shed locked  • All radios turned off and back in correct chargers     * All patrol boat tubs on hooks      * ROs cupboard in Sloop locked      * Keys returned to Bar |  |
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# CHECK LIST FOR PATROL BOAT CAPTAIN AND CREW

**- if in any doubt talk to RO or committee member in support**

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| **BEFORE RACING STARTS-**     * Launch patrol boat      * Check it and radio works      * Discuss conditions and area to be covered with RO |  |
| **DURING RACING**     * Monitor safety of all craft on the water      * Contact first aider if necessary |  |
| **AFTER RACING**     * **Wash down patrol boat and trailer**      * Put away and cover patrol boat      * Secure and lock patrol boats * Put fuel can in fuel store and lock      * Check key, kill cord and tub back on hook in RO cupboard      * Turn off and put radio in correct charger      * Note any faults by emailing Club Sailing Manager [sailing@cyc.co.uk](mailto:sailing@cyc.co.uk) |  |
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