**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

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| **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

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