

# Club Duties ~ Descriptions

## **RACE OFFICER** (skilled position) RO

Co-ordinates the days racing. Contacts all duty members on the roster during previous week to ensure attendance, advises when to attend (2 hours prior to event) and where. RO instructs assistant Race Officer on duties. Sets racecourses, briefs rescue teams, assigns rescue boats. Post course on wet area notice board. Arranges required flag signals, although normally would use electronic starting system. RO records race results and final positions, completes race box log. Reports damage to bosun's team, informs vice Commodore of any members failing to turn up for duty (e-mail).

## **ASSISTANT RACE OFFICER (ARO)**

May be required to go on rescue boat if committee boat start is required. Duties are as directed by Race Officer and may include, but are not limited to: Assist in opening up race box, installing horn, preparing signal flags, placing signing on/off sheet in wet area. Erecting triangular transit pole as directed. ARO may liaise with rescue boats as necessary, collecting signing on/off sheets from wet area, writes down finish times for competitors and tidies up at end of day (ARO learns how to become RO)

## **SENIOR SKIPPER** (skilled position)

Takes instructions from RO. Checks sea worthiness of rescue boats, instructs crew in boat duties. Lays course in conjunction with RO. Acts as safety rescue. Takes full responsibility for safety at sea of all members, including RIB. When racing completed, collects marks, returns to marina, returns boat equipment to clubhouse and reports damage / incidents to RO. Whilst conditions are appropriate may brief boat crew on helming and allow them to become acquainted with helming of the rescue boat when their services are not otherwise required.

## **RIB SKIPPER** (skilled position)

Skipper takes instruction from RO, collects keys and fuel from clubhouse. On the water takes instructions from senior skipper and RO. Acts as safety rescue craft. On completion of racing, returns to marina, returns keys and fuel to club house and reports any damage to RO.

## **BOAT CREW**

Assists skipper and must be dressed appropriately for getting wet!! May be given the opportunity to learn the basics of boat handling by a senior skipper, if the conditions are safe to do so.

## **BAR** (non-sailing)

Serves behind the bar at Seaford Clubhouse. Expected to open the bar at midday on Sundays and bank Holiday Mondays, and 8pm on Wednesday nights. It is recommended that new bar staff should come the week before either on the Wednesday night or Sunday to be trained on the duty. The float and keys for the bar will normally have been left with the Race Officer or Galley staff. (more details are available on club web site)

## **DUTY CADET**

This post is to try and get the older cadets involved in and experience of sailing at Seaford. The role is voluntary. The idea is that the cadet is a 'spare' who could be involved in the running of the racing, as rescue boat crew or even as crew for one of the dinghies or yachts racing. WE have tried to coordinate a cadet duty with a duty of their parent. If you are coming down as duty cadet please bring your sailing gear. It would also be useful for you or your parent to contact the race officer in the week to get an idea of when you should arrive at the clubhouse.

Duty descriptions revised 17th Feb 2008

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