
TSC OFFICER OF THE DAY – CHECK LIST

Updated June 2019

BEFORE SAILING DAY

- ✓ Email/ring safety boat volunteers to confirm OK for Sunday and race start time
- ✓ Confirm meeting time at club or marina, nominate the main driver of each boat (they must hold a QLD boat license – a copy should be in the office volunteer file)
- ✓ It is preferred that volunteers have completed a safety boat course or orientation with an experienced club member.

Safety Boats:

Captain Jones - 5.05M Gemini inflatable (center console)

Safety 1 – 5.4M Stacer (yellow hull)

Safety 4 – 5.2M Quintrex

Sizzle – 3.75M aqua pro White rib

- ✓ Check tides and BoM weather

BEFORE SAILING

Safety Boats and Course

- Introduce safety boat crews to each other if they are new volunteers.
- Brief on safety boats preparation including flags, buoys, radio check and launching

Organise course – write up on club white board including starting order and start time, tides and predicted weather, communicate to safety boat operators

- Obtain boat boxes from office – ensure at least 1 person onboard holds a boat license and have experience with the club boats.
- Check with canteen, an esky should be prepared for each boat with water and snacks
- Safety boats are brought round from marina (sizzle launched from beach)

Fuel checked – fill if required

ALL Fuel is UNLEADED – use card in box at breakwater marina – place receipt in box

NB: Remind safety boats to RADIO Check **VHF ch 71** to the club house on leaving the marina or beach

Rigging area and clubhouse

Organise rubber beach mats

Put out sign on/off sheets - these should be prepared by admin prior to the weekend. Check the canteen volunteers can take nomination fees.

Check someone available to man beach radio and clubhouse during race

Ensure hirers of club boats follow maintenance and rigging procedure, AND have completed a boat hire form – **including damage report before and after sailing**, organise assistance if necessary

Advise car owners that are on the grass to move cars to proper parking area to ensure emergency access is clear. See emergency response plan.

Organise safety boat crews for following week by asking sailors to volunteer on the roster.

Briefing

Introduce yourself as Officer of the Day

Make any club announcements first

- Upcoming events – check race program or notice board (by door)
- Notices for members

Explain course for each fleet, race start time, start order – flags, 3 or 5 minute starts etc

Coordinate onwater course prep, ONE COPY of sign on sheet to go in start boat to record results. Use black box in office to keep them dry.

Keep track of time, stay in touch on VHF, remind boats setting course if required, aim to start on time.

AFTER SAILING

Safety boats and clubhouse

Confirm via VHF ch. 71 that all competitors are safe and back on beach, prio to safety boats leaving water.

Safety boats return to marina (white rib to beach)

Fuel checked – fill if required

Check sign on and off sheets – check all competitors have signed off.

Check start/finish times and pass to results officer. If results officer not present leave sheets in office.

Check all safety boat keys back in office – 4 boxes (including white rib key)

Ask sailors to assist with end of day tasks:

- Responsible person to drive buggy
- Wash down white rib and flush motors – see boat boxes for instructions.
- Retrieve rubber beach mats and return all handheld VHF radios into charging dock in office
- Take down flags, empty and rinse bins.
- Boats, hoses and bins into clubhouse
- Industrial bin and bar fridge locked (*once finished*)
- Turn off radio at wall in kitchen- **only after all safety boats are off the water.**
- Stack chairs, check all doors/windows shut in office, kitchen and toilets
- Turn off power downstairs check all lights and fans
- Chains on.
- Close roller doors and insert metal pins to lock doors.
- Lock stair gate and outer gate
- Check with canteen volunteers, any additional assistance required. Money from till is locked in steel box and placed in fridge.
- Buggy is back on charge – keys in office
- Final check – tidy lawns – ask juniors to check for rubbish.

Thank you!