



## 6 Duty Crews Guides

Owner	Vice Commodore/Racing Secretary	Last Updated	April 2019
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### 6.1 Introduction to Duty Crews Guides

A Duty Crew comprising an Officer of the Day, Deputy Officer of the Day, Patrol Boat Driver and Crew, Tractor Driver and Beach Crew is required to run the races. It is an important responsibility of Club membership that, five times each year, each member must attend as part of a duty crew.

**At all times the patrol boat may only be launched by a recognised and experienced coxswain.**

### 6.2 Officer of the Day & Deputy Officer of the Day Duty Crew Guide

#### 6.2.1 Managing the Duty Crew

The membership of your duty crew is published in the **Duty Crew Lists**. Minor changes may be made to the Duty Crew Lists during the season e.g. when new members join. If someone new joins your crew, you can find their details (telephone number, email address) by downloading the latest edition of the Duty Crew Lists from the members only area of the website.

On joining, and at each annual renewal, all Club members acknowledge that:

*"I agree to attend my duty crew as identified in the sailing programme or arrange an **acceptable substitute**. Substitutes are acceptable subject to being of equal experience of the substituted member. I note that, **in the week preceding a duty, I am required to assure my Crew Leader that I, or a named substitute, will attend**".*

You should, therefore, expect to be contacted by each member of your crew in the days immediately before a duty. You should remind any member of your crew that does not contact you of this requirement.

Some OODs send an email to remind their crews of an imminent duty. This practice is encouraged. It allows the OOD to send useful information e.g. reminding all potential beach crew to bring wet gear. Any member responding to such an email will, obviously, have discharged the requirement to contact their crew leader.

Make a note of any absent duty crew members on the back of the Timing Sheet for the Racing Secretary.

#### 6.2.2 Unlocking the Clubhouse

##### 6.2.2.1 OOD's Key Safe

There is a combination key safe fitted on the wall adjacent to the strong room. This key safe holds a key ring. Attached to the key ring are:

- a key to the OOD's cupboard
- a (Chubb) key to the boathouse single door
- an electronic entry token (black plastic fob) to disarm the alarm system

You will have been given combination of this key safe. If not, before your first duty, ask a Committee member or another OOD for the safe combination. The combination should be treated as strictly 'need to know' i.e. only to be disclosed to other OODs.

After opening the OOD's key safe always re-scramble the tumblers so that the combination it is not visible for all to see.



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## 6.2.2.2 OOD's Cupboard

The OOD's cupboard is the grey cupboard in the wet room. The cupboard contains the key to the padlock on the boathouse roller door, tractor keys, radios (on charge), the hand-held anemometer, signing on and timing forms, etc.

## 6.2.3 Procedure – Before Race

Open OOD safe, remove key ring with two keys and electronic entry token, scramble tumblers.

Unlock and remove doors of OOD cupboard.

From OOD cupboard take out boathouse roller shutter key, tractor keys, radios and any documents required.

Open boathouse using Chubb key.

Disarm the alarm system by presenting the electronic entry token to the bottom right corner of the alarm keypad (on the wall on the left immediately inside the boathouse single door).

Unlock the roller doors; the padlock and operating chain is on the right-hand side of the roller shutters (as viewed from inside the boathouse).

Make sure the urn has been switched on as hot drinks are always welcome before and after racing.

## 6.2.4 Deciding Whether Or Not To Race

You are in charge, do not feel pressured by others to make a decision you are not happy with. Obtain a weather forecast. From your own observations and discussions with your Patrol Boat Driver, decide whether or not sailing can be carried out SAFELY.

Notes:

1. There is a useful, free website at [www.bramblemet.co.uk/](http://www.bramblemet.co.uk/) This has a chart showing the wind strength and direction at Brambles Buoy over the last 12 hours. Use the club Wi-Fi or computer in the wet room, to access up-to-date forecasts. (Wi-Fi code is behind the bar)
2. Wind strengths in excess of Force 5 are unlikely to be suitable for racing.

If conditions or the forecast are obviously too bad, cancel the race by notice on the wet room blackboard and on Facebook and by email if possible. If conditions deteriorate during a race do not be afraid to ABANDON the race by making the appropriate signals ashore and informing the Patrol Boat team who will marshal the sailors to shore.

If things are likely to improve you can POSTPONE the start. (Hoist the ANSWERING PENNANT, picture on following page.)

The DECISION whether or not to sail is ALWAYS the responsibility of the individual HELM and/or crew. However as OOD if you have concerns about the ability of a helm to cope with the current or likely predicted weather conditions it is perfectly acceptable to advise them not to race especially if you feel the safety of the helm, crew and others may be put at risk should they be allowed to race.

Sign in your crew and report absences to the Sailing Secretary or Vice Commodore.

Make sure your Patrol Boat Team are available and happy to take to the water.

**IF THERE IS NO PATROL BOAT ON THE WATER – THE RACE CANNOT TAKE PLACE.**



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Check that you have an adequate number of Duty Crew members and that they are able to carry out the tasks you have given them. If you cannot obtain sufficient crew members the race should be cancelled.

If all appears to be OK prepare for the race. Don't try and do everything yourself – use all your crew.

**Note:**

**When the OOD limits the competitors entering a race during the Novices and Cadets series because weather conditions are unsuitable for inexperienced helms, that race will not count in the overall Novices and Cadets Series results.**

## 6.2.5 Dealing with emergencies

Ensure you have, or know where to find, a copy of the SSC Emergency Action Plan. A copy is held in the OOD's file.

A quick reference guide to the roles of the OOD and PB crew in an emergency is also held at the front of the OOD's File. A copy of the Role(s) Card is below.

### EMERGENCIES

#### PRIORITIES: PEOPLE/LIFE THEN BOATS/KIT

POWERBOAT CREW	SHORE COORDINATOR / OOD / SI
ENSURE OWN SAFETY <ul style="list-style-type: none"> <li>• Fight fire.</li> <li>• Prevent sinking.</li> </ul> RECOVER CASUALTIES	OPEN EMERGENCY ACTION PLAN <ul style="list-style-type: none"> <li>• Copies in OOD file, notice board and training file.</li> </ul>
ADMINISTER FIRST AID <ul style="list-style-type: none"> <li>• Rapid transfer to shore may be best option.</li> </ul>	CONCENTRATE ON EMERGENCY CALL FOR HELP – DIAL 999
ASSESS NEED FOR ASSISTANCE	SEEK ASSISTANCE <ul style="list-style-type: none"> <li>• Instructors, First aiders, Committee members.</li> <li>• Start incident log.</li> <li>• Keep record of events.</li> </ul>
CALL COASTGUARD OR CLUB COORDINATOR <ul style="list-style-type: none"> <li>• Coastguard - MAYDAY message card in boat.</li> <li>• Coordinator - Advise intentions.</li> </ul> - Request ambulance.	INFORM KEY PERSONNEL



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## 6.2.6 Course Setting

Before setting the course, you first need to be aware of the type of race ie Pursuit, Average Lap Time or Elapsed Time (Annex B). In most cases, the Sailing Instructions mandate the type of race as follows:

The **Combined Series**, **Handicap and Ladies** series and **Novices and Cadets** series will each be sailed as one fleet and must be set as Average Lap Times races ie each lap identical.

The **Spring, Summer, Autumn and Evening** (A&B) series will each be sailed as two fleets - Fast and Slow. Results for these races will be calculated on the basis of Elapsed Times.

### 6.2.6.1 Spring, Summer, Winter and Evening series races.

Different courses should be set for the Fast and Slow fleets. Try to ensure at least one leg is a beat to windward.

The time taken for a boat in the middle of each fleet to complete the course should be about 90 minutes, but this can be shorter in heavy weather conditions or during the colder months. If you find it difficult to judge the number of laps required, then put in more rather than fewer laps. Courses can always be shortened.

Be aware of the COURSE requirements for the particular race that you are running. Our racing marks will be temporary inflatable buoys. If you decide to use local laid marks it is worth considering if these are also being used by other fleets although the racing rules will apply to all mark roundings.

If you need help planning a course consult the Racing Secretary or the Vice Commodore or another experienced OOD if available. Don't get involved in wet room debates on setting the course. If you have any problems tell the Racing Secretary or the Vice Commodore.

### 6.2.6.2 Combined Series

Time limit of about 75 minutes + complete the lap you are on.

Shortish course - say 20 minutes per lap for a mid-fleet boat in the prevailing conditions.

Record lap times – these may be required if it is essential to `Shorten Course` later.

Approximately 75 minutes from the start (this may be adjusted if weather deteriorating or if a slow boat is approaching the line – raise the Shorten Course flag ( [Flag S](#) )

Record the finishing time of each boat as it crosses the finish line.

### 6.2.6.3 Pursuit Races

Decide on a `Beach` start or an `on the water` start.

Have Pursuit Race Start Times sheet (Annex A) available during signing in for entrants to see.

The duration is normally 90 minutes. Consider using 60 minute duration if weather marginal or forecast to deteriorate.

Ensure that you have adequate signalling equipment on the beach and that the helms are aware of their start times and of the signal they will receive.

At end time, raise the [Flag S](#), `Shorten Course Flag` and attempt to log each boat's position.

The Patrol Boat and competitors coming ashore can provide valuable information on final positions. All Competitors are to note the boat ahead and astern at the finish and record this on the sign off sheet.

### 6.2.6.4 Novices and Cadets

These 2 Classes are sailed as one fleet and normally use the `Slow Handicap Flag`.



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The course should be a simple triangle (beat, reach, run) and should be laid as far as possible to keep the Novices and Cadets away from the Handicap fleet that will follow. The aim of these races is to provide a safe fun environment for inexperienced sailors to learn to race.

Cadets are sailors under 16 years old. Novices we define as inexperienced dinghy sailors who may not have done much racing before. Sailors who have cruised may qualify as novices. However if you sign up for the novice race and perform like Ben Ainslie you will be politely asked to join the handicap fleet!

## 6.2.6.5 Ladies and Handicap Series

Sailed as one fleet using the "fast" handicap flag. This race will start 5 minutes after the Novices and Cadets. Handicap sailors MUST be aware of Novices and Cadets on the water and give them sufficient room. The rules of the road and racing rules are in force but if in doubt experienced sailors should tack or manoeuvre away.

## 6.2.6.6 Asymmetric Series

The main requirement for an asymmetric race is a long beat to windward and a long leg downwind. Courses should be at least half a mile long (depending on wind strength). If it is not possible to set a windward – leeward course consider a sausage triangle where the "sausage" element is the windward leeward element. It is acceptable for there to be only 2 or 3 very large legs. If in doubt, ask the Vice Commodore or Racing Secretary for assistance.

## 6.2.6.7 Back 2 Back Series

This series is designed to give a number of short quick simple races raced Back to Back as the name suggests. The courses should be short and simple and aimed at 45 minutes duration for slowest boat. The course should ideally encompass a beat to windward and otherwise a triangle course is recommended. On each day of this series 2 back to back races should be run. When finishing the first race competitors should wait in the finishing area but keep clear of finishing racers. When all boats have finished the race officer should go into the start sequence for the second race ASAP. It is not a requirement, but it is a good idea to hoist the POSTPONEMENT flag. When this is lowered competitors then know they have 1 minute to the class flag being hoist. Timings will be average lap as for the combined series. This is intended to be a fun quick-fire tactical race series.

## 6.2.7 General

With the assistance of your Deputy and Patrol Boat Driver, decide on the course or courses that you estimate will take approximately 90 minutes for a middle of the fleet boat. (For normal Series Races)

Try to anticipate changes in wind strength and have contingencies.

Include `EXTRA LAPS` these can later be cancelled using the `[Shorten Course Flag](#)`

**Try to separate the Fast and Slow Fleets – after say the first mark.**

Avoid a hook-round finish. Apart from anything else it makes time recording very difficult!

Put the course up on the blackboard, together with the any course notes, at least **45 minutes** before the start time.

Note:- There is no time limit for boats completing the race.

The `Handicap Race` normally uses the `Fast Handicap Flag`



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## **6.2.8 Race Control Room**

The Race Officer is responsible for ensuring the warning sign is placed across the door giving access to the roof warning that no access to unauthorised persons is permitted. Anyone ignoring this warning does so at their own risk. Please see also 13.8 Annex C Working at Height. The race officer may ask suitable responsible individuals to assist in the Race Control Room and to operate flags. Members undertaking these duties are expected to take suitable care when operating the race controls on the roof including the flags.



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## 6.2.9 Race Preparation

NB “flags” are the painted boards to the right of the Signal Tower facing away from the sea. References to “Hoist” and “Lower” mean slide out or back the boards.



**Fast Handicap**



**Slow Handicap**

### **Patrol Boat Team**

Make sure the PBD and PBC get the Patrol Boat out and checked, i.e. Equipment, Fuel, Radio, Camera Etc.

Ensure the Patrol Boat driver and crew are briefed about the position of the ODM and any extra marks that you may require, i.e. Racing Buoys etc. In particular make sure the PBD and PBC understand how the course is intended to work.

### **Signal Tower**

Open up the Signal Tower

Rig and check the Klaxon – for warning sounds.

Switch ‘on’ and check the race timings clock.

Ensure that the painted sliding boards are working.

### **Compound, Clubhouse, Crew and Competitors**

Put up the ‘start only’ transit mark on the fence (orange and yellow arrow).

Put ‘signing in’ sheets on a clipboard and ensure all helms ‘sign in’. By signing in the helm implies that his boat complies with the ‘measurement and buoyancy’ requirements of its class. Signing in also implies that the helm and crew have read and accept the disclaimer on the Signing in Form

Appoint at least one ‘Beach Master’ to assist in the launching and recovery of boats.

Have the Patrol Boat on the water in plenty of time to test communications.

Appoint your crew members to ensure the following jobs are all covered:-

- Beach crew
- Timer
- Recorder
- Lookouts
- Flag breakers

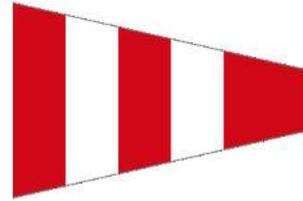


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## 6.2.10 Postponing The Start

If a need arises to Postpone the start of a race carryout the following, SIMULTANEOUSLY:-

Hoist flag '[Answering Pennant](#)' AND



Make **TWO** warning sounds.

When you are ready to start the race carry out the following, SIMULTANEOUSLY:-

Lower '[Answering Pennant](#)' AND

Make **ONE** warning sound.

After one minute from lowering '[Answering Pennant](#)' commence the normal start procedure.

## 6.2.11 Starting Procedure

**FIVE** minutes before the race start time on the RADIO CLOCK, SIMULTANEOUSLY:-

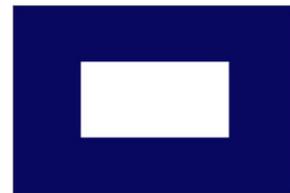
Hoist the [class flag / flags](#) AND

Make **ONE** warning sound AND

Turn on 'Timer clock' i.e. start timing.

**FOUR** minutes before the start time i.e. **ONE** minute on the timer SIMULTANEOUSLY:-

Hoist flag '[BLUE PETER](#)' (P) AND



Make **ONE** warning sound.

Note:- 1. ALL Boats entering the race must be on the water at this time.  
2. If you make a mistake in the timing of the hoisting of the [BLUE PETER](#),  
**POSTPONE** the

start of the race by following the procedure 'Postponing the Start of a Race' above.  
(Hoist

Flag '[Answering Pennant](#)' together with **TWO** warning sounds .....)

**ONE** minute before the start time. SIMULTANEOUSLY:-

Lower flag '[BLUE PETER](#)' AND

Make **ONE** warning sound AND



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At the **START** i.e. **FIVE** minutes on the timer. SIMULTANEOUSLY:-

1. Lower **class flags** raised previously **AND**
2. Make **ONE** warning sound **AND**
3. Flick timer switch OFF then ON to reset timer to **ZERO**

Note:- If you make a mistake in the Start Timing, use the 'General Recall' procedure below. (Hoist Flag '**First Substitute**' and make TWO warning sounds .....

## 6.2.12 Premature Starters

### 6.2.12.1 Individual Recall

If one or more boats are over the `transit` line and the OOD is confident that he is able to identify all boats over the line, an individual recall should be used as follows:

SIMULTANEOUSLY:-

Hoist flag `X`



Make **ONE** warning sound.

Note:- Leave flag 'X' hoisted until the offending boat/boats return to behind the Start Line **OR** after

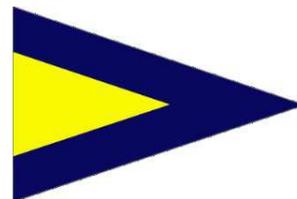
**FOUR** minutes (and **ONE** warning sound) if the boat/boats do not return. If any boat that was over the line does not return, it must be classed as a 'Non-Finishing Boat'. (DNF)

### 6.2.12.2 General Recall

If one or more boats are over the `transit` line and the OOD cannot identify all the boats that are over the line, a general recall should be used as follows:

SIMULTANEOUSLY:-

Hoist flag '**FIRST SUBSTITUTE**' **AND**



2. Make **TWO** warning sounds.

**Wait for all boats to take notice**, then SIMULTANEOUSLY:-

1. Lower '**FIRST SUBSTITUTE**' flag **AND**



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Make **ONE** warning sound.

**ONE minute after lowering 'FIRST SUBSTITUTE' flag**, RESTART the race using the NORMAL start procedure. (Hoist the FIVE-minute class flags ....)

Note:- If it is an OPEN event that you are recalling to the start. This RESTART must have precedence over any Club race that may be due to start.

## **6.2.13 Whilst Race Is In Progress**

During the race, ensure that the following actions are carried out:-

Maintain a team of at least three of your 'watch' to:-

Transfer the boat/helm details from the 'signing in' form to the 'result form'.

Monitor the Radio link to the Patrol Boat.

Maintain a record of number of boats still on the water (liaising, if necessary, with the Patrol Boat, the Beach crew and returning race participants)

If you spot anyone in trouble, inform the Patrol Boat unless it is obviously already aware

See that all boats sail the correct course and are adhering to the rules.

If required, record the lap times for each boat (if required). This is best achieved using a 'line judge', a 'timer' and a 'recorder'.

The 'start transit marker' on the fence should be lowered as soon after the start as possible.

The OOD should complete the rear of the 'result' form – recording the names of the members of his 'crew' attending, race conditions, any comments regarding false starts/protests etc.

The OOD must keep an eye on changes in the weather, particularly the wind strength (Increasing or falling) and consider whether to shorten the course or abandon the race – see following sections. You may wish to consult with the PBD and/or PBC

In the event of a major incident, refer to Annex D. As soon as possible you should look for a Committee Member or other Club member of suitable experience and stature to take on management of the incident i.e. to liaise with Police and/or Coastguard, establish facts and identify potential witnesses, etc, so that you can concentrate on the safe conclusion of on-water activities.



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## 6.2.14 Shortening The Course

This is to be used where conditions have changed but where the lap times recorded can be used to provide a result. (This must not be used if SAFETY cannot be assured). See Abandoning Race below.

Procedure:-

When the **leading** boat of the 'class' you wish to stop has rounded the last mark prior to the **finishing line** SIMULTANEOUSLY:-

- (a) Hoist flag 'S' AND



- (b) Hoist the relevant 'Class Flag' AND  
(c) Make **TWO** warning sounds.

Finish all boats in the class normally. Be aware the leading boat may be over a lap ahead.

Note:- From Item 12 of the SSC Sailing Instructions 2015.

'In Club Series Races when weather conditions change, either the wind drops or increases to a testing strength, the OOD, at his own discretion, may shorten the course even though one or more boats have started another lap. The recorded time will be that taken on the last lap completed by all finishing boats. Ideally a mid fleet boat will sail for approx. 90 minutes'.

**N.B.** Not applicable to Pursuit Races.

## 6.2.15 Abandoning The Race

This is used where it is considered that SAFETY is being compromised. (Get the crews ashore as quickly as possible). The race does not have a result.

Procedure:-

As soon as possible and SIMULTANEOUSLY:-

- (a) Hoist flag 'N' AND



Make **THREE** warning sounds.

Ensure that as many of your 'crew' as possible, are available on the beach to assist in getting the boats ashore quickly.

## 6.2.16 Finishing The Race

A boat finishes when any part of the boat, including the crew in their normal position, crosses the finish line in the direction of the course from the last mark.



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As the race nears completion there are several important tasks:

Ensure your Beach Crew and the tractor are available on the beach to assist as the boats come in – the more assistance the better.

Make one sound signal for each **valid** finisher as the boat crosses the line.

Ensure finishing times are recorded accurately. See 'WHILST THE RACE IS IN PROGRESS'

## **6.2.17 After The Race**

Give the Patrol Boat crew permission to lift buoys when appropriate and ensure all racing marks have been retrieved.

Give the Patrol Boat crew permission to return to shore if you believe all boats have been accounted for. You may take into account:

If you are unable to communicate with the Beach Crew, you may advise the Patrol Boat to approach the beach and confirm with the Beach Crew that there are no trolleys that they cannot account for.

Should any boat, having completed, or retired from, the race decide to go off for a 'fun sail', it forfeits any expectation of assistance, or communication, from the Patrol Boat.

If a protest has been entered – see 'PROTESTS' below.

Make sure that the SIGNING IN/OUT form is available in the wet room. When signing this form the helm must indicate one of the following in the column provided:

- C – Completed the course in accordance with the rules.
- P – Lodging a Protest.
- R – Retired.

Note:- Failure to complete the SIGNING IN/OUT form will result in the boat being 'scored' and counted as a non-starter. (DNS).

'Round up' helms and crews, to assist with the **Recovery of the Patrol Boat**. Which must be washed down and the **Engine flushed out and trolley washed** before stowing in the Boat House.

Rinse the `ground tackle` of any buoys used.

Pass the COMPLETED results form/s to the Racing Secretary.

Secure the Signal Tower and the Boat House. If you are going to leave while other members are still around – get someone to secure the Clubhouse and Compound on your behalf.

-Please see separate closing procedure check list for making sure the club is secure and ready for next time.

## **6.2.18 Protests**

Attention is drawn to the SSC Sailing Instructions.

In all cases the OOD must be informed by the **protestor** within 15 minutes from the last boat finishing the race. Protest forms must be completed by the protestor and by the **protestee(s)**.

A Protest Committee comprising a chairman and two members should be formed, as arranged by the OOD but not to include duty crew members (including the OOD) or participants of the race / series that would gain from the outcome.



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Seafarers encourages discussion around potential race infringements post racing. This provides a useful learning opportunity as an alternative to protesting. By all means seek an experienced member to act as a mentor or facilitator.

## **6.2.19 Final Checks**

After tractor and patrol boat(s) have been put away, shut and lock the boathouse roller shutter door.

Check bar/lounge vacated and locked (see Note 1 below), then arm the alarm system using the fob on the boathouse keypad.

Lock the single door to the boat house (you have approximately 20 seconds after using the fob before the alarm triggers)

Check that tractor keys, boathouse roller door key, radios etc have been returned to the OOD's cupboard.

Replace and lock doors of OOD cupboard.

Return key ring with two keys and electronic entry token to the OOD's key safe, close safe door and scramble the tumblers.

Leave the Race Results sheets with, on the reverse, a note of any duty crew absentees, the race conditions and any comments regarding false starts/protests etc, in the wet room for the Racing Secretary to collect.

Ensure water is turned off at main stopcock.

If you are not the last to leave please delegate responsibility for securing the site to a committee member or other club member who acknowledges the responsibility.

### Notes:

1. The bar/lounge and boathouse are both protected by the same alarm system. Thus, the alarm in the boathouse cannot be armed if the bar/lounge is open. The bar/lounge door should have been locked by the user. If it has been left unlocked, find or contact any Committee member to arrange for it to be locked.

## **6.2.20 Relevant Documentation**

Copies of the Club documents listed below should be in the OODs' folder. Some are also available from the Club website. You should be aware of the contents of these documents

Sailing Instructions  
Notes for Power Boat Drivers and Crews  
Notes for Beach Crews  
Tractor Drivers Guide  
PY Numbers for the season  
Pursuit Race Start Times for the season



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## 6.2.21 Types Of Race

There are three types of races – Pursuit, Average Lap Time and Elapsed Time.

### Pursuit Races

These are run for a fixed period of time, either 90 or 60 minutes. Start times for each Class are predetermined on the basis of PY numbers. The course does not have to be the same for each lap. However, it is often easier to determine places at the end of the race if each lap is the same. The important thing is that PURSUIT RACES CANNOT be shortened. To stop a pursuit race it must be abandoned.

### Average Lap Time Races

Our fleet encompasses boats with a wide variation in speed. In the Evening, Combined and Handicap Series we race as one fleet but because of the speed variation it would be very difficult to set a satisfactory course where each lap is different – fast boats would finish too quickly and slow boats would take too long to complete the same course. The solution is to set a course which is the same for everyone on each lap and then calculate results on the basis of average lap times. Setting a time limit of 75 approximately minutes, with boats finishing the lap they are on, gives a race where the majority sail for about 90 minutes. However, the timing is not critical. For example, if the weather deteriorates or a significant number of boats are approaching the line just before the time limit then the race can be finished early. (The Novices and Cadets races should be run on an average lap time but, ideally, should be on a different course to the Handicap and Ladies Series races to separate the races.)

### Elapsed Time Races

In the Spring, Summer and Autumn Series races the Fleet is split into Fast and Slow groups. This makes the speed variation less significant and allows OODs to set different courses for the fast and slow fleets, and each lap may (but does not have to be) be different. Results are calculated on the time taken for each boat to complete the assigned course. Elapsed time races can be shortened if necessary.

Average Lap Races	Elapsed Time Races
Combined	Spring
Handicap and Ladies	Summer
Novices and Cadets	Autumn
	Evening

### Recording

It is very helpful for the Racing Secretary, who calculates the results, to have a complete record of each race. This means recording the time when each boat passes through the start/finish line at the end of every lap regardless of how many laps are sailed. For obvious reasons, in Average lap time races, it is absolutely vital that the number of laps completed by each boat is properly recorded.

### Course Setting

Setting a course with a variety of laps can make for interesting sailing. However please be aware that racing tactics including wind and tide awareness also make for close and interesting racing. A true beat to windward is an essential element. Please avoid setting “magical mystery tours”!

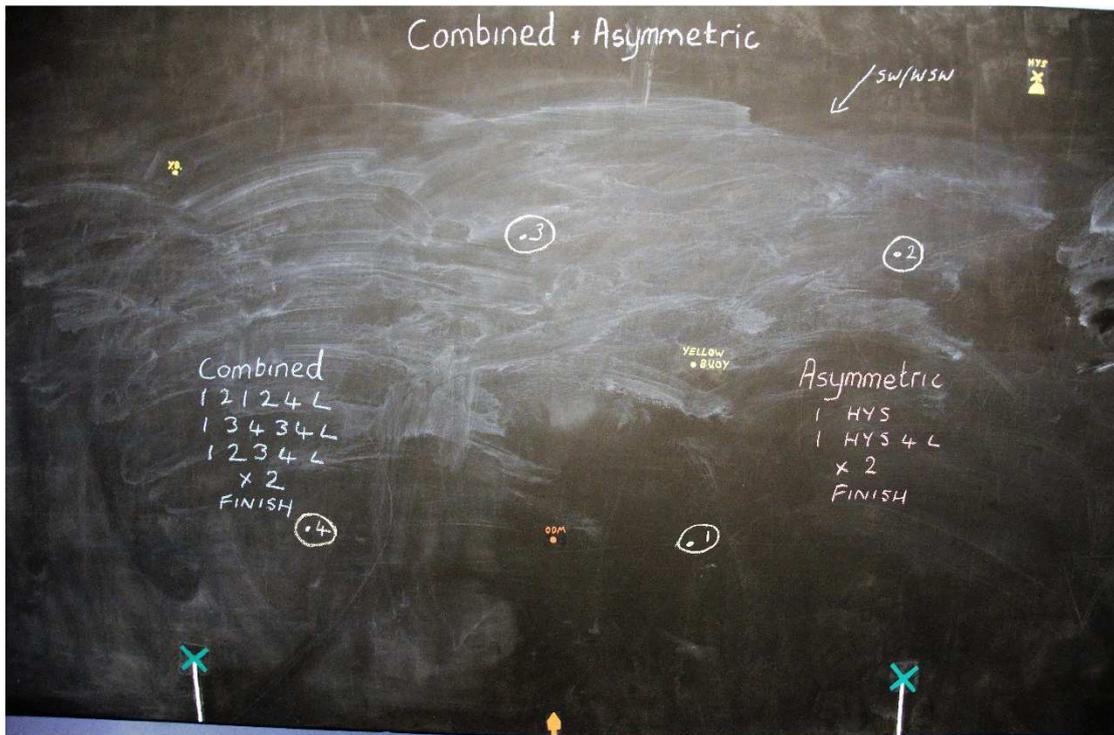


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## 6.2.22 Example Courses

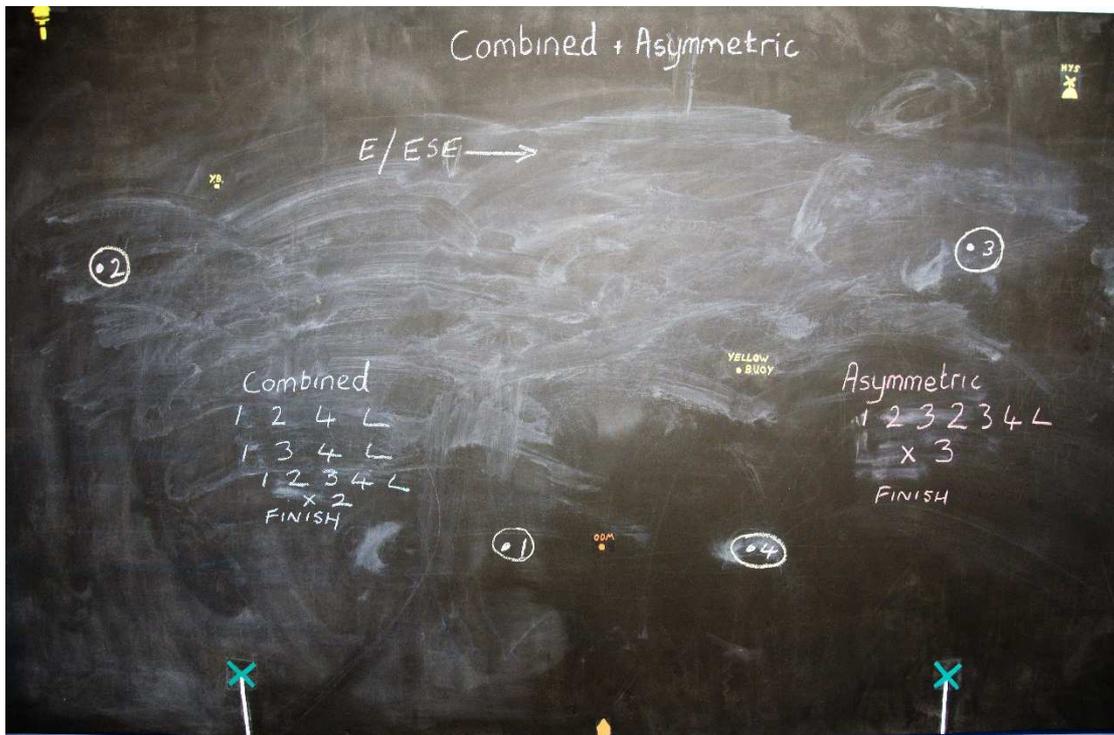
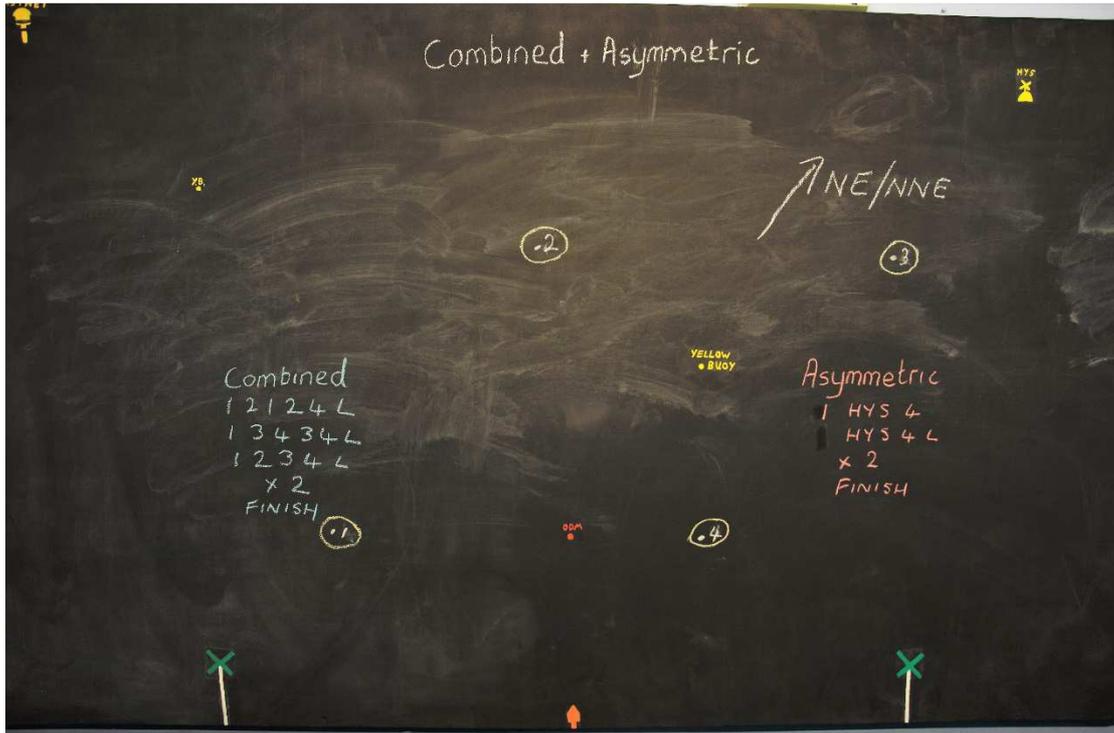
The primary aim of any course is to provide varied and enjoyable sailing for the competitors. This is best achieved by including a combination of beat reaches and runs. In elapsed time races these can be accommodated by setting different laps. However, for average lap time races the elements need to be included in one lap. The club has limited floating marks which can be used to set courses. Another limiting factor is having a fixed start/finish line. It is usual therefore for the first mark of a lap to be set a short distance along the beach from the start line to avoid bunching at the start where possible. Also to aid recordings of times a mark is often laid near the beach behind the line to avoid a "hook" finish

Where possible a sausage triangle or similar is an easy course to follow and makes for varied tactical racing. Patrol boat crews are encouraged to take a wind indicator (string on a stick) and to wait for the boat to settle before laying the windward mark.





# Seafarers Sailing Club





## **6.3 Patrol Boat Driver & Patrol Boat Crew Duty Crew Guide**

Owner	Vice Commodore/Chief Instructor (PBs)	Last Updated	November 2018
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### **6.3.1 Introduction**

The purpose of this document is to provide the Patrol Boat Drivers (PBD) and Patrol Boat Crews (PBC) with some guidance in the role required whilst carrying out their Duty Crew at the Seafarers Sailing Club. As most of us only get to be in the Patrol Boat for a few hours a year, it is important to maintain and practice our skills. At all times the patrol boat may only be launched by a recognised and experienced Patrol Boat Driver.

### **6.3.2 Duty Swaps**

If you need to swap your duty, it is essential that you swap with someone that does the same duty; PBD for PBD and using the online Duty Roster system. There may be an occasion when it is necessary to assist or even sail back another sailor's boat. Every effort is made to ensure that PBD and PBC are an appropriate mixture of experience. Please bear this in mind when arranging a swap.

### **6.3.3 Arrival**

As a PBD and/or PBC you will be required to be in attendance for your duty in plenty of time before the race starts; at least an hour is recommended. The first thing to do is to check in with your Officer of the Day (OOD).

### **6.3.4 Check in with the Officer of the Day (OOD)**

This is an opportunity early on (before it gets busy) to discuss with the OOD the weather conditions and course to be laid. Liaise closely with your OOD on course setting; it's a partnership!

### **6.3.5 Prepare the Power Boat and Equipment**

Check the boat is suitably fuelled (see refuelling guide) and inflated (not too high in the summer!) Follow the RYA PB checking criteria

### **6.3.6 Engine Check (applicable to both PBs.)**

Lower the engine to at least halfway down. Place the water cuffs over the engine water inlet grids and turn on the tap. Ensure water is running. Put the quadrant lever into a drive position and try to start the engine. It should not start. Return the quadrant to neutral and start the engine. Once started quickly check that all the indicator lights have extinguished, and that water is running from the engine water outlet. If these conditions are not met the immediately turn the engine off and investigate. After the engine has run for a short while remove the kill cord and ensure the engine stops. Refit the kill cord.



# Seafarers Sailing Club

## **6.3.7 Power Boat Equipment**

- PB Crew/OOD Roles Card. (Copy at 6.3.23 Annex A)
- Emergency Radio procedure card. (Copy at 6.3.24 Annex B)
- Chart extract with sailing area. (Forward hatch in PB1, yellow container PB2.)
- VHF Radio

Various stowages

- Spare kill cord + whistle + knife
- Mooring anchor for safety boat (Bow stowage)
- Spare Anchor + marker buoy (to anchor drifting dinghies).
- Throwing line (with monkey fist)
- Towline (with shackle)
- 2 paddles

Under rear seat No 1 PB, in yellow container No 2 PB

- First aid kit
- 4 x flares
- Fire extinguisher
- Emergency foil blanket
- Small tool kit
- Large wire cutters
- Manual foghorn

Buoys (as discussed with the OOD) plus Ground Tackle

## **6.3.8 Personal Equipment**

Make sure you are suitably dressed for the weather. You may be on the water for over two hours. It can get very warm or very cold. Take some drinks with you. Hot or cold as required. Always wear your Personal Flotation Device (PFD). It is highly recommended that all PBD and PBC carry a good knife (do not forget to tie it to your PFD). There is one in the Power Boat, but you could end up in the water with the need to cut lines or rigging. Be prepared!

## **6.3.9 Radio Check**

Carry out a radio check before proceeding on to the water. The radios should be on channel P4 or channel M2. The procedure is:

### **PB**

“Seafarer Shore, Seafarer Shore - Seafarer One.  
Radio Check. Over.”

### **OOD**

“Seafarer One, Seafarer Shore.  
Loud and clear. How me? Over.”

### **PB**

“Seafarer Shore, Seafarer One.  
You are loud and clear also. Out.”



# Seafarers Sailing Club

## **6.3.10 On the Water**

Ideally you need to be on the water 30 minutes before the start of the race and certainly before the first boat is on the water. If necessary, use the paddles to get the Power Boat into a suitable depth of water.

**THE POWERBOAT DRIVER MUST WEAR THE KILL CORD AT ALL TIMES WHEN THE ENGINE IS RUNNING.**

Carefully lower the engine so that the water intakes are submerged. Start the engine and ensure cooling water is running.

Raise the quadrant interlock before trying to move the lever. Keep the engine raised until there is sufficient depth to carefully lower it further. Common sense and the judicious use of the throttle and a paddle will prevent prop damage. Do not forget where the shingle banks are.

When underway attach buoys using the strong lines fitted for the purpose, not the grab handles. Once the buoys have been laid the OOD may require you to make adjustments.

## **6.3.11 Laying marks**

Before deploying marker buoys, ensure the equipment is disentangled. Lower the anchor by paying out the line smoothly. Ensure the anchor has properly dug in.

If the position of marks must be changed then anchors must be lifted and laid. Anchors are not to be dragged across the sea bed.

Think about the effects of the wind and tide depth when laying the ODM. Allow the boat to settle and check the wind direction before laying the windward mark

Once the buoys are all laid, it is a good opportunity to carry out a further radio check and confirm the position of the buoys with the OOD.

Keep an eye out for drifting buoys where possible.

## **6.3.12 Position**

It will not be possible to be near to every incident but try to be roughly in the centre of the course so that you can get to any boat requiring assistance as soon as possible. In windy/rough conditions, it may be prudent to position yourself by the leeward mark as most capsizes are likely to happen here..

## **6.3.13 Emergency Drills**

**PBD or PBC contact OOD to tell him/her of emergency i.e. drowning casualty and then concentrate on casualty while OOD contacts emergency services.**

**Use the Role card and Emergency Radio card to help thought processes.**

It is very difficult to render CPR in the Power Boat. If drowning is known or suspected get the casualty ashore as quickly as possible (this may be to the nearest part of the beach rather than back to Seafarers). If really necessary drive the Power Boat up the beach.



## **6.3.14 Rendering Assistance**

If it becomes necessary to render assistance, try not to become preoccupied with that one event, there may be others that need help. Evaluate your priorities. Rescue personnel in the water first. If necessary, leave the boat to assist others in trouble. If time allows, use the spare anchor and marker buoy to prevent the boat from drifting. Co-ordinate with the OOD and ask for assistance if necessary.

The standard RYA guidance is that a Power Boat engine should always be stopped if there is anyone in the water. Seafarers Sailing Club policy is that once the casualty has been made secure either by them grabbing the side lines or by the PBC holding them, stop the engine. Once the casualty has been brought on board re-start the engine and continue to recover any other casualties or the dinghy.

Assistance can be rendered without affecting race result providing no racing advantage is given.

If assistance is requested or deemed necessary, approach a capsized dinghy at right angles to the forestay. This keeps the engine furthest from anyone in the water and allows the Power Boat to get under the mast to prevent inversion.

In the case of a full inversion, consider that someone may be trapped in the lines under the boat. If it is suspected that someone is trapped the priority is to return the boat to the 90 degree position (i.e. mast horizontal) as rapidly as possible. The RYA strongly advise NOT to go under inverted boats, but to try to right the dinghy using the centre board mast or forestay as appropriate.

If the centre board is UP come alongside so that bows are both pointing in the same direction and assist with the righting.

If the centre board has retracted, go to the front of the inverted boat. If the boat is asymmetric and entrapment is suspected pull up on the spinnaker pole to create an air gap and keep the pole on the forward or side tubes of the RIB whilst the rescue is effected.

If a single-handed boat has fully inverted and lost its dagger board, consider using the PB's paddle in the dagger board slot to lever the boat to the 90 degree position.

The PBC should always be prepared to go into the water and assist. However, entering the water can lead rapidly to cold and fatigue; these factors should be taken into account. Once all crew members have been accounted for, both asymmetric and conventional boats can be brought to the 90 degree position by hauling on the forestay.

## **6.3.15 Towing**

Use the towing bridle. Get the crew of a disable dinghy to take two turns of the tow line around the mast. Hold the towline – do not tie it. It must be capable of a quick release.

Raise the centreboard. Leave dagger boards in their sockets but raise as far as possible. Crew to sit well back and steer to follow the patrol boat.

Towline length should not be too long – 2-3 boat lengths.

For a very short tow, manoeuvre alongside the dinghy and the PBC/sailor can simply hold onto the dinghy. Keep the PB speed very slow.

The above is only one of the methods of towing that are suitable for the short tows generally required at the Seafarers. Other methods may be required in other circumstances.



# Seafarers Sailing Club

## **6.3.16 Practice**

During the course of the race your priority is to monitor and assist the members competing in the race at all times. However, use the opportunity for both PBD and PBC to gain experience driving the boat; practice slow speed manoeuvring, coming up to buoys, etc. You never know when you may need to render assistance to your fellow sailors.

## **6.3.17 Picking up Buoys**

When you believe the last boat has rounded a buoy for the last time, contact the OOD to confirm the buoys can be lifted.

## **6.3.18 Final Checks**

Prior to returning to the shore, ensure that all sailing boats have returned – check in with the OOD for confirmation. If any dinghies have gone off for a fun sail, inform the crew that you returning to the beach.

## **6.3.19 Returning to Shore**

When closing the beach, be aware of shingle banks. (A transit of the 6th memorial bench eastwards from the slipway and the basketball structure on the green, provides a reasonably safe approach.) Raise the engine until the top of the prop guard is just submerged and keep the revs low. Use a paddle to check your depth. Switch off the engine when the boat is in water shallow enough for you to jump out and pull.

## **6.3.20 Boat Handling Ashore**

Be careful when manoeuvring the Power Boat, particularly in the compound. Be aware of others and the dinghies. Minimise use of the grab handles.

## **6.3.21 Cleaning and Care**

Return and stow all buoys and ground tackle.  
Run the engine as in para 5 above to clear seawater from the cooling system.  
Wash down the patrol boat, engine and trolley.  
Ensure all equipment is returned neatly to the boat house.  
Refuel.

## **6.3.22 Usage and defects log.**

Enter full usage details and any defects in the PB log book which is held in the boat shed.



## 6.3.23 Annex A. Dealing With Emergencies

The priority when dealing with emergencies is always people first. At times of stress it has been found useful to have a quick reference guide to the roles of the PB crew and those of the OOD, Shore Coordinator or Senior Instructor.

A copy of the role(s) card is below. Laminated copies have been placed in each of the PBs, the OOD's file and the shore Coordinator's file.

### PRIORITIES: PEOPLE/LIFE THEN BOATS/KIT

POWERBOAT CREW	SHORE COORDINATOR / OOD / SI
<p><b>ENSURE OWN SAFETY</b></p> <ul style="list-style-type: none"> <li>• Fight fire.</li> <li>• Prevent sinking.</li> </ul> <p><b>RECOVER CASUALTIES</b></p> <p><b>ADMINISTER FIRST AID</b></p> <ul style="list-style-type: none"> <li>• Rapid transfer to shore may be best option.</li> </ul> <p><b>ASSESS NEED FOR ASSISTANCE</b></p> <p><b>CALL COASTGUARD OR CLUB COORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Coastguard - MAYDAY message card in boat.</li> <li>• Coordinator - Advise intentions. - Request ambulance.</li> </ul>	<p><b>OPEN EMERGENCY ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>• Copies in OOD file, notice board and training file.</li> </ul> <p><b>CONCENTRATE ON EMERGENCY</b></p> <p><b>CALL FOR HELP – DIAL 999</b></p> <p><b>SEEK ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>• Instructors, First aiders, Committee members.</li> <li>• Start incident log.</li> <li>• Keep record of events.</li> </ul> <p><b>INFORM KEY PERSONNEL</b></p>



## Seafarers Sailing Club

### **6.3.24 Annex B. Emergency Radio Call Procedure**

If there is a need to call the coastguard use the format shown in the emergency radio message card which is held in each PB. Copy below:

#### **EMERGENCY RADIO CALL PROCEDURE**

1. MAKE SURE VHF RADIO IS ON.
2. CHANGE TO CHANNEL 16.
3. PRESS AND HOLD TRANSMIT BUTTON.

**CLEARLY SAY "MAYDAY, MAYDAY, MAYDAY"**

FOLLOWED BY "RIGID INFLATABLE – SEAFARER ONE"

THEN GIVE: YOUR POSITION  
NATURE OF EMERGENCY  
NUMBER OF PEOPLE ON BOARD

4. RELEASE TRANSMIT BUTTON
5. WAIT FOR 30 SECONDS – IF NO RESPONSE REPEAT ABOVE.



# Seafarers Sailing Club

## 6.3.25 Patrol Boat Log 1 **(Check list on Drivers console)**

Date	PB Drivers Name	Checks – Please tick to say you have carried out a visual inspection prior and post use					Please state any levels that have been topped up and any defects found
		<i>Tyres Inflated</i>	<i>Fuel level</i>	<i>Radio check</i>	<i>Equip list complete</i>	<i>Wash down</i>	



# Seafarers Sailing Club

## 6.3.26 Patrol Boat Log 2 (Check list on Drivers console)

Date	PB Drivers Name	Checks – Please tick to say you have carried out a visual inspection prior and post use					Please state any levels that have been topped up and any defects found
		<i>Tyres Inflated</i>	<i>Fuel level</i>	<i>Radio check</i>	<i>equip list complete</i>	<i>Wash down</i>	



## **6.4 Tractor Driver Duty Crew Guide**

Owner	Bosun/Tractor Coordinator	Last Updated	March 2019
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### **6.4.1 Introduction**

The purpose of this guide is to provide Tractor Drivers with some guidance in the role required whilst carrying out their Duty Crew at the Seafarers Sailing Club. Hopefully, it will provide a source of reference for the future. It is intended that these notes will be updated and sent out to all Tractor Drivers Crews on a regular basis, so that you have the opportunity to read it in the comfort of your own home. These notes are also available on the website. A copy of the Operators' Instruction Book is kept in the clubhouse. All drivers should read it.

### **6.4.2 Duty Swaps**

Use the Duty swap system found on 'Duty Roster' on the web site if you are unable to carry out your duty, it is essential that you swap with someone that does the same duty; i.e. Tractor Driver for Tractor Driver. At short notice, phone or email individuals to ask if they will swap. Identify a few dates that you would be available. Every effort is made to ensure that the Tractors Driver have the appropriate skills. Please bear this in mind when arranging a swap.

### **6.4.3 Attendance & Arrival**

Let your OOD know if you are going to be late or cannot attend at the last minute. As a Tractor Driver, you are required to be in attendance for your duty one hour before the race starts; (18.00 on Thursdays, 13.30 on Saturdays, 09.30 on Sundays). Upon arrival check in with the Officer of the Day. This is an opportunity early on (before it gets busy) to discuss with the OOD the day's requirements. Liaise closely with your OOD; it's a team effort!

### **6.4.4 Dress**

As a Tractor Driver it is recommended that you wear appropriate stout footwear. Flip flops, sailing boots or sandals are little protection when on the tractor and easily become slippery. Please remember to wear the provided high visibility jacket when driving the tractor.

### **6.4.5. Assist with the Patrol Boat and Equipment**

The Patrol Boat is required on the water in plenty of time to lay the course and be available to provide assistance when boats are on the water. Tow the Boat to the beach and assist as required to get the Patrol Boat on the water.

### **6.4.6 Driving the Tractor**

#### **6.4.6.1 Preparation**

Check log book for any defects or levels topped up.  
Check fuel level and ensure it has over half a tank at all times.  
It is recommended that you mount and dismount from the left (port) side.  
Look for any obvious loose or damaged parts or components, including wheel nuts.  
Check under and around tractor for fluid leaks.  
If you are concerned of your findings, report the problem to the maintenance team before use  
If in garage, open door.  
Hang the two public warning notices on the compound gates.

#### **6.4.6.2 Starting**

Ensure that the hand throttle is in the forward (slow) position.  
If the hand throttle is used, remember to close it fully before using the foot throttle.  
Ensure main gear lever is in neutral.



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**WHEN COLD**, the engine needs pre heating by the manual operation of the glow plugs. Failure to do so results in excessive emission of exhaust smoke when the engine first starts. Do not depress the clutch at this stage. Turn the start key clockwise against the spring pressure to position marked "H" (Heat). (The glow plugs will then operate) Hold the key in this position for a maximum of 15 seconds. Then follow the '**WHEN HOT**' instructions below.

**WHEN HOT**, fully depress the clutch pedal (tractor will not start if not fully depressed). Turn the key fully clockwise to engage the starter motor. Crank the engine for no longer than 5 seconds. If the engine will not start after 3 attempts, call for assistance. After starting, run the engine at about 1500 RPM for a short while. Reverse the tractor out of the garage. Erect the roll bar; the tractor must **NOT** be operated without erecting the roll bar. Adjust the seat if necessary, the seat belt **MUST** be worn at all times. Switch on the hazard warning lights. These are to remain on at all times. Test the horn.

## **6.4.7 Driving**

Gear selection:- (1) Creeper "H" (2) High/Low in Low (3) 2/4 Wheel Drive in 2. When ready to move, engage the appropriate gear. Do NOT change gear once moving except for operation of 2/4 wheel drive'. Operation is normally in 2 wheel drive. Only use 4 wheel drive when travelling in a straight line and never on hard ground. Remember that changing from 2 wheel drive to 4 wheel drive (or vice-versa) should only be undertaken when the tractor is moving slowly in LOW GEAR. If you have difficulty selecting 4 wheel drive, the lever may need pushing out slightly before moving. Remember, the boat owner will couple their trolley to the tractor. Do **NOT** drive the tractor into the water. Do **NOT** stop the engine and dismount from the tractor on the beach except in an emergency. Do **NOT** take tight turns, especially on a slope. When all personnel are clear, move off up the slipway. Remember, you are part of a duty crew, NOT only a tractor driver. Always keep an all-round observation and stop if you are too close to anyone. Drive at a safe speed and not being tempted to rush or drive quickly.

## **6.4.8 During the Race**

If the tide is coming in, move all the trolleys above the high-water line. Get yourself a cup of tea, but do not forget a cup for the OOD and DOOD as he is stuck in the tower! Assist the OOD with timing, spotting, raising/lowering flags etc. Keep your eyes open for returning boats. This may happen at any time due to retirement. If the tide is going out, ensure the trolleys are on the edge of the water prior to the finish of the race. Putting the trolleys in groups according to boat class can be helpful.

## **6.4.9 Recovery**

Be available to assist sailors getting their boats onto the beach. Sometimes the use of the tractor is limited (high tides) and you may be more use assisting the beach crew on the ground. Using the long tow rope at high tide to get the larger boats out of the water is sometimes beneficial.

## **6.4.10 On Completion**

Wash down the tractor, mainly rinsing the wheels etc. Do **NOT** wash the engine, etc.



# Seafarers Sailing Club

Before driving forwards into the garage, lower the roll over bar.  
Park the tractor on the left of the garage as close to the Patrol Boat as possible.  
Complete drivers log of checks and faults – even if all correct.  
Top up fuel level, ready for the next use.  
Check with your OOD before leaving; there may be a few jobs still to do or questions to answer.

## **6.4.11 Conclusion**

Try and do a good job for others when you are Duty Crew. Remember, others will be duty for you when you are sailing.



# Seafarers Sailing Club

## 6.4.1 Tractor Log

Date	Drivers Name	Checks – Please tick to say you have carried out a visual inspection prior and post use					Please state any levels that have been topped up or any defects found
		<i>Roll bar secure</i>	<i>No loose items</i>	<i>No leaks</i>	<i>All Lights working</i>	<i>Washed down after use</i>	



# Seafarers Sailing Club

## 6.5 Beach Crew Duty Guide

Owner	Vice Commodore/Racing Secretary	Last Updated	November 2018
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### 6.5.1 Introduction

The purpose of this document is to provide Beach Crews with some guidance in the role required whilst carrying out their Duty Crew at the Seafarers Sailing Club. Hopefully, it will provide a source of reference for the future. It is intended that these notes will be updated and sent out to all Beach Crews on a regular basis, so that you have the opportunity to read it in the comfort of your own home. These notes are also available on the website.

### 6.5.2 Duty Swaps

If you need to swap your duty, it is essential that you swap with someone that does the same duty; i.e. Beach Crew for Beach Crew. Every effort is made to ensure that the Beach Crews are an appropriate mixture of experience. Please bear this in mind when arranging a swap.

### 6.5.3 Attendance & Arrival

Let your OOD know if you are going to be late or cannot attend at the last minute. As a Beach Crew, you are required to be in attendance for your duty at least one hour before the race starts; (18.00 on Thursdays, 13.30 on Saturdays, 10.00 on Sundays). Upon arrival check in with the Officer of the Day. This is an opportunity early on (before it gets busy) to discuss with the OOD the day's requirements. Liaise closely with your OOD; it's a team effort!

### 6.5.4 Dress

As a Beach Crew you will be required to go in the water to help launch and recover boats as well as to collect and deliver launching trollies. You are advised to wear as appropriate for the conditions a drysuit or wetsuit, spray top and boots, as you are likely to be wet for the majority of your duty.

### 6.5.5 Assist with the Patrol Boat and Equipment

The Patrol Boat is required on the water in plenty of time to lay the course and be available to provide assistance when boats are on the water. Accompany the Patrol Boat to the beach and assist as required to get the Patrol Boat on the water.

### 6.5.6 On the Beach

Be available to assist sailors getting their boats onto the beach.

### 6.5.7 Launching

Be prepared to assist in launching boats including assisting with boarding their boats. You may be required to help push the boat away from the beach. Collect the launching trollies from sailors; you will get wet and in high tide conditions you are likely to get wet up to the waist or more. Return the trollies to the beach and keep them away from the immediate launching area to provide space for other sailors. Single handed boats should have priority.



# Seafarers Sailing Club

## **6.5.8 During the Race**

If the tide is coming in move all the trolleys above the high water line.

Get yourself a cup of tea, but do not forget a cup for the OOD and DOOD as they are stuck in the tower!

Assist the OOD with timing, spotting, raising/lowering flags etc

Keep your eyes open for returning boats. This may happen at any time due to retirement.

If the tide is going out, ensure the trolleys are on the edge of the water prior to the finish of the race. Putting the trolleys in groups according to boat class can be helpful.

## **6.5.9 Recovery**

As boats come ashore stand in the water to indicate the depth. This will help sailors to see when they can safely jump out of their boat. Help by holding the boat to allow the sailor to disembark. You may need to hold the boat while the sails are lowered and the rudder stowed. Remember people first boats second trolleys last!

Identify the trolleys (mainly by sail number to tally on trolley) and deliver them to their owners; you will get wet and in high tide conditions you are likely to get wet up to the waist or more!

Give priority to singlehanded sailors (some sailors in single handers will ask you to hold the bow of their boat while they de-rig the sail).

Assist with the recovery and stowing of the Patrol Boat

Check with your OOD before leaving; there may be a few jobs still to do or questions to answer.

## **6.5.10 Conclusion**

Try and do a good job for others when you are Duty Crew. Remember, others will be duty for you when you are sailing.