



THORPE BAY YACHT

Duty Officer Guidance May 2025

Prior to the race day

- Check on Dutyman which duty holders are scheduled for the event at least 1 week before.
- Notify Dutyadmin@tbyc.org if there are vacancies you need filling. Please check with duty holders e.g. RO or Helms if they can bring a crew or ARO to fill any gaps.
- Contact the duty holders by email / text / phone or all 3 to confirm that they are still able to attend and know what is expected of them:

Notify / Remind Support boat helms of the following:

- Tell them **where to meet you** - usually at the clubhouse by the RIBs so all can help prepare / launch the RIB.
- They need to **arrive at least 1 ¼ hours before** scheduled race start time and contact the Duty Officer for briefing and to collect Keys, Grab Bags & Radios.
- Direct them to Guard Boat guidance / operational documentation from TBYC website (<https://www.tbyc.org/club-duty-guidance/>) to read BEFORE the day.
- If a duty holder is not available and has not found a replacement / swop, post for volunteers on the club Facebook page (<https://www.facebook.com/groups/161151963919509>) then contact the DutyMan Administrator (DMA) asap and request them to advertise for a volunteer replacement.
- Print (or save to phone) a list of duty holders and contact numbers to refer to on the day
- Notify any **changes to boat allocation or Roles** to ensure duty holders come appropriately dressed.

Use Duty Officer WhatsApp group to check RIBs / Displacements are fuelled and operational plus any preferred boats to use.

On the Race Day

- Check the **weather forecast**. If it's bad enough liaise with the Race Officer and if agreed you can cancel and stand down duty holders before arriving. Only do this if it's 100% clear cut, normally it's best to go to the club and assess weather conditions there. The Race Officer has the final decision with DO input.
- **Arrive early** (at least 75 minutes before the scheduled start)
- If **fuel** for displacements is needed it is kept in the container behind the clubhouse. Refer to last DO report if additional fuel is necessary and put jerry can(s) in BMW X3 tow car or RIB to transport to slipway.
- Obtain **Grab Bags** (each labelled by boat), **keys** and **radios** from the steel cabinet inside the clubhouse rear entrance. Keys to cabinet are on the BMW X3 keyring or a separate key ring, both kept in the safe in the cleaner's cupboard. Combination lock has same code as rear door.
- **NOTE: Race box / Bosuns hut key is on BMW X3 key ring for those who don't have one.**
- **NOTE: DO NOT TOW RIBS DOWN BARROWSAND (THE ROAD NEXT TO THE CLUB)**
- Meet and greet the duty holders.
- If there are any no-shows – seek stand-ins as necessary (not always possible) and abort if less than 2 support boats are fully crewed.
- Please ensure the support boats are given a good run to charge batteries.
- Ask **helms to check fuel levels** on Polly & both displacements and top up if required and report back to DO.

Race Officer Note

- **SS2 can be rigged as a Committee Boat when events make SS4 unavailable**
 - **When used, a grey box with all equipment is stored in the Shore Box / Bosuns Hut.**
 - **RO to check box contents are complete before embarking on SS2.**
 - **RO to return the grey box after racing and notify DO of any issues / missing items**

In addition, as normal remind duty holders:

SS2 / SS3 / Polly helms to:

- Check **oil and fuel** levels before starting and top up from Bosuns hut if required.
- Check **weed trap filter** and ensure coolant water is pumping out at rear ok.
- Take out hang over **Boarding Ladder** and return to the Bosun's hut after.
- Stay afloat until high water and all racing is complete then return sailors from Cruisers and Sandhoppers to the slipway. If any sailors are staying out longer, they will need to make their own way ashore or agree a time with you **ONLY** if you are amenable.
- Return hang over Boarding Ladders to Bosuns hut after use.
- Return Grab Bags, Keys and Radios to DO and notify them of any issues with the boats.

RIB helms / Launcher to:

- Use the **lightboard** when towing – new wireless lightboard.
- Issue **handheld radio to helms** as installed radios are not reliable.
- Check fuel before starting – DO WhatsApp will have update
- Park BMW X3 tow car & Trailer in car park or back in the RIB park as parking the car on the grass at the front of the dinghy park could result in a parking ticket.
- After recovery wash down the trailers (flushing as appropriate) and **leave engines in the down position. Turn off isolator** (except SS5 which has no isolator)
- Fit security chains – padlock key on BMW keyring.
- Report BMW X3 fuel status to DO.
- Replace covers
- Lock gate to RIB park
- Return Grab Bags, Keys and Radios (if used) to DO and notify them of any issues with the boats.

At the end of sailing DO must:

- Collect **Grab Bags, Keys and Radios** from helms and return them to the steel cabinet inside the clubhouse rear entrance.
- Put used **radios on charge** using the power block and attached USB cables on the top shelf of the steel cabinet. Press the button on the power block until the green light is on (this will charge the radios for 3 hours and not over charge them)
- Return the BMW keys to the safe in the cleaner's cupboard inside the clubhouse rear entrance.
- Send out a **DO report** to all SC / DO using WhatsApp group and update any issues etc
- Please add update on fuel status to the report so next DO knows if refuelling is needed
- TAKE PHOTOS OF **RESULTS** AND SIGN ON SHEETS for later reference and then leave sheets behind the bar

General

The Duty Officer can usually go sailing on his/her duty day but needs to be ashore to receive keys etc from duty holders.

Updated by Mark Robinson 15th May 2025

Please let me know of any errors or updates needed on this DO guidance doc via dutyadmin@tbyc.org