



KYC DUTY DISCRIPTIONS 2016

SHORE DUTIES

MF	Madills Farm Based at Shed	<u>0845-0930 and at end of days sailing.</u> Unlock shed and help skippers and boat gofers set up boats, check fuel, bungs, safety gear, flags, marks etc to prepare for days sailing. -Lock up at 0930. <u>At the end of days sailing</u> ensure that 8HP boats are away and secure.
SM	Shore Manager Based at KYC	<u>0900-End of days sailing</u> Responsible for all on shore activities as directed by the OD1. More Info; BELOW 1.
TM	Traffic Manager Based at KYC	<u>0815-0930 and end of days sailing</u> Set up approved traffic safety plan Supervise boats backing onto ramp from 0900-0930. Put road cones and signs away at the end of the day. More Info; BELOW 2.
R	Results officer Based at KYC	<u>1300-final results posted</u> More Info; BELOW 3.

ON WATER DUTIES

OD1	Officer of the day 1 (outer course)	<u>During week prior to sailing contact all outer course skippers and OD2 to confirm weekends sailing plan.</u> 0900 meet skippers at KYC if required. <u>0900-End of days sailing</u> -Overall responsibility for all activates on water.
OD2	Officer of the day 2 (inner course)	<u>During week prior to sailing contact all inner course skippers to confirm weekends sailing plan.</u> 0900 meet skippers at KYC if required. <u>0900-End of days sailing on the inner course</u> -Overall responsibility for all activates by the inner course participants on water.
S1+	Skipper (Marama) Outer Course Start boat	<u>During week prior to sailing contact crew to confirm weekends plan.</u> 0900 –end of day Collect / return boat. (OBC) Skipper boat for day. Ensure necessary flags/marks equipment for race course is on the boat.
S1	Crew (Marama) Outer Course Start boat	0900 –end of day Collect / return boat. (OBC). Pump marks up on way to course. (Deflate on way back.) Crew boat for day



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K1+	Skipper (Kohitahi) Outer Course	<u>During week prior to sailing contact crew to confirm weekends plan</u> 0900 –end of day Collect / return boat. (Madills Farm boat shed) Skipper boat for day.
K1	Crew (Kohitahi) Outer Course	0900 –end of day Collect / return boat. (Madills Farm boat shed) Crew boat for day
Z2+	Skipper (Z2) Outer Course	<u>During week prior to sailing contact crew to confirm weekends plan</u> 0900 –end of day Collect / return boat. (Madills Farm boat shed) Skipper boat for day.
Z2	Crew (Z2) Outer Course	0900 –end of day Collect / return boat. (Madills Farm boat shed) Crew boat for day
TH+	Skipper (Thurston) Outer Course	<u>During week prior to sailing contact crew to confirm weekends plan</u> 0900 –end of day Collect / return boat. (Madills Farm boat shed) Skipper boat for day.
TH	Crew (Thurston) Outer Course	0900 –end of day Collect / return boat. (Madills Farm boat shed) Crew boat for day
Z3+	Skipper (Z3) Inner Course Start boat	<u>During week prior to sailing contact crew to confirm weekends plan</u> 0900 –end of day Collect / return boat. (Madills Farm boat shed) Skipper boat for day. Ensure nessecery flags/marks equipment for race course is on boats
Z3	Crew (Z3) Inner Course Start boat	0900 –end of day Collect / return boat. (Madills Farm boat shed) Crew boat for day
Z1+	Skipper (Z1) Inner Course	<u>During week prior to sailing contact crew to confirm weekends plan</u> 0900 –end of day Collect / return boat. (Madills Farm boat shed) Skipper boat for day.
Z1	Crew (Z1) Inner Course	0900 –end of day Collect / return boat. (Madills Farm boat shed) Crew boat for day



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AB+	Skipper (Bilkey) Inner Course	<u>During week prior to sailing contact crew to confirm weekends plan</u> 0900 –end of day Collect / return boat. (Madills Farm boat shed) Skipper boat for day.
AB	Crew (Bilkey) Inner Course	0900 –end of day Collect / return boat. (Madills Farm boat shed) Crew boat for day

BOAT GOFER DUTIES

Z4	Coach boat	0900 and end of day Collect / return boat. (Madills Farm boat shed) This boat will be used by sailing coach. They require the boat launched and safely anchored in the morning and then returned to shed in afternoon.
CBG	Coach boat gofer Green fleet	<u>Between 0900-0930</u> collect one stack of coach boats from shed, fuel and marks deliver to grass road reserve opposite KYC. <u>Return to shed at the end of days sailing.</u> (Coaches will unload, take to beach, wash and return to road trailer)
CBG1 CBG2 CBG3 CBG4	Coach boat gofers Learn to Sail Learn to Race	<u>Between 0900-0930</u> collect one stack each of coach boats from shed, fuel and marks deliver to grass road reserve opposite KYC. <u>Return to shed at the end of days sailing.</u> (Coaches will unload, take to beach, wash and return to road trailer)

GALLEY DUTIES

G1, G2, G3	Galley 1 Galley 2 Galley 3	0900-1330 –Check list of tasks is in the KYC Galley (All food and float required will be supplied)
G4	Galley 4	1130-1530 –Check list of tasks is in the KYC Galley
G5 G6	Galley 5 Galley 6	1530-Lock up –Check list of tasks is in the KYC Galley One of you will need to return some items at end of day on way home.
BBQ	BBQ master	1115 – Finish of BBQ cooking



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1. Shore Manager Duty

- Morning, put out sign on and off sheets – found in filing cabinet in office.
- Place large blue bucket outside front door, found in cupboard under stairs.
- Put out hoses for wash down on ramp and tap by blue bucket. Put out table and chairs.
- Hoist Flags: (found in office) o KYC Flag on centre pole at top of NZ Flag on yard arm
- Put bell up at top of stairs, (found in office)

Keeping Watch from tower:

- Radio check all boats as they leave shore: on Channel 17 for communication (Confirm Channel number with OD1 at briefing) Channel 21 for weather report.
- Note in day book – skipper, #of POB.
- When leaving tower take portable radio with you – can be found in the office.
- Keep track of all yachts that retire early from the course and keep a watch that they reach shore safely. If inexperienced sailor ensure an adult is there to assist with retrieval.

End of Day:

- Turn off radio at box and at wall
- Place cardboard or some other cover over the radio
- Place everything away at end of day:
- Flags off flag pole
- Put bell away
- Table and chairs away
- Hoses away and all taps firmly off

Basic Radio Calls Calling a Boat 1.

Say boat name twice you are calling, followed by Kohi Tower eg:

1. Marama, Marama, Kohi Tower.
2. Wait for response from Marama: then give message
3. If message is a 2 way dialogue say “Over” at the end of your part of message, wait for response.
4. At end of conversation say: Kohi Tower out

Receiving a Call

1. On hearing a boat calling Kohi Tower, acknowledge with:
‘Kohi Tower; name of boat calling. eg: Kohi tower, Marama’
2. Boat will give message, follow same procedure as above.



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2. Kohi Traffic Manager Duty

Morning

- Need to arrive and get cones & signs out by 8.45am
- Cones are kept in large metal bin on front deck.
- They are to be placed as per the traffic management plan that is found on inside of downstairs cupboard door. The road has silver marking as to where the cones are to go.
- Cone in middle of road at each end needs to have arrow placed over it pointing to the direction which the traffic should go.
- Two signs upstairs on balcony deck need to be placed on beach side footpath. Holes for these are approx. 100 metres either side of club.

End of Day

- Pack away once most people have left for the day.

3. Kohi Results Manager Duty

On a Normal Club Day:

You will need training on Sailwave to do results, if rostered on and not trained get a trained person to assist you, so you can learn it's not too difficult.

Duty begins after lunch.

- Ensure all sailors are entered into the system by class and division – check the sign on sheets to get a complete list.
- Results will come in either by paper or you can ask for them to be emailed.
- Enter results into sailwave. Instructions are on the wall.
- Save the sailwave files under year (2016/2017 club results and today's date)
- Publish results, print a copy and put on the board.
- Save Published copy as an html file (2016/2017 club results and todays date)
- Publish results to the KYC website, instructions are on the wall.
- Close down computer once finished.