

# Duty Crew Checklist

## Primary Duty:

The primary duty of the duty crew is always to the safety of sailors. Boats are of secondary consideration. If more than one boats crew require assistance boats must be left until the safety of all crew has been secured.

## Starting time:

- **09:00 hours** junior sailing season days. To assist Junior sailing coaches by putting the duty boat in the water for them.
- **11:00 hours** non junior sailing season days

## Duty boat:

### *Beginning of race*

- Collect correct boat outboard starter key from key cabinet behind kitchen saloon doors. The name of the outboard is written on the key tag.
- At the same time, collect the key for the boat shed roller door padlocks.
- Open the boat shed door.
- Check Bungs are screwed in firmly (big cockpit bungs stored in outboard well)
- Check fuel top up if necessary. Full fuel drums stored in flammables cabinet
- Check oil
- Check tires are inflated enough
- Check outboard motor and raise for towing (raising/lowering switch on right side of motor, or right side of centre console throttle)
- Check all starting flags are aboard
- Check all course buoys are aboard. (4 x cylindrical orange buoys one cylindrical yellow buoy, one round red buoy)
- Check all buoys are inflated sufficiently. If not inflate with small blue compressor stored near garage stairs. Also use for inflating trailer tires.
- Hook boat up to car and put in water.
- Swing up radio aerial on duty boat, turn on radio and check that it is functioning by calling PKSC radio.

**Note:** Duty crew are entitled to a free lunch including soft drink or cup of tea or coffee

### *End of race*

- Collect buoys
- Switch radio off when back at the ramp and before pulling the boat out of the water.
- Pull boat out of water and remove bungs before driving off ramp
- Put big bungs back in outboard well
- Drive to boat garage and back up to near hose
- Flush out motor with fresh water hose (bunny ears flushing devise is stored hung up on shelf bracket above garage work bench)
- Lift motor before backing into garage.
- **Swing down radio areal before backing in to garage.**
- **Check that the radio is switched off.**
- **Close roller door and padlock up.**

## **Ashore:**

### ***Beginning of sailing day***

- Raise club flags on flag pole near anchor. Be careful to ensure that flags do not touch the ground when being raised.
- Install club house radio aerial in bracket, south western side of club house (you will need a stool to stand on). The aerial is stored inside club house next to trophy cabinet.
- Hook up club house radio aerial cable located inside the kitchen (Put through window of kitchen and lead to radio aerial).

### ***At end of sailing day***

- Lower club flags being careful to ensure that flags do not touch the ground when lowered.
- Unhook club house radio aerial cable and place back through kitchen window. Remove club house radio aerial in bracket and stored inside club house next to trophy cabinet.
- Check that the radio on the duty boat is switched off.
- Check that the boat shed roller door is padlocked.
- Have refreshments, talk with the other sailing club members and congratulate yourself for a job well done.