



Duty Officer / PRO Guide

Suggested timeline and duties

Rationale:

This document has been prepared to assist those persons nominated at the Duty Officer / PRO for each sailing event held at PCSC. Currently, PCSC sailors are in the privileged position to have a willing volunteer on water PRO and starter. In the event that one or both of these roles are unable to be fulfilled on a weekend, the Duty Officer is required to take on the on water elements of these tasks in addition to the preparatory duties.

Monday to Thursday before weekend race event (6-3 days before race)

- Check tides and weather to establish appropriate window for launching of rescue boats. Note: easiest and safest achieved at high tide or just thereafter. Organise volunteers to launch boats at given day and time.
- Confirm with "on water PRO" and starter their availability for the weekend.
- Canvas Messenger group and contacts list for volunteers for start and safety boats. Note: minimum requirements: MV Jack x 2, Herc x 2, Red Rib x 2. Confirm volunteers no later than Thursday.

Thursday before race event (3 days before race)

- Check weather forecast, suggest <http://www.windy.com/> and Capricornia Coastal Waters forecast <http://www.bom.gov.au/qld/forecasts/capricornia-coast.shtml>
- Consider weather forecast and tidal flow, if deemed unsafe to sail dinghies in harbour (consider wind against tide as a major factor), email GPC Marina Superintendent David Osmond at OsmondD@gpcl.com.au to advise of intention to sail dinghies in the Marina. Note that a **minimum of 24 hours'** notice is required.
- **In winds equal to or over 25kts TWS sustained, dinghy sailing is not to occur, Division 1 and 1a sailing can occur however should only be considered in consultation with Owners and Skippers in these Divisions.** If a gale force or above warning is current, all sailing is abandoned for the weekend. Consultation with the Vice-Commodore and / or Commodore is advised if forecast is questionable.
- Consult with Club Captain or delegate to ensure that Start and Safety boats are adequately fuelled and available. Advise of intended launching time.

Friday (1 day before race)

- Re-check weather / monitor for any changes.
- Launch rescue boats if tides on Saturday are not amenable. Note: it is advised to check with Green Fleet or other rescue boat users to ascertain usage requirements as well.
- Recheck volunteer availability for Start and Rescue boats.

Saturday (race day)

Morning:

- Recheck weather, launch rescue and start boats, refuel if not already completed in liaison with Club Captain or delegate.
- Collect Sign On folder and white board materials from the Training Room (grey cupboard) and set up.
- Rig mast flags on Start Boat and ensure halyards are free, test horn, obtain back up horn from training room and place on board. Hoist flags at Club mast on rigging green.

1130-1245hrs Preparation:

- Monitor and verify weather forecast against actual conditions.
- Contact Gladstone VTS (Ph: 4971 5208) for Shipping to effect and advise that you / on water-PRO will call in via VHF before race start.
- Considering weather, tides, shipping and sailing fleet, mark up courses for Div IV, I and Ia and other relevant information on Briefing Whiteboard in Dudley's Bar. Note: Sailing Instructions for the season capture a variety of courses for given wind directions. **See Briefing Whiteboard requirements at end of this document.**
- Liaise with support boat personnel to ensure they are aware of initial plans. Verify that Start and Rescue boats have adequate fuel and buoys and ground tackle for buoy laying.

1300hrs Briefing:

- Conduct safety briefing for all competitors and volunteers in Dudley's bar.
- Refer to all items on white board and chart as required.
- Ensure that all Skippers have Signed On.
- Emphasise avoidance of interaction with commercial and shipping traffic and for Div IV fleet to remain clear of start line for Div I / Ia starts.
- If sailing for Div IV is to occur in the Quoin Basin, advise of a departure time for the fleet to be escorted as one across the harbour (suggest no later than 1330hrs).
- Refer to Schedule of Conditions issued by MSQ which we sail under, see top of white board.

1330hrs Departure:

- **Important task: on Start Boat departure, prior to dropping lines, contact Gladstone VTS on VHF 13 to advise the day's activities, location and numbers and also request hourly All Ships broadcasts as per the instructions in the vessel SMS and previous communications.**
- Obtain Sign On folder and prefill result sheet for the day's event.
- On water PRO to depart with fleet on MV Jack Mortenson and head to race area.
- Complete radio check with rescue boats on departure. Ensure radios are set on VHF 13 (Gladstone VTS and Shipping / Commercial) and 72 (PCSC Race Control Channel).
- Monitor fleet departure from Auckland Creek to race area and assist / guide as required.

1345hrs On-Station:

- Anchor MV Jack in appropriate start area location and liaise with support boats to set course for racing.
- Set start line and buoys with the starter. Length of line = No. of boats x average length x 1.25

1400hrs Race Start:

- Start sequence to begin at 1355hrs for a 1400hrs race start comprising 5 minute warning, 4 minute warning, 1 minute warning and start. Consecutive Divisions 5 minute warnings begin on the start of the previous Division. Time limits 180min Div I/Ia, 75min Div IV.
- Monitor wind strength, commercial and shipping traffic and sea state throughout afternoon.
- **Maintain a listening watch on VHF13 and 72** throughout the afternoon and coordinate tasks with rescue boat skippers.
- Record start and finish times as well as retirements on race course.

1600-1630 Post Racing:

- Return to Auckland Creek ensuring last boats have an appropriate escort if still making way back to Club.
- **Confirm all vessels and competitors clear of harbour and safe.**
- Contact Gladstone VTS on VHF13 to advise that all clear of harbour and request cessation of All Ships broadcast requested on departure.
- Remove flags off of MV Jack mast.
- Complete vessel log book for MV Jack and ensure Red Rib and Herc log books completed.
- Check all vessels are secure on pontoon, engines raised and batteries switched off.
- Take keys for start and support boats to training room along with results sheet.
- **Check all Skippers have Signed Off**, collect any incident information (report sheets in Sign On book if required) or Protest information. In this case please consult a Member of the Sailing Committee.
- Report any incidents, defects or maintenance issues to the Club Captain and Vice Commodore in writing. Return Sign On folder and whiteboard materials to training / race Room.
- Lock up training / race room and coordinate volunteers to **conduct retrieval and wash-down of rescue and start boats** when tide and weather permits.
- Lead presentation of results (if available). Lower flags from rigging green before leaving and return to training / race room.

Whiteboard information

The briefing whiteboard uses a standardised format from week to week. The information to be captured includes at minimum:

Date	PRO	Next week's Duty Officer / PRO
Event	MV Jack Crew	Herc Crew
Red Rib Crew	Tides	Wind
Shipping	Communications Channels	Start time
Courses for each Division	Reference to MSQ conditions	Briefing end time

Note: The PRO may include additional information they feel adds value to the safety briefing.