October 2015

**ELWOOD SAILING CLUB SEASON 2015 – 2016**

**INSTRUCTIONS FOR ROSTERED DUTY PERSONNEL**

*(RACE OFFICER PLEASE NOTE SPECIFIC INSTRUCTIONS)*

1. **Complete the ‘Dutyman’ roster form** available at [www.elwoodsc.com](file:///C:\Users\Mic\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\8ZUOSRPJ\www.elwoodsc.com) under the ‘Sail’ menu, acknowledging that you will attend duty on your rostered day, or have negotiated a swap. This assists the Race Officer to pre-plan duties for the day.

2. **Report for duty at Elwood not later than 1130hr**, complete with suitable clothing, and PFD and wet gear if you are to crew a RIB (“Ron Ekberg”).

3. **Fill in your details in the duty log book in the control tower**, and leave your race card there for date stamping. *This is important* as it enables your boat storage points and race average points to be credited, and to avoid a large penalty debit of storage points for apparent non performance of rostered duty.

4. **Attend a meeting at 1145hr** in the upstairs lounge with the Race Officer and duty crew for the day, for briefing and job assignment.

5. **IF you are assigned to *Quikcat* or *Julie Waugh****,* be prepared to fuel up at the St Kilda Marina if necessary. (Fuel card required, stored with boat key)*.*

6. **IF you are assigned to *Ron Ekberg***, check fuel level and re-fill if required. Fuelling instructions are posted in the storage area.

7. **All crew on Ron Ekberg are to wear PFDs at all times**.

8. **At the end of the day**, after recovering *Ron Ekberg* onto the trailer (call for help when required), it is the duty of the crew to **drain the bilge and flush the motor** with fresh water before returning it to storage.

9. **Complete the boat log book** to record fuelling and any issues in the use of the boat or its equipment that require attention.