



## **ON SHORE DUTY (LAND) OFFICER – JOB DESCRIPTION**

### **DOCUMENT CONTROL**

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23 Nov 20	2		S. Cheney, A. Blackstock R. Austin	
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### **1. PURPOSE**

The purpose of this document is to define the position of the On-Shore Duty Officer.

### **2. PRIMARY DUTY.**

Provide 'On Shore' support and coordination for any HBYC 'on water' incident that may occur during a programmed event and assist the **"On Water" Principal Race Officer** with the coordination of any external Emergency Response support that may be required.

### **3. JOB REQUIREMENTS**

- 3.1. Be at the club 1 hour prior to Club Activity and remain on duty until:  
*Start / Finish on water - the Principal Race Officer has confirmed that he/she has returned on-shore and all boat returned and accounted for.*  
*Clubhouse Finish - Principal Race Officer to hand over safety responsibilities to On Shore Duty Officer upon returning to shore*
- 3.2. On Shore Duty officer name, contact number to be displayed beside Race Room door
- 3.3. Start Boat Crew details to be provided and on display in race office.
- 3.4. Be familiar with the operation of a VHF radio.
- 3.5. During the event to remain within the club precinct (Club House, Yard, Marina) and monitor both Ch 16 and the nominated Race Ch. for the event.
- 3.6. VHF HBYC On Shore call sign is **"Hobsons Bay Base"**
- 3.7. HBYC Start/Committee Boat is **"Hobsons Bay Race Control"**
- 3.8. Have Access to the Race Room and the Race Room Computer (Password – Raceroom2018) to enable access to the TopYacht Crew Declaration database to understand crew numbers on each active boat and emergency contact details. Access details are provided adjacent to the race room computer.
- 3.9. Co-ordinate with the 'On Water' Race Officer in charge of the event and ensure contact details are established. (A copy of the Start Boat Crew List shall contain the phone details of both the Race and Duty Officers).
- 3.10. Have access to a hard copy of an up to date, Emergency contacts documents.
- 3.11. HBYC staff may assist and are responsible for answering the club phone and attending to the lights, heating/cooling system and alarms.