



# VOLUNTEER DUTY ROLES

West Lancashire Yacht Club  
**24 Hour Race 2024**

in association with



and in collaboration with

**the Royal Yachting, GP14 and Enterprise Associations,  
Budworth and Southport Sailing Clubs**



## WLYC 24 Hour Race 2024 **Volunteer Duty Roles**

1. Race Officers
2. Judges & Protest Panel
3. Safety Boat & Power Boat Driver
4. Observer (Timekeeper)
5. Scrutineer
6. First Aider
7. Parking Marshals
8. Information Centre Team



## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>Race Officer</b>			
<b>Shifts:</b>	8.5 hours	11.30 – 20.00	19.45 – 04.15	04.00 – 12.30
	All AROs should be available from 09.00 until the start is completed; then 3 shifts of 8 hours. The final shift will not finish until all is ready for prizegiving.			
<b>WLYC volunteers:</b>	3 AROs			
<b>Club volunteers:</b>	3 AROs			
<b>Responsibility:</b>	To support the PROs in the conduct the race and the races within the race.			
<b>Duties:</b>	In collaboration with the PRO and the WLYC AROs:			
	1. Ensure the Race Officer’s schedule (which sets out a timetable for race events) is followed, including, before the start, checking the necessary equipment is in place, and the starting lines and holding lines in position and manned.			
	2. Implement the starting procedure.			
	3. Monitor the race in progress and arrange for deployment of E and F marks as required.			
	4. Deal with queries from competitors and generally act as a buffer between competitors and scoring.			
	5. Receive protests, inform protestees and arrange hearings.			
<b>References</b>	6. Generally take the necessary action, in collaboration with other departments especially safety and scrutineering, to ensure the race proceeds as fairly and safely as possible.			
	Please refer to Sailing Instructions for further detail.			
<b>Briefing</b>	There will be online briefing before the event and a further short briefing at 09.00 am on the morning of the race.			
<b>Expectations:</b>	Provide your mobile number – we may need to contact you.			
	An ARO should be an experienced dinghy racer, with experience as a race officer, conversant with the Notice of Race and Sailing Instructions and not a 2024 competitor.			
	Up to the start, duties may be in the race office or outside, probably on the water. After the start, the AROs generally spend most of their time in the race office.			
<b>Leaders:</b>	Note that during the night, when the Information Centre is closed, the Race Office becomes the centre for communication.			
	Imogen Gibb and Mike Butterfield			



## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>Judges &amp; Protest Panel Members</b>
<b>Shifts:</b>	According to availability – it is intended to hear any protests between 15.00 and 22.00, or between 08.00 and 14.00. Panel members will be summoned as required
<b>WLYC volunteers:</b>	N/A
<b>Club volunteers:</b>	3 Judges including lead judge Protest panel members
<b>Responsibility:</b>	To support the PROs in the fair conduct the race
<b>Duties:</b>	Sitting on Protest Committees
<b>Briefing</b>	There will be online briefing before the event.
<b>Expectations:</b>	Provide your mobile number for us to contact you. Protest panel members should be experienced racing sailors with a good knowledge of the rules and experience of sitting on Protest Committees
<b>Leaders:</b>	David Taylor



## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>Safety Boat &amp; Power Boat Driver</b>				
<b>Shifts:</b>	4 hours	09.00 – 13.00	13.00 – 17.00	17.00 – 21.00	21.00 – 01.00
		01.00 – 05.00	05.00 – 09.00	09.00 – 13.00	13.00 – 17.00
	4 hour shifts with 15 minute break after 2 hours				
<b>WLYC volunteers:</b>	7 qualified SB shift leaders				
<b>Club volunteers:</b>	5 qualified SBs and 5 qualified PBs per shift				
<b>Responsibility:</b>	To provide safety boat cover before and during the race				
<b>Duties:</b>	1. Patrol the lake taking up one of four positions every 15 minutes on a rotating basis				
	2. Respond to incidents in a safe and timely fashion				
	3. Report back to base any assistance provided to boats (ensure boat number is noted)				
<b>References</b>	Please refer to Sailing Instructions for further detail.				
<b>Briefing</b>	There will be online briefing before the event and a further short briefing at 09.00am on the morning of the race.				
<b>Expectations:</b>	<p>Provide your mobile number – we may need to contact you.</p> <p>Sight of relevant certificate required</p> <p>Each power boat has a team of 1SB and 1 PB who may be from the same club to facilitate coordination of teams; competitors may be SB/PBs</p> <p>Dress for the weather with extra layers at night</p>				
<b>Leaders:</b>	Greg Walker, Mike Gribble, Jerrold Carr, Neil Mackenzie				



## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>Observer (Timekeeper)</b>			
<b>Shifts:</b>	4.25 hours	11.45 – 16.00	15.45 – 20.00	19.45 – 00.00
		23.45 – 04.00	03.45 – 08.00	07.45 – 12.15
<b>WLYC volunteers:</b>	2 on shift: Shift Leader + deputy / trouble shooter			
<b>Club volunteers:</b>	5 per shift with 4 on observer duty and 1 relief at any one time			
<b>Responsibility:</b>	To record the time and number of each boat as it crosses the line			
<b>Duties:</b>	1. Record the boat number and time manually and electronically as each dinghy crosses the start & finish line.			
	2. Record the boat number and time of any dinghy passing inside the D mark to acknowledge a penalty.			
	3. Assist in resolution of any data input anomalies.			
<b>References</b>	Please refer to Sailing Instructions for further detail.			
<b>Briefing</b>	There will be online briefing before the event and a further short briefing at 09.00am on the morning of the race.			
<b>Expectations:</b>	<p>Provide your mobile number – we may need to contact you.</p> <p>Observers will be inside for much of the time, wear multiple layers at night and have sunglasses and peaked cap for daytime shifts.</p> <p>Arrive 15 minutes before your shift to ensure a smooth change over.</p> <p>It is a sit-down role in a small space. Climbing the watch tower requires some agility. Sailing experience is desirable but not essential. Observers should not be 2024 competitors.</p>			
<b>Leaders:</b>	David Bricknell			



## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>Scrutineer</b>				
<b>Shifts:</b>	3 hours	11.00 – 15.00	15.00 – 18.00	18.00 – 21.00	21.00 – 00.00
		00.00 – 03.00	03.00 – 06.00	06.00 – 09.00	09.00 – 12.00
<b>WLYC volunteers:</b>	2 Lead Scrutineers 1 Scrutineer per shift				
<b>Club volunteers:</b>	1 Scrutineer per shift				
<b>Responsibility:</b>	Provide link between boat docking activity and the Race Committee and scoring team				
<b>Duties:</b>	1. Record any boats in the docking area for a significant time, any boats towed into the docking area, and any changes to the boat that could make it difficult for scorers to identify. This information is reported to the scoring team at regular intervals.				
	2. The Scrutineer team ensures that Protests are noted, and that protestors are given the forms needed to submit the protest to the Race Committee. There is also a role if a boat is involved in more than one incident in a lap, each of which requires a penalty. Scrutineers pass this information to the Race Committee.				
	3. Scrutineers ensure that competitors follow the instructions for changing over within the docking area. They give permission for protest flags to be struck and sails to be changed				
<b>References</b>	Please refer to Sailing Instructions for further detail.				
<b>Briefing</b>	There will be online briefing before the event and a further short briefing at 09.00am on the morning of the race.				
<b>Expectations:</b>	Provide your mobile number – we may need to contact you.  Dress appropriately. Scrutineers will be outside for much of the time, with a small shelter available.  Arrive 5 or 10 minutes before your shift to ensure a smooth change over.  Expect to be in place for the whole shift. The scrutineering leader can cover short breaks for the toilet or fetching a coffee.  It is a physically active role but does not require strength. Sailing experience is desirable but not essential. Scrutineers should not be 2024 competitors.				
<b>Leaders</b>	Anne Rushton and Eleanor Mehew				



## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>First Aider</b>				
<b>Shifts:</b>	<b>3 hours</b>	11.00 – 14.00	14.00 – 17.00	17.00 – 20.00	20.00 – 23.00
		23.00 – 02.00	02.00 – 05.00	05.00 – 08.00	08.00 – 11.00
					11.00 – 14.00
	A medical practitioner will be available on call from Friday pm				
<b>WLYC volunteers:</b>	1 First Aider per shift				
<b>Club volunteers:</b>	1 First Aider per shift				
<b>Responsibility:</b>	Give help to a sick or injured person until full medical treatment is available.				
<b>Duties:</b>	1. To provide first aid as taught on the RYA First Aid course and in accordance with the RYA First Aid Manual and Reference Guide including record keeping.				
	2. To encourage the person to take responsibility for self-care of minor ailments and injuries.				
	3. To advise the person to seek medical treatment if required and when necessary to all the emergency services for help and advice.				
<b>Briefing</b>	There will be online briefing before the event and a further short briefing at 10.00am on the morning of the race.				
<b>Expectations:</b>	<p>Please provide your mobile number and bring your mobile phone. Mobile phones will be our primary method of communication.</p> <p>Nine shifts of three hours per shift. 11.00 hours Saturday 21<sup>st</sup> till 14.00 hours Saturday 22<sup>nd</sup>.</p> <p>The volunteer must hold a valid RYA First Aid Certificate and may also be a competitor.</p> <p>First aid kits and supplies will be provided. Expect to be in place for the whole shift and please arrive 10 minutes before your shift to ensure a smooth change over.</p> <p>Please dress appropriately for the conditions. A small First Aid Base will provide shelter but will not be heated.</p>				
<b>Leaders:</b>	<b>Ian Hughes</b> , Dr Martin Breach, Paul Craven				





## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>Parking Marshals</b>			
<b>Shifts:</b>	4 hours	Friday:	14.00 – 18.00	18.00 – 22.00
		Saturday:	08.00 – 12.00	12.00 – 16.00
		Sunday:	10.00 – 14.00	14.00 – 17.00
<b>WLYC volunteers:</b>	2 Parking Marshals per shift including shift leader			
<b>Club volunteers:</b>	2 Parking Marshals per shift			
<b>Responsibility:</b>	Welcome and guide arriving and departing teams			
<b>Duties:</b>	1. Ensure arriving teams know where to position dinghies, team bases and any tents in dinghy park; where to park vehicles on Marine Drive			
	2. Manage the traffic in and out of the dinghy park to ensure smooth flow			
	3. Oversee safety of competitors in the dinghy park during the event; report incidents to the Information Centre			
<b>Briefing</b>	There will be online briefing before the event and a further short briefing on the day.			
<b>Expectations:</b>	Provide your mobile number – we may need to contact you. Dress for the weather. Parking Marshals need to be friendly but firm and may be competitors. Keep in contact with the Information Centre.			
<b>Leaders</b>	TBC			



## WLYC 24 Hour Race 2024 Volunteer Duty Roles

<b>Role:</b>	<b>Information Centre Team</b>			
<b>Shifts:</b>	4 hours	Friday:	10.00 – 14.00	14.00 – 18.00
		Saturday:	08.00 – 12.00	12.00 – 16.00
			16.00 – 20.00	20.00 – 00.00
		Sunday	06.00 – 10.00	10.00 – 14.00
<b>WLYC volunteers:</b>	Information Centre Team – numbers per shift will vary through the event			
<b>Club volunteers:</b>	N/A			
<b>Responsibility:</b>	Provide information for teams before, during and after the race			
<b>Duties:</b>	1. Welcome, brief and equip team captains on arrival as necessary, ensuring changes to pre-registration information is recorded			
	2. Support the Race Committee by being a channel of communication with team captains during the race			
	3. Support the teams with information about the race, event and site			
<b>Briefing</b>	There will be online briefing before the event and a further short briefing on the day.			
<b>Expectations:</b>	<p>Provide your mobile number – we may need to contact you.</p> <p>Arrive 5 or 10 minutes before your shift to ensure a smooth change over.</p> <p>Expect to be in place for the whole shift. There will be short breaks for snacks, coffee and comfort.</p> <p>It is an active indoor role requiring friendliness and some paperwork skills. Sailing experience is desirable but not essential and Information Centre Team members may also be competitors.</p>			
<b>Leaders</b>	Sue Porter and Susanne Williams			