

## EFYC Wednesday Keelboat Twilight Cruise

# Duty Officer Instructions

**From September 2018**

Our Twilights Cruises are held on Wednesday summer afternoons into early evening, with buffet meals and beverages available afterwards in the Club lounges and balcony.

As the rostered Duty Officer, it is essential that you fulfill the important duties described below to support the safety of the people sailing in the twilight event.

You will require one Assistant to assist you in the Start Tower.

If you are unable to attend, please arrange a swap with another club member on the roster. If this fails, you will need to contact EFYC Administration well before the event, for assistance in locating a substitute.

The Support Boat will be manned from our core of experienced support Volunteer Crew who will be managed and rostered on by the EFYC Administration. The Support Boat roster will be printed out and left in the Twilight Cruise file in the Start Tower before each Wednesday Twilight Cruise.

The Club will supply up to 4 Buffet Vouchers, 2 for the Support Boat Crew and 2 for the Duty Officer and Assistant. These vouchers are obtained from the Duty Bar Manager on the night.

Please be at the Club by 1730hrs to meet with the Support Boat Crew, man the Start Tower and carry out the following duties.

- 1) Check that at least 2 blank Twilight Cruise nomination forms have been left out on the counter at the Keelboat notice board in the Commodore's bar. If not, pull out spare forms from the pigeon holes under the counter, or from the Twilight Cruise file in the Start Tower.**
- 2) Ask the Bar Staff to open up the Start Tower with the key that is kept on the Support Boat key ring behind the bar. The Support Boat Crew then takes the key ring and must return it after the event.**
- 3) Persons in Charge of cruising boats are required to nominate on the Twilight Cruise nomination forms provided below the Keelboat notice board or by radio on VHF 71. Cruising yachts must provide the name of the yacht and the number of persons on board. Collect the completed forms at 1800 hrs and return to the Start Tower.**
- 4) NB: The event is a cruise and there is no requirement to start yachts at specific times. Yachts will generally set off at 1800 hrs.**

- 5) a. Fly the orange on-station flag from the nearest yardarm on the balcony from 1745 hrs
- b. At 1755 hrs make a sound signal and hoist the "J" flag.
- c. At 1800 hrs make a second sound signal and lower the "J" flag.
- 6) If the expected average wind strength is greater than 22 knots, or any of the support requirements in these Instructions are not met, then cancel the event by flying flags N over A from the yardarm next to the on-station flag. At 1830hrs lower the on-station flag and ensure that any boats on-water are aware that support for the event has ceased. Lower the flags N over A at 1900hrs.
- 7) If the event proceeds establish radio contact with the Support Boat.
- 8) Check off with the nomination forms all boats setting off from the Club and boats that have radioed in – to keep a record of boats under observation.
- 9) As boats return they are required to radio in again via VHF Channel 71. Check off using the nomination forms.
- 10) At 1945hrs notify all boats via VHF Channel 71 that coverage with the Support Boat will cease at 2000hrs.
- 11) At 2000hrs check with the Support Boat on any unaccounted boats, find out their intentions and inform them by radio that radio coverage and support boat coverage ceases at 2000 hrs.
- 12) Unless abnormal circumstances require further attendance and on-water support, lower and put away the orange on-station flag.
- 13) File the completed nomination sheets in the Twilight Cruise file in the Start Tower.
- 14) Turn off all lights lock up.
- 15) Check that the Support Boat Crew have completed the Support Boat log and returned the key to the bar.