

## RGYC Volunteer Duty Description      Mark Prep

### 1. DUTY OVERVIEW

The Mark Prep is vital role on Race Day, if there are no marks there is nothing to sail around.

The role of the **Mark Prep** is to ensure all marks and tackle are in the correct boats for that day's racing,

### 2. REQUIREMENTS / QUALIFICATIONS

Mark Prep duty requires the volunteer to have a current WORKING WITH CHILDREN CHECK in accordance with Club policy.

It is a compulsory requirement of the State Government that all volunteers, officials and anyone with supervision of children at grassroots sports (or events) hold a valid Working with Children permit. RGYC encourages visitation and participation from people of all ages, and therefore all of our volunteers are required to complete the Working With Children Check (WWCC). The WWCC is **free for volunteers**.

If you do not already have a WWCC, please visit [workingwithchildren.vic.gov.au/about-the-check/when-you-need-a-check](http://workingwithchildren.vic.gov.au/about-the-check/when-you-need-a-check)

and complete your application online before continuing with this volunteer form. If you require assistance in completing the online WWCC application, the RGYC office would be happy to assist you - please visit reception or phone (03) 52293705.

Once you have obtained your WWCC, please provide the details via RGYC website/ Volunteers or contact the RGYC office for assistance

### 3. DUTY DURATION

**Start Time** For club races the Mark Prep needs to be at the club before briefing which is normally 11:00 hrs. The Calendar is published on the club site, time can change, allow 2 hours prior to Mark boats leaving. [RGYC-Racing-Calendar](#)

**Finish Time** Once the Boats have left the shore.

### 4. WHO TO I REPORT TOO

The Mark Prep is to report to the Race Officer RO, they will be person conducting the briefing.

### 5. WHAT DO I NEED TO BRING

The Mark Prep needs to bring what would normally be required for a day outside:

- Hat, jacket, clothes suitable for the weather forecast for that day.
- Suncream, the club provides it but you may prefer your own
- Food, we have the Yot café at the club, but of course you can bring own.
- Water is available

### 6. WHAT EQUIPMENT DOES THE CLUB SUPPLY

The club will provide a with a set of sailing Instructions which contain the courses to be sailed, for bravo there should be a set stuck to the wall of the container.

### 7. WHERE WILL I FIND THE EQUIPMENT, I NEED

A copy of the sailing Instructions will be in the Sailing Managers Office. Which is located on the same side of the building as reception, just follow the passage to the end.

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### **8.      DUTY DESCRIPTION**

The role of Mark Prep includes the following tasks:

- Collect the equipment referred as per paragraph 6 above.
- Report to RO as per paragraph 4 above. Confirm what course (s) are to be sailed and which boat will be used to lay the marks
- Select and inflate the correct marks for the container and load them on the nominated boat
- May sure there is enough boxes of ground tackle, plus one spare, ground tackle should be a minimum of 18M long, they should already be in the boat.
- Every cylinder or pencil mark will need an additional weight, plus a few spares. They should already be in the boat.
- Tell the boat crew what's been done and NOT done and ask the boat to return the marks (deflated) to the container.

### **9.      DOCUMENTS I NEED TO FAMILIAR WITH.**

The Mark Prep needs to be familiar with Clubs Emergency Plan) and the Sailing Instructions.