

## RGYC Volunteer Duty Description      OTB Shore Marshal

### 1. DUTY OVERVIEW

The OTB (Off the Beach) Shore Marshal is one of the most important roles on Race Day, it's a show stopper. No Shore Marshal No sailing. It's that simple.

The role of the **OTB Shore Marshal** is to ensure all OTB sailors are safely back on the beach after sailing is concluded for the day or to take the actions described below if the Shore Marshal is unable to account for someone.

### 2. REQUIREMENTS / QUALIFICATIONS

OTB Shore Marshal 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**      The Shore Marshal needs to be at the club before briefing which is normally 12:00 hrs. The Calendar is published on the club site, time can change, allow 2 hours prior to race start. [RGYC-Racing-Calendar](#)

**Finish Time**      Typically about 16:30, depending what is happening on the day.

### 4. WHO TO I REPORT TOO

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

MAKE SURE THE SHORE MARSHAL AND RO EXCHANGE MOBILE PHONE NUMBERS IN CASE HAVE A PROBLEM WITH THE RADIO

### 5. WHAT DO I NEED TO BRING

The Shore Marshal 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

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### **6.      WHAT EQUIPMENT DOES THE CLUB SUPPLY**

The club will provide a Sign On Sign Off sheet, clipboard, pens, VHF hand held radio, MOSTLY IMPORTANTLY A COPY OF THE CLUBS EMERGENCY PLAN

Make sure the equipment is working and you're familiar with it before leaving the Sailing Managers Office

Radio channel for OTB is CH 69

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

The equipment needed can be signed out and signed back in, in the Sailing Managers Office. Which is located on the same side of the building as reception, just follow the passage to the end.

### **8.      DUTY LOCATION**

To record sailors leaving and returning the Shore Marshal needs to be at the OTB launching area.

### **9.      DUTY DESCRIPTION**

The role of OTB Shore Marshal includes the following tasks:

- Collect the equipment referred as per paragraph 6 above.
- Report to RO as per paragraph 4 above.
- Record all OTB boats leaving the shore whether they are racing or not, on the Sign On Sign Off sheet. Note: The "Sign On Sign Off" sheet will be being filled in concurrently by sailors and the Shore Marshal.
- Once all boats have left the shore, but no later than 15 minutes prior to race start (normally 13:45) advise the RO how many boats have left include those not racing.
- If boats continue to leave advise the revised total.
- The on-water boats will advise if a boat has retired or returning to the shore from the race area. Ask the caller how long they think it will take for the boat to get back, if they cannot be seen a little after that time call the RO.
- The RO will advise when racing has finished, the sailors will sail back to the shore check off the boats as they return. If any boats are unaccounted for, tell the RO urgently.
- If all boats are accounted for, advise the RO and return the equipment and the Sign On Sign Off sheet to the Sail Managers Office or the left hand end of the Bar.

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

The Shore Marshal needs to be familiar with Clubs Emergency Plan, have a read while the sailors are getting ready.