

RGYC Volunteer Duty Description Scribe / Time Keeper

1. DUTY OVERVIEW

The Scribes are one of the most important roles on Race Day as they record the number of boats on the course, any ON Course Side (OCS) boats, mark rounding and most importantly finishing order and times it's a show stopper. No Scribe. No Racing.

The Time Keepers are equally as important on Race Day as they control the start sequence by calling out when different flags are to up and down. At the end of the race, they will tell the scribes the finish time of each boat. it's a show stopper. No Scribe. No Racing.

Have said that, on small fleets these duties are often combined or shared with the RO. On bigger fleets the Time keeping is usually done by Top Yacht Operator.

Race Officers (RO) say you can have lots of goes at starts but there is only 1 finish, so it needs to be right.

2. REQUIREMENTS / QUALIFICATIONS

Scribe / Time Keeper 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

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 You need 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, bare in mind, you will be on a boat.

4. WHO TO I REPORT TOO

You are to report to the Race Officer RO, they will be person conducting the briefing.

Confirm which boat the RO is using and when it's leaving the marina.

5. WHAT DO I NEED TO BRING

You need to bring with you what you would normally take for a day outside:

- PFD if you have own and are going on a Rib or Hard Side
- Hat, jacket, clothes suitable for the weather forecast for that day.
- Suncream, the club provides it but you may prefer your own

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- Food, the start boat usually leaves the marina just before 13:00 so bring own lunch or Snack.
- Water is available

6. WHAT EQUIPMENT DOES THE CLUB SUPPLY

The club will provide all the paper work, pens, clip boards you need, including:

Scribe

- Start sheet,
- Race planning sheets,
- Wind log
- Mark rounding sheets
- Finish Sheets.

Time keeper

- A timing device that is in synch with GPS time, there are lots there are lots of phones apps available. It's important that the same device is used for the start and finish.

7. WHERE WILL I FIND THE EQUIPMENT, I NEED

The paper work and PFD 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

On the Start Boat.

9. DUTY DESCRIPTION

The role of Scribe includes the following tasks:

- Collect the equipment referred as per paragraph 6 above.
- Report to RO as per paragraph 4 above.

Scribe

- Have a discussion with RO about what they need you to record. This may include:

Start sheet,	Records all sail numbers of all the boats in the starting area
Race planning sheets	Records the details of the conditions and start time sequence at the start of each race
Wind log	Records the wind conditions at regular intervals
Mark rounding sheets	Records the order the boats round the bottom mark
Finish Sheets.	Records the finishing order and times, this need to be done quickly and as neatly as possible given you might bouncing around in a boat.

- Make sure all paper work is on a clip board so it doesn't blow away.

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- If there is a Top Yacht operator on board catch up and confirm your results are the same, otherwise discuss them with the Top Yacht operator when you get ashore

Time Keeper,

- Get the Race Planning sheets and discuss with RO, what time calls he wants for the start, usually it's

Orange Up	Every minute from 5 minutes before	At 30 seconds before, then every second for the last 10 seconds
Class Flag Up	Every minute from Orange up	At 30 seconds before, then every second for the last 10 seconds
Preparatory Flag Up		At 30 seconds before, then every second for the last 10 seconds
Preparatory Flag Down	Every minute	At 30 seconds before, then every second for the last 10 seconds
Class Flag Down		At 30 seconds before, then every second for the last 10 seconds

- Finishes. This needs to be well planned as to who is doing what, the RO usually calls the boat's sail number in advance of the boat finishing and then say now, when it crosses the finish line. The scribe will right this down, and the time keeper tell the scribe the finishing time. It can often get busy with 3 and 4 boats finish within a few seconds, so it's important that has a plan that works