



DUTY OFFICER – DUTIES LIST

- 1. Log into the FindMyShift system and register for Duty Officer roster well in advance of the day you plan to be the Duty Officer.**
- 2. The observer role in the control tower may need to be filled by you as Duty Officer.**
- 3. In the week prior to allocated DO roster date, log into the FindMyShift system and confirm that members have volunteered for the skipper and crew of the rescue boat ML11.**
- 4. On race day :**
 - Arrive at the Club early.**
 - Pick up and wear the Duty Officer vest from the Control Tower.**
 - Check defibrillator is in place and operation light is blinking.**
 - Open all gates ready for the day.**
 - Help to put out and retrieve the mats.**
 - Raise and lower the Merricks flag.**
 - Be ready to welcome any visitors.**
 - Take the role of Control Tower observer if necessary.**
 - Lock up at the end of the day either personally or by delegation.**
 - Help to inflate the course marks.**
- 4. If unavailable for duty, please arrange an alternative from your fellow sailors as your stand in.**
- 5. Your average points for the series will be awarded if you can't sail and you do have to man the tower e.g. average points for the summer series.**