



TOWER CREW – DUTIES LIST

Responsibilities

- **The correct recording of all entries.**
- **The correct recording of lap and finishing times.**
- **Maintaining radio contact with all safety boats on the water.**
- **Observing the boats on the water and alerting a rescue boat of any incident.**
- **Generally observing all on-water activities.**
- **Monitoring wind strength using the Balnarring Bight Weather Station and alerting the Rescue Boat when the average wind strength reaches 20 knots.**

Duties

1. The Tower Crew normally comprises two persons to enter and record race data and operate the radio. The Tower Crew shall attend the club 1.5 hours prior to the published race start time and advise the Race Officer and Duty Officer on arrival. If anyone is missing a replacement will be found by the Race Officer.
2. One member of the Tower Crew shall attend briefing to understand the course that has been set for each division by the Race Officer and the time for the start of each division of the first race. Where there are back-to-back races Tower Crew must have clear instructions from the Rescue Boat for the time between last finished and the start of the next race.
3. Immediately after briefing collect all sign-on cards and visitors entry forms and monies. All entry fees shall be recorded and the money transferred to the Treasurer.
4. The race timer should check that the stop watches are set to zero. Also note the time that the first race starts.
5. The recorder should transfer all the information from the sign-on cards to the race results sheets for each division. The recorder should note the course to be sailed by each division on the results sheet.
6. Before the race commences the sign off-sheets should be taken to the briefing area.
7. When the Rescue boat is in position and ready it should contact the Tower Crew and then sound the one minute warning. At the three minute signal the Time Recorder should start the stop watch.

8. The recorder should record the finishing time of each competitor as well as the rounding of mark closest to the control tower for each lap by each boat to ensure that the correct course has been sailed.
9. The Tower Crew staff should maintain regular radio contact with the Rescue Boat/s boats and advise them of any boat's capsize or other incident which may be more easily sighted from the race box.
10. Complete all paper work and advise the race officer and Rescue boat that all competitors have completed the course.
11. The Control Tower should be manned until all boats are off the water. Once the race/s are completed, manning the tower can be delegated to a responsible club member.