



## SGYC - TOWER OFFICER DUTIES

### Before Race

- **Place Sign On sheet at briefing board**  
(located in top drawer of right filing cabinet in clubroom)
- Key for tower is in the kitchen on the side of the First Aid Cabinet.
- **Attend briefing**, take note of course, number of laps, number of starts.
- **Prepare Race Result sheet** by highlighting boats from Sign On sheet  
(located in top drawer of left filing cabinet)
- **Check stopwatch/timer operation**
- **Check radio** has been turned on and is on Channel 77.
- Radio rescue boat to **perform a radio check** at a convenient time and advise you are ready. Call "SGYC rescue", "this is tower" and they should respond.
- Rescue boat will give you countdown to start of race. It is recommended to **use two timers** starting simultaneously just in case one fails.

### During Race

- **Return Sign On sheet** to briefing board before first boat finishes to enable competitors to Sign Off.
- **Monitor fleet** and advise Rescue boat of any boat which may require assistance.
- **Record any boats with DNF** (Did Not Finish) that retire early from the race or do not complete the correct course.
- **Record times** at finish flag or other buoy as required on to the Race Result sheet.
- If instructed by the Race Officer, raise abandonment flag (Square flag with alternate white and blue smaller square) and shortened course flag on tower flagpole (flags are in the tower).
- When each boat completes the race and crosses the finish line, **give a bell signal**.
- After last boat finishes, advise rescue boat.

### After Race

- **Calculate times and results\*** (if you are confident of the methodology)
  - Manual calculation - there are instructions for this in the tower.

- Digital - we are trialling a computer program to calculate the results which may suit you better.

*\*If you do not feel confident these can be done by someone later.*

- After the last race when rescue boat has collected all buoys, they will request tractor driver to retrieve the boat. Please locate someone who has tractor driver experience by asking around the compound.

### Pack up

- Put binoculars and timers in the filing cabinet.
- Turn off radio at power point.
- Leave weather station on.
- Take down flags and close windows and shutter (You will need to ask for assistance with closing the shutter as it is much easier with two).
- Lock the tower and ask for assistance to put the ladder lock on.

\*\* If you have time, please write a short report in the Tower Log Book noting the date, the Series Name, how many boats in each division, weather conditions, RO (Race Officer), boat driver and tower officer.

NB: Thank you for your help – it is much appreciated! Please ask Race Officer or any other Club Member if you have any questions or need assistance in the tower.

