



## **Mannering Park Amateur Sailing Club**

Grace Street Mannering Park NSW  
P.O Box 7196 Mannering Park NSW 2259

[www.manneringparkasc.org.au](http://www.manneringparkasc.org.au)

**Club Handbook**

***2024-2025 Season***

# MPASC HANDBOOK FOR 2024-2025

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# MPASC HANDBOOK FOR 2024-2025

## 1 – LIST OF CLUB OFFICE OFFICE-BEARERS

### Executive Committee

Position	Name	Contact Tel No
Commodore	John Skewes (0402961019)	<a href="mailto:commodore@manningparkasc.org.au">commodore@manningparkasc.org.au</a>
Vice-Commodore –		
<i>Yachts</i>	Michael Pilgrim (0418434732)	<a href="mailto:viceyachts@manningparkasc.org.au">viceyachts@manningparkasc.org.au</a>
<i>Catamarans</i>	Emily Henderson (0466123406)	<a href="mailto:vicecats@manningparkasc.org.au">vicecats@manningparkasc.org.au</a>
<i>Dinghies</i>	Jim LeLaen (0429204415)	<a href="mailto:vicedinghies@manningparkasc.org.au">vicedinghies@manningparkasc.org.au</a>
Treasurer	Con Tzaidas (0400595374)	<a href="mailto:treasurer@manningparkasc.org.au">treasurer@manningparkasc.org.au</a>
Secretary	Bruce McWhirter (0417441252)	<a href="mailto:secretary@manningparkasc.org.au">secretary@manningparkasc.org.au</a>

### General Committee Ordinary Members:

Michael Forbes, Jim Lonsdale, Ken Dalton, Tim Peters, Jim McCulloch

### Club Officers

Club Captain	Vacant	<a href="mailto:ccaptain@manningparkasc.org.au">ccaptain@manningparkasc.org.au</a>
Social Coordinator	Vacant	<a href="mailto:social@manningparkasc.org.au">social@manningparkasc.org.au</a>
Canteen Manager	Janet Carr	

### Handicapper –

#### *Saturdays (Yachts)*

Michael Pilgrim, Brenton Curran, Warren Pfeffer  
[handicapperyachts@manningparkasc.org.au](mailto:handicapperyachts@manningparkasc.org.au)

#### *Saturdays (Catamarans)*

Warren Pfeffer  
[handicappercats@manningparkasc.org.au](mailto:handicappercats@manningparkasc.org.au)

#### *Wednesdays (Twilight)*

Michael Pilgrim  
[handicappertwilights@manningparkasc.org.au](mailto:handicappertwilights@manningparkasc.org.au)

### Twilight Race Coordinator

Michael Pilgrim

### Twilight Race Timekeeper

Anne Lewicki, Ken Douglas, Andy Brennan, Jenny Brennan

### Equipment Auditors

Andrew Whitbourne, Michael Forbes, Kevin Cook, Mick Pilgrim,  
Rob Blanch.

[equipauiditor@manningparkasc.org.au](mailto:equipauiditor@manningparkasc.org.au)

**Partners/Sponsors Coordinator** Ken Dalton

**Public Officer** Patrick MacGregor

### Member Development and

**Training Coordinator** Andrew Whitbourne [development@manningparkasc.org.au](mailto:development@manningparkasc.org.au)

**Race Committee** Andy Whitbourne, Mick Pilgrim, Warren Pfeffer, Emily Henderson, Jim LeLaen

**Protest Committee** Michael Forbes, Jim McCulloch, Darcy Wilson

**Regatta Committee** Michael Forbes, Andy Whitbourne, Jim LeLaen, Emily Henderson,  
Danielle Barns, Sheree Dalton, Michael Pilgrim.

**Webmaster** Bruce McWhirter [webmaster@manningparkasc.org.au](mailto:webmaster@manningparkasc.org.au)

**Grants Coordinator** Nikki Parker

**Licensee** John Skewes

[commodore@manningparkasc.org.au](mailto:commodore@manningparkasc.org.au)

**Publicity Officer** Nikki Parker

[publicity@manningparkasc.org.au](mailto:publicity@manningparkasc.org.au)

## 2 – BY- LAWS OF THE CLUB

### Club Premises and Property

- No club property may be removed from the club premises without the permission of the Club Captain, Secretary, or Commodore.
- Children must always be under the control of an adult.
- Complaints relating to clubhouse facilities or equipment should be directed to the Duty Committee Officer of the day who shall enter the information/complaint into the club's maintenance log/register for the Club Captain to action.
- No personal property, boats, or equipment may be stored at the Club.
- Smoking is not permitted inside any part of the Clubhouse and boat storage areas, in line with NSW Government legislation.

### Clubhouse and Club Boat(s) Hire Policy

The infrastructure, facilities, and equipment of the club are for the benefit of all members of the club and can be used by members at any time. The club also recognises that we are a part of a local community and broader sailing community, and as such may approve the use of our facilities and equipment to requests for support.

The club has built up its assets and facilities over an extended period and recognises that there are costs associated with the maintenance of these assets for the operations of the club. The use of these assets for activities not directly associated with the normal operations of the club must make some contribution to the costs associated with the maintenance of the assets and facilities. Accordingly, the following charges have been approved for the hire of the clubhouse and other assets/equipment:

1. Hire of the clubhouse for functions:
  - a. Members – no cost.
  - b. Non-Members - \$180 plus a \$400 bond.
2. Club Boat Hire:
  - a. Training Boats:
    - i. Members - \$5 per day.
    - ii. Non-Members - \$35 per day plus \$500 bond.
  - b. Support Vessels:
    - i. Members - \$5 per day plus fuel.
    - ii. Non-Member Organisations - \$175 per day plus a \$500 bond, plus fuel.

The clubhouse and equipment are not intended for use by the public, only club members and local organisations who request the use of these assets. Other organisations associated with the sailing community e.g. Australian Sailing and other local clubs may also request the use of club assets.

All request to use the clubhouse and club boats must be made to the Commodore. The Training Coordinator and/or Vice Commodore (Dinghies) may authorise the use of the club's training boats by club members for training purposes and use in competitions.

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## Club Mooring Policy

### Use of the Club's Mooring

- **Members:** The Club's mooring is available to all club members, on a short-term basis, at no cost to the member. All members must request the use of the mooring, through the Commodore, stating the reason why they need to use the mooring and the estimated duration of use e.g., organise a mooring of their own. Typically, a short-term basis is 3 – 4 weeks while the member attends to the needs of their vessel. Only the Commodore can approve periods beyond 4 weeks and any additional period will be charged at \$50 per week or \$10 per day for periods less than a week. The mooring will not be available for short term use during club events e.g., regattas.
- **Non-Members:** Non club members may only use the Club's mooring if they are attending a MPASC event e.g., regatta. This will be limited to the duration of the event.
- **Insurance:** All boats intending to use the MPASC mooring must be covered by a Public Liability insurance policy, for a minimum sum of \$5m. A copy of the insurance policy must be provided to the Commodore before utilising the mooring.

## Racing

- The conduct and control of racing shall be vested in the Race Committee.
- All boats must carry appropriate insurance and a current CAT 7 safety certificate.
- Only boats that are owned by members shall be accepted into the Club Register of Boats. No fee will be charged for the registration of a boat.
- Any boat that is not registered with MPASC, or another Club, shall not be eligible for entry into races conducted by the Club.
- Casual visitors may be accepted with agreement of the Race Committee.
- All entrants in the club's races shall comply with the Sailing Instructions issued by the Race Committee and Australian Sailings (AS) current Racing Rules of Sailing
- Complaints regarding the race organization should be directed, in writing, to the Race Committee.
- Entrants in races, if required, shall agree to supply the names of persons who crew on their boat and all crew members of any boat racing shall be a full financial member of MPASC, or be an AS affiliated club member, or hold an AS SailPass to race on the day.
- The Club operates a VHF Band radio (CH 77). **Note: IF A BOAT DOES NOT CARRY A RADIO, THE CARRYING OF A MOBILE PHONE IS ENCOURAGED. THE CLUB'S EMERGENCY CLUBHOUSE No is 02 4359 3518**

## 3 – MEETINGS

- General Meetings of the Club are held on the second Tuesday of every month, in the Clubhouse, 27 Grace St. Mannering Park, starting at 7 pm.
- Special General Meetings may be convened at the request of 5% of the members. A member must give written notice of business to be included on the agenda. No business, other than that in the notice, may be transacted at a Special General Meeting.
- Members with matters for discussion by any of the Club's sub-Committees must apply in writing to the Secretary of the club at P. O. Box 7196 Mannering Park NSW 2259.
- Members are expected to attend information meetings which may be called from time to time.
- The Club's Annual General Meeting (AGM) will be held on the Sunday following the last Saturday race day of the season in April/May.

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## 4 – CLUB PERPETUAL TROPHIES

### **Club Champion**

A trophy will be awarded to the Club Champion in each division/fleet, based on the overall result of all Series sailed during the season.

### **A and C Class Catamaran Fleets**

A trophy be awarded to the Champion boat in each of the A Class and C Class Catamaran fleets. There is a separate award to the overall Catamaran Fleet Club Champion.

### **Parkvale Trophy**

A trophy will be awarded to the Club Member of the year, chosen by the Club Committee.

### **Most Improved Club Members(s)**

A trophy may be awarded to the member(s) that, in the opinion of the Race Committee, has demonstrated the greatest improvement in sailing skills during the season.

### **Pam Fors Twilight Clock Trophy**

A trophy donated by Bill Fors, husband of the late Pam Fors and past supplier of the club trophies. The boat with the highest total number of points in the Twilight Series, after allowing for two dropped races in the Twilight pre-Xmas series and the two dropped races in the Twilight post-Xmas series, will be awarded the Pam Fors Twilight Clock trophy.

### **Ladies Day Race Trophy**

A trophy awarded to the female skipper of the overall winning boat, of the Ladies Day Race Series.

### **Chris Blackford Memorial Trophy**

A trophy be awarded to the Junior Best and Fairest Sailor.

## 5 – PRIZES

On Saturdays, all skippers and crew are invited to the club after the race for the announcement of results, to read any articles on the notice board posted by the General and Race Committees, and to hear general announcements. Refreshments are available at the Clubhouse.

### **Weekly Prizes**

- The General Committee may approve a weekly prize to be awarded after racing on Saturdays.

### **End of Season Prizes - Yachts**

- A trophy or prize will be awarded in each Series to the boat with the lowest point score in that Series.
- A trophy or prize will be awarded, as the Club Champion, to the boat with the lowest total points in all Bay and Marathon Series sailed in the season.
- A trophy or prize will be awarded in each of the Twilight Series to the boat with the highest point score in each Series.
- A trophy or prize will be awarded, as the Twilight Club Champion, to the boat with the highest total points for both the Pre-Christmas and Post-Christmas series.

### **End of Season Prizes - Catamarans**

- A trophy or prize will be awarded in each Fleet's Handicap Series to the boat with the lowest point score in the combined pre and post Xmas Series. A competitor will be allowed to drop a third of their highest scores.
- A trophy or prize will be awarded as the Club Champion within the Fleet to the boat with the lowest total points in that Fleet's championship series with each boat allowed to drop three races if twelve races, two races if ten, one race if nine, and all races count up to and including eight.
- A trophy or prize will be awarded as the Club Junior Champion from races conducted within the championship series.

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## End of Season Prizes - Dinghies

- A trophy or prize will be awarded in each of the Pre-Christmas (Series 1 & 2) and Post-Christmas (Series 3 &4) series to the boat with the lowest point score in each.
- A trophy or prize will be awarded as the Club Champion to the boat with the lowest total points on Scratch in the Series Races, with each boat allowed to drop two races if twelve races are completed and one race if ten races are completed. For nine or less races - all races count.

## 6 – ANNUAL CLUB MEMBERSHIP

### Membership

- MPASC membership application follows the procedure as described in the Club's Constitution and Code of Practice, which are available on the Club's Website.
- SAILPASS MEMBERSHIP IS A TEMPORARY CLUB MEMBERSHIP THAT IS ONLY VALID TO AN INDIVIDUAL FOR THE DURATION OF THE SAILING EVENT/RACE THEY ARE PARTICIPATING IN AS CREW ON A MPASC REGISTERED BOAT/YACHT OR UNDER SPECIAL INVITATION TO RACE AT THE CLUB AFTER PAYING THE PRESCRIBED FEE. IT DOES NOT AFFORD THE INDIVIDUAL ANY VOTING RIGHT OR PARTICIPATION IN THE ADMINISTRATION OR OPERATIONS OF THE CLUB.
- All Saturday sailors must become full Adult, Junior, or Family member after three (3) races. They can sail using a SailPass, at no cost, for their first three (3) races. Any SailPass after three (3) will cost \$10.
- All Twilight crew sailors must become Social/Affiliate members after three (3) and obtain a SailPass for each race they participate in. SailPasses are free for the entire Twilight competition.

<b>MEMBERSHIP</b>	<b>MEMBERSHIP FEE</b>
ADULT SAILING MEMBERSHIP	<b>\$120</b>
TWILIGHT CREW MEMBERSHIP	<b>\$20</b>
SAILPASS PER DAY (EXCEPT TWILIGHT)	<b>\$10</b> <b>(FIRST 3 DAYS FREE)</b>
TWILIGHT SAILPASS	<b>\$0</b>
JUNIOR MEMBERSHIP (18YRS AND UNDER AND AT SCHOOL)	<b>\$95</b>
SOCIAL/AFFILIATE MEMBERSHIP	<b>\$20</b>
FAMILY MEMBERSHIP (TWO ADULTS AND TWO CHILDREN -18YRS AND UNDER AND AT SCHOOL)	<b>\$280</b>

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### 7 - RACE FEES

<b>SATURDAY RACING</b>	
<b>YACHTS &amp; DINGHIES (ADULTS): FULL SEASON</b> (NB: To qualify for the Club Championship yachts must compete in all the Bay Series and the Marathon Series)	<b>\$180</b>
<b>CATAMARANS (ADULTS): FULL SEASON</b> Includes one catamaran regatta (entry fee only - no catering) Must be paid before the 5 <sup>th</sup> October 2024	<b>\$80</b>
<b>YACHTS: INDIVIDUAL SERIES</b> Individual Bay Series (Series 1, or 2, or 3) Marathon Series Ladies Series Crew Series	<b>\$75</b> <b>\$75</b> <b>\$25</b> <b>\$25</b>
<b>DINGHY RACING (JUNIORS): FULL SEASON</b> Must be paid before the 5 <sup>th</sup> October 2024	<b>\$95</b>
<b>YACHTS &amp; DINGHIES (ADULTS) HALF SEASON (POST CHRISTMAS/NEW YEARS)</b> FROM 1 <sup>ST</sup> JANUARY 2025 Must be paid before the 18 <sup>th</sup> January 2025	<b>\$130</b>
<b>CATAMARANS (ADULTS) HALF SEASON (POST CHRISTMAS/NEW YEARS)</b> FROM 1 <sup>ST</sup> JANUARY 2025 Must be paid before the 18 <sup>th</sup> January 2025	<b>\$40</b>
<b>WEDNESDAY TWILIGHT RACING</b>	
<b>FULL SEASON</b> Must be paid before the 13 <sup>th</sup> November 2024	<b>\$180</b>
<b>HALF SEASON – PRE CHRISTMAS</b> Must be paid before the 13 <sup>th</sup> November 2024	<b>\$90</b>
<b>HALF SEASON – POST CHRISTMAS</b> Must be paid before the 15 <sup>th</sup> January 2025	<b>\$110</b>
<b>COMBINED SATURDAY &amp; WEDNESDAY RACES</b>	
<b>FULL SEASON</b> Includes one catamaran regatta (entry fee only - no catering) Must be paid before the 13 <sup>th</sup> November 2024	<b>\$290</b>
<b>CASUAL RACE FEES</b>	
<b>DAILY RACES FEES – YACHTS/CATAMARANS/DINGHIES (BOTH SATURDAYS &amp; WEDNESDAYS)</b>	<b>\$20</b>
<b>VISITORS DAILY/CASUAL RACE FEES</b>	<b>\$25</b>
<b>DAILY/CASUAL RACES (JUNIORS)</b>	<b>\$15</b>

### 8 – AUSTRALIAN SAILING (AS) AFFILIATION

The Club's Australian Sailing (AS) Administrator will register all financial sailing members with AS under the Club's name. AS registration is required for participation in all races, except Twilight races.



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## 9 - PAYMENT OF MEMBERSHIP & RACE FEES

Members can pay their MPASC membership and race fees through the Club's "TryBooking" system using the link on the Club's website.

## 10 - RESPONSIBILITIES OF CLUB OFFICIALS

### Commodore

- The Commodore is responsible for the overall management of the club, including policy, direction, and discipline.

### Vice Commodores – (Yachts, Catamarans, Dinghies)

- Support the Commodore as required and perform duties as written in the Club's Constitution.
- Administer the operations of the yacht, catamaran, and dinghy fleets respectively.
- Coordinate preparation of Sailing Instructions.
- Notify all members of any changes in the Sailing Instructions.
- Prepare a Duty Roster for (a) Yachts and (b) Catamarans for each week of the sailing season and check that each boat or member is aware of their rostered date and confirm attendance.
- All three Vice Commodores are members of the Race Committee.

### Treasurer

- Receive membership and race fees.
- Provide a list of financial members and race entrants to the Race Committee and Secretary.
- Prepare a budget for the year of income and expenditure. Control expenditure and income for current year.
- Prepare a monthly financial report for the Executive Committee.
- Review the insurance cover of MPASC and ensure that all appropriate insurances are current, and premiums paid.
- Maintain the Club's bank and card accounts.

### Assistant Treasurer

- Provide support to the Treasurer through banking cash monies; maintaining cash float at Canteen POS; maintenance of Registers; monitoring membership and vessel registration; entering invoices into Xero; providing reports and assistance as required.
- **Responsibilities and Duties**
- **Canteen Monies.**
  - Collect and maintain a weekly record of cash monies received within the Canteen POS, following weekend events or regattas.
  - Record EFPOS payments from Tyro.
  - Provide a Float for the next weeks POS.
  - Bank remaining cash monies collected.
  - Provide an itemised Sales report for the weekend or regatta to the Canteen Manager.
- **SharePoint Registers**
  - Maintain SharePoint Membership and Vessel Registration Registers as members pay their membership fees and race fees.
  - Provide a report of these Registers to the monthly committee meeting as required.
- **TryBooking.**
  - Monitor payments into Trybooking.
  - Transfer payment information to SharePoint Registers
  - Monitor payments into Trybooking.
  - Transfer payment information to SharePoint Registers.
  - Reconcile Trybooking payments against SharePoint Membership and Vessel Registration to ensure accuracy of the SharePoint Registers
  - Monitor Regatta entry payments and provide Excel spreadsheet report to Regatta Co-ordinator and Regatta Handicapper

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- **Vessel Registration and Membership**
  - Monitor members and vessel participation at Club sailing days.
  - Provide report to relevant Vice Commodores re outstanding non memberships or vessel registration.
- **Xero.**
  - Enter invoices to be paid.
  - Maintain record of Invoices entered.
- **Provide reports and assistance to Commodore and Treasurer as required.**

### Secretary

- Receive all membership applications.
- Maintain a register of members' names, addresses, and contact numbers.
- Provide a list of members' names and addresses to the Public Officer.
- Receive Boat Register Forms and maintain a Register of Boats and Safety Certificates.
- Keep a list of all keys to the club.
- Receive all correspondence and reply to all relevant correspondence.
- Prepare agendas for Club meetings. Keep minutes of all meetings. Post a summary of all Committee meetings on the Club's noticeboard.
- Apply for the NSW Maritime Licence in time for the season.

### Health and Safety

- It is the responsibility of ALL members to ensure a safe and healthy environment for members, guests, and all visitors to the Mannering Park Amateur Sailing Club including associated activities.
- ALL members are responsible for reporting anything that may impact on the health and safety of members, guests, and any visitor.
- Reports should be directed to the Club's WHS Officer (currently vacant) or any Club Official and noted in the MPASC General Maintenance Log and Incident Registers (located under the canteen counter).

### Work Health and Safety (WHS) Officer

- Manage the Club's Workplace Health and Safety requirements under State and Federal Legislations.

### Club Captain

- Ensure the Club's rescue boats, and equipment i.e., marks, flags, boats, motors, PFDs are maintained in good order.
- Maintain a list of all club equipment and its whereabouts (Assets Register). Arrange for repair and servicing of equipment.
- Maintain the fire and First Aid equipment in the clubhouse and rescue boats. Post a list of members qualified to administer first aid on the clubhouse information board.
- Responsible for the maintenance of the club building and maintenance of the surrounding grounds.
- Maintain and operate the Club two-way radios (27MHz & VHF) and mobile phone.
- Maintain instructions for use of radios and test radios on a regular basis.

### Social Coordinator

- Plan and manage dedicated events e.g., the Club's Presentation Night, Regatta Social Events, and Club off-water social events.
- Manage cost/expenditure accounts for dedicated events and report these to the Treasurer.

### Canteen Manager

- Manage the operations of the Club's canteen on normal race days and regatta events as required by the club.
- Each Saturday race day set up the canteen (prepare items for sale etc.) ready for handover to the Duty members rostered for that day.
- Manage cost/expenditure accounts for the canteen and report these to the Treasurer.
- Provide monthly canteen report to the Treasurer and Executive/General Committee meetings, including sales, profit, and stock on hand.

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## **Member Development and Training Coordinator**

- Coordinate the Club's Training Program for both juniors and seniors.
- Organise rules nights and training events.
- Coordinate training courses for participation by Club members.
- Coordinate activities to attract new members.

## **Partnerships/Sponsors Coordinator**

- Develop and expand partnerships with the club's sponsors.

## **Volunteers Coordinator**

- Assist the Regatta Committee and Vice Commodores to organise volunteers to support Club event.

## **Members Coordinator**

- Assist the Executive Committee to provide opportunities, activities, and facilities to attract more members to the club.
- Advertise Social Membership benefits and activities.

## **Equipment Auditors**

- Ensure that all entries in Club races comply with safety regulations, including NSW Roads & Maritime Services regulations. All Equipment Auditors must be qualified and certified as an Equipment Auditor by Australian Sailing.
- Certify yachts competing in MPASC competitions comply with AS safety requirements.

## **Race Committee**

- The Race Committee shall develop sailing instructions and courses for the season and make amendments from time to time.
- The Race Committee will determine what courses are to be sailed by competitors or if a race is to be cancelled due to weather conditions.
- Suggestions regarding changes and improvements to the race organisation should be forwarded to the Race Committee for consideration.

## **Regatta Committee**

- Coordinate and manage Regattas hosted by the Club.

Work with the Social Coordinator and Canteen Manager on "Special Events" days hosted by the Club.

## **Protest Committee**

- The Protest Committee shall decide on all protests lodged within the club.

## **Youth Committee**

- Provide advice and recommendations to the Executive Committee on the requirements of the Club's Junior Membership.

## **Sailability Committee**

- Manage the operations of Sailability at MPASC.

## **Publicity Officer**

- Coordinate the preparation of newsletters, including editing and sourcing information. Post approved content to the website.
- Submit approved material to relevant press, magazine, and radio (e.g., race results, regatta advertisements, results, and editorial).

## **Webmaster**

- Maintain the architecture of the MPASC Website and provide technical support as required.
- Post relevant information as required including race documentation, sailing instructions, weekly race results, event notifications, newsletters, items received from Content Managers and *ad hoc* information as approved by the Executive Committee.

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## Public Officer

- The position of Public Officer is defined by the NSW Department of Fair Trading's "Model Rules" for associations.
- The responsibilities of the Public Officer are defined by the NSW Associations Incorporation Act 2009.
- Need not be a member of the Club.

## Licensee

- Ensure that MPASC complies with the NSW Responsible Service of Alcohol (RSA) legislation.
- Maintain the RSA register and ensure that any person providing alcohol from the bar at MPASC has a valid RSA Certificate and a copy is on hand in the RSA folder held at the Club.
- Apply for the Club's Liquor License in November each year.

## Twilight Coordinator

- The Twilight Coordinator shall coordinate all activities associated with the running of the Wednesday Twilight competition.

## Twilight Race Timekeeper

- The Twilight Race Timekeeper shall assist the Twilight Coordinator in the timing and recording results for each twilight race.

## Handicappers

- The use of handicaps is intended to enable yachts or catamarans of different sizes and speed to participate in reasonable competition.
- The objective of the TCF/handicaps, as allocated by the yacht handicapper, is to ensure that each entrant has a reasonable chance of winning the race.
- The Handicapper has the discretion to review and modify handicaps each week to achieve this objective.
- Know before the start of a series which boats are entrants for the whole series, and which are the casual entrants. This information is available from the Treasurer and/or Secretary.
- Award a TCF/handicap to each boat before each race. Award a TCF/handicap to a new boat. Check that the boat has been correctly registered, with a safety certificate, a race entry has been completed by the competitor, that the race fees are paid and that the boat is crewed by Club Members.
- Check with the Duty Committee Officer that there are no problems with the race. Work out the provisional results of the race from the Time Sheet after the race.
- Inform the Commodore, or Vice-Commodores of the provisional winners and post the results after any protest.
- Calculate the worked TCF/handicaps for each boat/cat after a race and derive revised handicaps for each boat for the next race.
- Write up the names of boats entered for a series and record their results each week on the MPASC Website. Work out the overall results after the last race in each series.
- Keep all the Time Sheets, Handicap Calculation Sheets, a Score Record Sheet for each series and a Table of Worked Handicaps for boats for each race.

# MPASC HANDBOOK FOR 2024-2025

## 11 - WEEKLY DUTIES

### DUTY BOAT ROSTER REQUIREMENTS FOR CLUB MEMBERS ON RACE DAYS

• Owners/Skipper and Crews from yachts will be rostered for boat duty on each race day. A list of onshore duties for the duty boat, is listed on the fridge in the canteen area.

• Responsibilities of duty boat personnel also include:

1. Addressing any problems that may arise during the day.
2. Assisting in checking the race results before they are announced.
3. Be available to log any complaints, and to direct them to the relevant Club Official responsible.
4. Receive the Protest Forms and pass them to a member of the Protest Committee.

• **It is the responsibility of the crews to find out the date that they are rostered on.** The roster will be placed on the notice board in the clubhouse and posted on the Club's website.

• Any boat that does not attend to perform the Club Race Day Duty requirements will be penalised and scored as DNE (Disqualified Not Excludable) which cannot be discarded.

• **If for any reason, a boat duty crew cannot attend on their rostered day it is their responsibility to make alternate arrangements. They are to advise the Vice Commodore, of their fleet, as what these arrangements are.**

• **Failure to attend on your rostered day, without providing notice, is unacceptable, and unfair to other crews/members.**

- MPASC Club house uses the call sign - **"MPASC CLUBHOUSE"**
- MPASC Support boat 1, (5.0m aluminium runabout) uses the call sign - **"MP2"**
- MPASC Support boat 2, (4.9m Red Rigid Inflatable) uses the call sign - **"MP3"**
- MPASC Support boat 3, (3.4m White Rigid Inflatable) uses the call sign - **"MP4"**
- MPASC Support boat 4, (3.8m Grey Rigid Inflatable) uses the call sign - **"MP5"**

### ALL SUPPORT BOAT AND CLUBHOUSE RADIOS TO BE TUNED TO VHF CHANNEL 77

• **Only Club members are permitted to operate the Club's support and rescue vessels.**

• **Boat operators, and crew, are required to wear a life jacket, AT ALL TIMES.**

• **Boat drivers must have the engine cut-out switch attached to their body in case they are thrown overboard whilst operating the boat.**

• **NSW ROADS AND MARITIME REQUIRE THE DRIVER OF ANY BOAT TRAVELLING OVER 10 KNOTS, TO POSSESS A CURRENT BOAT LICENSE.**

• **NO ALCOHOL IS PERMITTED ON ANY CLUB SUPPORT BOAT AT ANY TIME.**

• **TWO PERSONS SHOULD BE ON EACH CLUB SUPPORT BOAT AT ALL TIMES.**

• **BE SOCIAL, INTERACT WITH MEMBERS AND CREWS, ENJOY YOUR TIME AT THE CLUB AND MOST OF ALL - HAVE A FUN DAY!**

# MPASC HANDBOOK FOR 2024-2025

## YACHT CREWS

### Attend the clubhouse from midday till 8pm

- Perform the Time-Keeper duties for the yachts, i.e., start the electronic clock on time and record finish times etc. Put out and attach the suitable course sign for yachts on the wharf ramp railing.
- Liaise with the Canteen Supervisor to manage the canteen duties during the afternoon, including the bar, BBQ or other snack food, soft drinks, tea, coffee etc. Monitor the club VHF radio (Ch. 77) and phone.

### Bar opening times are strictly 12pm to 8pm on Saturdays.

- The duty boat may race but **must provide a minimum of two capable persons** ashore to perform the duties.

After the race, the yacht crew must attend the clubhouse to assist. If a duty boat races on its rostered day, it will be awarded third place points, or the race result if better than third place.

- The duty boat must provide at least **one person with a current RSA certificate** to operate the bar and their name must be clearly written on the sign above the bar fridge with a whiteboard marker. **If no RSA qualified person is available, the bar shall remain closed. If no one on your crew has an RSA, you will need to get one ASAP** (N.B. cost will be reimbursed by the club). Please notify your Vice Commodore to make other arrangements if you are unable to meet these requirements on the day.

- Start the countdown clock on 60 minutes at 1.15 pm (12.15 for marathon races). Start the stopwatches at the same time as the clock. Write down the time by your wristwatch or phone on the time sheet as a precaution against failure of the stopwatch.

- Time-keepers bag should contain binoculars, sailing instructions, two stopwatches and a start sheet with the register of yachts.

- Tick off (highlight) the boats on the time sheet as you recognise them. Write DNS against all the boats which do not sail.

- Note the names of any boats that have broken the start and did not restart. Record them on the Time Sheet and still record their finish time.

- Record the time on the stopwatch when each boat crosses the finish line. When any part of the hull crosses the finish line the boat is deemed to have finished.

- Wave the chequered flag as each boat finishes and note that all boats must be accounted for on the results sheet.

- In a tight finish, have another person call out the boat's name, then "now" as the boat crosses the line. N.B. the club's wharf security camera footage can be reviewed for any discrepancies (see Club Captain). The race results are to be given to the handicapper.

- Wash up kitchen utensils/pack the dishwasher and turn it on, mop the floor, and wipe benches.

- Clean toilets, and shower area before closing. Leave leftover meat and bread in the freezer unless directed otherwise by the canteen supervisor.

- Garbage bins to be put away down the side of the clubhouse (southeast side)

- Switch off lights and lock the clubhouse when closing and check oven etc. are turned off.