



ALL WORKFORCE VOLUNTEERS, please confirm any commitment errors or changes without delay, new volunteers are always welcome.

J24 class National championships 2023											CRONULLA SAILING CLUB	
Organising Authority: CSC in conjunction with J24 Australia												Job List #620-04 v4 PVR v3 FC 14/11/2022
4th to 8th January 2023												
WORKFORCE Job List												
Task	Managed by CSC	Managed by CA/J24	Workforce	July	Aug	Sept	Oct	Nov	Dec	Jan	Comments	
Host agreement..											...KEY	
NCA approaches CSC to co-host event	•	•	CSC + NCA	✓			Key..				National Class Association management = NCA	
NCA prepare Budget		•	NCA	•			Planned	Activity >	•		Regatta Organising Committee = ROC	
Host offer doc, Sanctioning NCA accepts terms	•	•	CSC>NCA>CSC	✓			Job	done >	✓		Appointed Race Officer = RO	
Appoint ROC Management	•	•	CSC + NCA	✓			Race day	roster >	○		Race Committee = RC	
ROC admin..											Race Committee Vessel (start boat) = RCV	
Regatta Organising Committee CSC managers	•		PVR + BE	✓							CSC Sec = Bronwyn Elford = BE	
Regatta Organising Committee CA managers		•	SW + FC	✓							J24 volunteer, CSC or other club = J24 Team	
Define Stakeholders	•	•	ROC	✓							Safety Officer = SO	
Jointly define the technical aspects of the event	•	•	ROC	•								
Appoint Race Committee Officers	•	•	ROC		•							
Prepare preliminary Event Timeline + Job List doc	this doc	this doc	ROC	✓	✓		✓		•		THIS DOCUMENT	
Review CSC Risk Management Plan	•		JA / Trent	•				•		•		
Prepare Notice of Race	•	•	ROC	✓	✓	•					Must be finalised and issued to CSC & RO 4 months out	
Appoint Race Officer (RO)		•	John Allan	asap	✓							
RO approve NoR	•	•	John Allan			•	•					
CSC approve NoR, establish SailSys portal	•		CSC + BE			•	•				SailSys setup for the event before publishing NoR	
Publish Notice of Race	•	•	ROC + CSC sec				•				Publication 3 months out, CSC + RO must review	
RC admin..											Start Boat asserts listening watch, random VHF calls to competitors	
Race Committee (RC) CSC management	•		xx + BE		✓							
Race Committee (RC) CA management		•	SW + FC		✓							
Progress Meetings, as needed	•	•	RC	•	•	•	•	•	•	•		
Populate Event Job List doc	this doc	this doc	RC		✓	✓	✓	•	•		THIS DOCUMENT	
Appoint RCV on-water committee / Flag Officer		•	?Rhonda				✓				Flag Officer	
Appoint RCV on-water committee / Scribes		•	Elenore				✓	•			scribe, scrutineer (video)	
Roster - RCV Driver, all days	•		?Macquart				•					
Prepare Sailing Instructions		•	NCA				•	•			Must be online by 1700hrs 30/12/2022, see MARK confirmations below	
Plan + appoint Protest Committee	•	•	PVR, NCA, RC		•		•		•			
Protest Chairperson	•	•	?Ed Vincent					•	•		requires mooring ?McKay?	
Protest July 1, 2, 3	•	•	TBA					•	•		Select from Protest committee pool, see INFOsheet	
Arbitrator?	•	•	TBA					•	•			
Council trailer parking permit/application	•		Craig S				✓				CSC to bund off area in Council car park ?not necessary - Kurnell??	
Confirm Liquor licence dates	•		CSCsec+Marty			✓						
Confirm TfNSW Sailing Event Notification	•		Pete Fielder			✓					(previously called Aquatic Licence)	
Sponsorship:												
Prepare documents for Sponsor		•	J24			•						
Engage with and appoint Sponsors		•	J24			•	•					
Secure prize commitments		•	J24				•					
Media +:												
Announce Regatta, all media channels	•	•	RC		•	•	•				CSC and J24 websites, CSC facebook, NCA social media, etc	
Prepare + release social media content	•	•	RC			•	•	•	•	•		
Open Entries, publish NoR (Revolution ready)	•		RC + CSCsec				•				Revolution hosted, linked to CSC SailSys handicap portal	
Order flags or banners and T-shirts		•	RC					•				
Announce Sponsors		•	J24					•				
Recover trophies from last winner		•	FC	✓		•						
Finalise trophy/medal order		•	FC	✓			•	•				
Prepare official noticeboard + CSC website	•	•	RC + CSCsec			•						
NCA establish event noticeboard their websites		•	J24			•						
Finalise Sailing Instructions		•	RC					•				
Publish Sailing Instructions	•		RC + CSCsec						•		Must be online by 1700hrs 30/12/2022, see MARK confirmations below	
Communicate reminder of closing date	•	•	RC + CSCsec			•		•		•		
Publicise and update entered boat list	•	•	RC + CSCsec				•	•	•	•		

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Competitor + Social activities:										
Arrange billeting options		●	FC							Publish coordinator contact number (FC) 0417264827
Prepare after-race + social function programme		●	J24 social team							Social information, CSC bar hours, local restaurants, etc
Organise MC + speakers for briefings		●	J24				●			Commodore/RC:yachts/J24 class representative
Organise MC + speakers for prizegiving etc		●	J24				●			Commodore/RC:yachts/J24 class representative
Communicate mandatory 'onboard' crew list	●	●	CSC + FC			●		●	●	'On board' CSC website. Written in NoR + SI. Announce at Briefing
Arrange photographer, on-water + presentations		●	? Phil Rogers					●		Phil Rogers pics
Front of House:										
Arrange Flags and Flagpoles	●		J24					●	○	
Arrange competitor Burgees		●	RC					●		
Arrange welcome packs		●	J24					●		
Arrange Back Office +Registration Desk + weigh-in	●	●	FC					●	○	Day before first race, Registration in boathouse
Arrange Back Office +Registration Desk + weigh-in	●	●	FC					●	○	Morning of first race, Registration in boathouse
Entry document scrutiny	●	●	FC + CSCsec						○	Scrutinise lodge docs (insurance, safety, AS m'ship)
Arrange CSC-CAT 7+ equipment auditor Team	●	●	CSC (SO:Trent W + FC)			●			○	Concurrent with registration, upgrade cat 7 to Cat 7+
Signposts, notice board and directions	●		TBA					●	○	
Traffic control, driveway Marshalls	●	●	TBA						○	NOTE: CSC Friday trading concurrently need traffic control NO
Traffic control, hardstand Marshalls	●	●	TBA						○	NOTE: CSC Friday trading concurrently need traffic control NO
Bund trailer parking area, inc. Trailer Marshall	●		TBA						○	Boat ramp parking? Cronulla School? D Mck Kurnell
Arrange crane operators	●		FC, DMc, JMac			●			○	Friday, Saturday, Sunday. CSC authorised members only Wed, T
Arrange boat storage? Moorings? deploy trots?	●		DMc			●			○	NOTE: Friday twilight concurrently need dock management Twi
Competing vessel measurement, CA arrange		●	JM + SQ			●				Yacht certificates to be lodged at online race entry
Advise local residents	if req'd		CSC						●	
On-water Logistics:										
Contact owners for spectator craft duties	●	●	TBA					●	○	CSC member yacht?
Identify Course Turning Marks (for SI document)	●		SW, PVR						●	Determine prior to mid-Nov > record in SI document
Service committee boats: RCV, Mark boat, Pin	●		Jack Mac						●	Jack Mac attends to routine service plan pre event
Roster - Mark boat 1 - Saturday Driver	●		TBA			●			○	Mark boat 1 monitors top mark
Roster - Mark boat 1 - Saturday Crew	●		TBA			●				Mark boat 1 to train up on BouyZone app?
Roster - Mark boat 1 - Sunday Driver	●		TBA			●			○	Mark boat 1 monitors top mark
Roster - Mark boat 1 - Sunday Crew	●		TBA			●				Mark boat 1 to train up on BouyZone app?
Pre-plan race equipment needs	●		TBA					●	○	Refer Race equipment CHECKLIST
Daily Race equipment for RCV, Mark + Pin boats	●		TBA						○	Refer Race equipment CHECKLIST
Daily Race equipment for RCV, Mark + Pin boats	●		TBA						○	Refer Race boat CHECKLIST
Daily Fuel for RCV, Mark boat, Pin boat	●		TBA						●	Daily monitoring of fuel usage, use our CSC marina fuel a/c
Roster - Pin/ Mark boat 2 - Saturday Driver	●		TBA			●				
Roster - Pin/ Mark boat 2 -Sunday RO Assistant	●	●	TBA			●				Mark boat 2 monitors start pin + bottom gates
Roster - Pin/ Mark boat 2 -Sunday Driver	●		TBA			●				Mark boat 2 monitors start pin + bottom gates
Roster - Pin/ Mark boat 2 -Sunday RO Assistant	●	●	TBA			●				Assisting RO observing starts from Pin Boat
Prepare sign on / sign off sheets		●	FC						○	Registration desk
Manage handicap factors and results	●	●	RC + JZ						●	CSC Handicapper + fleet knowledgable CA representative
Collect race finish times, process, publish results	●	●	JZ + xx						○	SailSys tablet on RCV, download times to CSC Handicapper
Back of House:										
Stock Cool room	●		Coxy						●	Fits into summer trading
Open clubhouse each day, bar Staff and security	●		CSC Directors					●	○	Director opens up. Bar staff lock up on Director's advice
Arrange food and/or coffee vans	●	●	TBA					●	○	canteen or CSC café ?
Order daily canteen food and drinks	●	●	TBA					●	○	canteen or CSC café ?
Roster - Canteen food prep and service	●	●	TBA					●	○	canteen or CSC café ?
Order daily food and drinks for on-water officials	●	●	TBA						●	Order, procure, and prep rolls, muesli bars, water, etc
Roster - Day 1 Food prep - RCV Official provisions	●	●	TBA						●	
Roster - Day 2 Food prep - RCV Official provisions	●	●	TBA						●	
Roster - Day 3 Food prep - RCV Official provisions	●	●	TBA						●	
Roster - Day 4 Food prep - RCV Official provisions	●	●	TBA						●	
Order post-race BBQ food - all days Thurs only		●	TBA						○	Order and collect
Roster - Day 1 post-race BBQ Cook/caterer		●	TBA						●	start cooking on notification from start boat
Roster - Day 2 post-race BBQ Cook/caterer		●	N/A						●	normal CSC trading no BBQ
Roster - Day 3 post-race BBQ Cook/caterer		●	N/A						●	no plans, own devices. Bar open
Roster - Day 4 post-race BBQ Cook/caterer		●	N/A						●	Presentation off premises TBC. Bar open in interim
Roster-Bathroom and general Cleaning	●		CSC Cleaners						●	bathrooms, etc. FC to do Sat am
Roster-post race Clean up / working bee	●	●	CSC + J24team						●	