



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

J24 Class NSW State championships 2022											CRONULLA SAILING CLUB 	
Organising Authority: CSC in conjunction with J24 SSF												
26th and 27th November 2022											Job List #610-04 v12 PVR 14/11/2022 v11 FC	
WORKFORCE Job List												
Task	Managed by CSC	Managed by CA/J24	Workforce	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	Comments	
<b>Host agreement..</b>											...KEY	
NCA approaches CSC to co-host event	●	●	CSC + NCA	✓			Key..				National Class Association management = NCA	
CA prepare Budget		●	CA	●			Planned	Activity >	●		Regatta Organising Committee = ROC	
Host offer doc, Sanctioning CA accepts terms	●	●	CSC >CA >CSC	●			Job	done >	✓		Appointed Race Officer = RO	
Appoint ROC Management	●	●	CSC + CA	✓			Race day	roster >	○		Race Committee = RC	
<b>ROC admin..</b>											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	●		John, Trent	✓				●		●		
Prepare Notice of Race	●	●	ROC	✓	✓						Must be finalised and issued to TopYacht prior to 31/7/22	
Appoint Race Officer (RO)		●	John Allan	asap	✓							
RO to review NoR	●	●	John Allan			●	✓					
CSC approve NoR, Lodge to TopYacht (SailSys)	●		BE + JZ			✓	✓				Takes a long time, lodge ASAP. Reliant on NoR availability.	
Publish Notice of Race	●	●	ROC + CSC sec				✓				Publication 3 months out, CSC + RO must review	
<b>RC admin..</b>											Start Boat asserts listening watch, random VHF calls to competitors	
Race Committee (RC) CSC managers	●		PVR + BE		✓							
Race Committee (RC) CA managers		●	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		●	Tammie				✓				Flag Officer	
Appoint RCV on-water committee / Scribes		●	Ann +Tammie				✓	●			scribe, scrutineer(video) > send results file directly to h'capper	
Roster - RCV Driver, all days	●		Aliceson P				●	✓				
Populate the Regatta Workforce doc	●	●	RC			✓	✓	x	x	x	***abandon that doc and just use this one***	
Prepare Sailing Instructions	●	●	RC				●	✓	✓		Must be online by 1700hrs 1/11/2022, see MARK confirmations below	
Plan + appoint Protest Committee	●	●	PVR + SW	✓		✓		✓	●		Select from Protest committee pool, see INFOsheet	
Protest Chairperson	●	●	John Allan					✓	●			
Protest July 1, 2, 3	●	●	TBA					●	xxx			
Arbitrator (Optional)	●	●	TBA					●	x			
Council trailer parking permit application	●		C Smith				✓		✓		Council disinterested, first in best dressed.. Do we bund off ourselves? Alt	
Confirm Liquor licence dates	●		CSCsec+Marty			✓						
Confirm TfNSW Sailing Event Notification	●		Pete Fielder			✓					(previously called Aquatic Licence)	
<b>Sponsorship:</b>												
Prepare documents for Sponsor		●	RC			●						
Engage with and appoint Sponsors		●	None			●	●				TBA	
Secure prize commitments		●	FC				●				FC: J24 sail bags x6 ordered	
<b>Media +:</b>												
Announce Regatta, all media channels	●	●	BE + SW + FC		●	●	✓				CSC and J24 websites, CSC facebook	
Prepare + release social media content	●	●	J Maq/Dave West			●	●	✓	●	●		
Open Entries, publish NoR (TES now established)	●		RC + CSCsec			●		✓			TopYacht hosted, cross linked to CSC website	
Order flags or banners and T-shirts		●	none					●				
Announce Sponsors		●	SW + FC					●				
Recover trophies from last winner		●	FC	✓		n/a						
Finalise trophy/medal order		●	FC				✓	✓			Class association	
Prepare official noticeboard + CSC website	●	●	FC + CSCsec			✓						
CA establish event noticeboard on their websites		●	SW + FC	✓		●						
Finalise Sailing Instructions		●	CA					✓				
Publish Sailing Instructions	●		RC + CSC sec						post asap		Must be online by 1700hrs 1/11/2022, see MARK confirmations below	
Communicate reminder of closing date	●	●	FC+CSCsec			●		✓	✓	●		
Publicise and update entered boat list	●	●	FC+CSCsec				●	✓	✓	●		

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<b>Competitor + Social activities:</b>									
Arrange billeting options		●	FC	✓					Publish coordinator contact number (FC) 0417264827
Prepare after-race + social function programme		●	SW + FC						Social information, CSC bar hours, local restaurants, etc
Organise MC + speakers for briefings		●	welcome by Commodore ??				✓		Commodore/RC:yachts/J24 class representative TBA
Organise briefings, both days		●	RO John Allan, housekeeping FC				●		Commodore/RC:yachts/J24 class representative TBA
Organise MC + speakers for prizegiving etc		●	Rob Croucher Asked				●		Commodore/RC:yachts/J24 class representative TBA
Communicate mandatory 'onboard' crew list	●	●	briefing announcement FC	✓			●	●	'On board' CSC website. Written in NoR + SI. <b>Announce at Briefing</b>
Arrange photographer, on-water + presentations		●	Phil	✓			✓		Phil Rogers pics/Quintrex driver Glenn Smith
<b>Front of House:</b>									
Arrange Flags and Flagpoles	●		House					●	
Arrange competitor Burgees		●	n/a?					●	
Arrange welcome packs		n/a	n/a					●	
Arrange Back Office +Registration Desk + weigh-in	●	●	FC, Alex Cawsey, Jim Ley				✓	○	Friday in boathouse for Registration
Arrange Back Office +Registration Desk + weigh-in	●	●	FC				✓	○	Saturday in boathouse for Registration
Entry document scrutiny	●	●	BE + FC					○	Scrutinise TopYacht lodge docs (insurance, safety, AS m'ship)
Arrange CSC-CAT 7+ equipment auditor Team	●	●	G Smith, FC, RC (SO:Trent W)	✓				○	Concurrent with registration, upgrade cat 7 to Cat 7+
Signposts, notice board and directions	●		House + CA					●	
Traffic control, driveway Marshalls	●	●	Dave Whitten						NOTE: CSC Friday trading concurrently need traffic control
Traffic control, hardstand Marshalls	●	●	Ian Goodbury, bunting by Chris M						NOTE: CSC Friday trading concurrently need traffic control
Bund trailer parking area, inc. Trailer Marshall	●		Craig S, Pete VR, bunting by Chris M				✓	○	Boat ramp parking? Hardstand and at boat ramp
Arrange crane operators	●		FC +DMc +AC				✓	○	Thurs, Friday (no Sat), Sunday. <b>CSC authorised operator only</b>
Arrange boat storage? Moorings? deploy trots?	●		DMc				✓	○	NOTE: Friday twilight concurrently need dock management
Competing vessel measurement, CA arrange		●	JM + SQ				●		Yacht certificates to be lodged at online race entry
Advise local residents	if req'd							●	
<b>On-water Logistics:</b>									
Contact owners for spectator craft duties		●	CSC					●	CSC member yacht? Glenn Smith, big Kev Sunday no
Identify Course Turning Marks (for SI document)	●		DW, SW, PVR > JA					✓	Determine prior to mid-Nov > <b>record in SI document</b>
Service committee boats: RCV, Mark boat, Pin	●		CSC Marine					●	○ Jack Mac attends to routine service plan each week
Roster - Mark boat 1 - Saturday Driver	●		Mark B				●	✓	○ Mark boat 1 monitors top mark
Roster - Mark boat 1 - Saturday Crew	●		MB will bring				●	✓	Mark boat 1 to train up on <b>BouyZone app?</b>
Roster - Mark boat 1 - Sunday Driver	●		Eddy				✓		○ Mark boat 1 monitors top mark
Roster - Mark boat 1 - Sunday Crew	●		TBA				●	xx	Mark boat 1 to train up on <b>BouyZone app?</b>
Pre-plan race equipment needs	●		SW, PVR > JA					✓	○ Refer Race equipment CHECKLIST
Daily Race equipment for RCV, Mark + Pin boats	●		DW, SW, PVR						○ Refer Race equipment CHECKLIST
Daily Race equipment for RCV, Mark + Pin boats	●		by Driver team						○ Refer Race boat CHECKLIST
Daily Fuel for RCV, Mark boat, Pin boat	●		by Driver team						○ monitor daily, use CSC marina fuel a/c. <b>No fuel in boathouse</b>
Roster - Pin/ Mark boat 2 - Saturday Driver	●		Leanne N				✓		Mark boat 2 monitors start pin + bottom gates
Roster - Pin/ Mark boat 2 -Sunday RO Assistant	●	●	Craig Sheers				✓		Assisting RO observing starts from Pin Boat
Roster - Pin/ Mark boat 2 -Sunday Driver	●		TBA				●	xx	Mark boat 2 monitors start pin + bottom gates
Roster - Pin/ Mark boat 2 -Sunday RO Assistant	●	●	Craig Sheers				✓		Assisting RO observing starts from Pin Boat
Prepare sign on / sign off sheets		●	FC				✓		○ Registration desk
Manage handicap factors and results	●	●	SW + JZ					✓	○ CSC Handicapper + fleet knowledgeable CA representative
Collect race finish times, process, publish results	●	●	JZ + SailSys data assistant						○ TopYacht <b>SailSys</b> h'cap host, cross linked to CSC website
<b>Back of House:</b>									
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		●	SW					●	or CSC café up and running?
Order daily canteen food and drinks		●	SW					●	or canteen running???
Roster - Canteen food prep and service		●	SW					●	or canteen running???
Order daily food and drinks for on-water officials	●	●	Bron					●	○ Order, procure, and prep rolls, muesli bars, water, etc
Roster - Day 1 Food prep - RCV Official provisions	●	●	Undine G +friend	B+K Elliott?				●	○
Roster - Day 2 Food prep - RCV Official provisions	●	●	Undine G +friend	B+K Elliott?				●	○
Order day 1 post-race BBQ food		●	Undine Goodbury					●	○ Order and collect. Est \$500 for 60-65 pax
Order day 2 post-race BBQ food	●	●	Undine Goodbury					●	○
Roster - Day 1 post-race BBQ Cook/caterer		●	Geoff Flowers, Undine	B+K Elliott?				●	○ start cooking 1600 hrs, subject to last race finishing time.
Roster - Day 2 Presentation BBQ Cook/caterer		●	Geoff Flowers, Undine	B+K Elliott?				●	○ start cooking 1700 hrs?
Roster-Bathroom and general Cleaning	●		CSC Cleaners					●	○ bathrooms, etc.
Roster-post race Clean up	●	●	CSC + SSF					●	○