

Hamilton Yacht Club Daily Operations Log

Event	Date	Time	
Weather	Wind Speed	Wind Direction	
Race Officer	Smuggler Coxswain		
Time Keeper	Smuggler Crew		
Signals Officer	Whaler 1 Coxswain		
Results	Whaler 1 Crew		
Duty Officer	Whaler 2 Coxswain		
Beach Master	Whaler 2 Crew		
Lunches	HYC Small Coach RIB		
Prizes	Barnard Coach RIB		
Other	Gordon Coach RIB		
Task to be ticked off.....	Who is responsible?	How, When, Where to be done?	Initial when done
Patrolboats <ul style="list-style-type: none"> Does each patrolboat have all its equipment aboard as per the equipment list aboard each boat? Have all patrolboat crews been briefed? Sufficient patrolboats for number of yachts? 	Duty Patrolboat Officer / Senior Coach Race Officer Duty Patrolboat Officer / Senior Coach	Before sailing/racing Before sailing/racing Before sailing/racing	
Race Management / Coaches Briefing <ul style="list-style-type: none"> Race Management / Coaches roles assigned? All of the on-water participants listed? 	Race Officer / Senior Coach	Before sailing/racing	
Race or Coaching Briefing <ul style="list-style-type: none"> Course Start Times Starting Order & Laps Signals to be used – flags, sounds, lights? Other Lake user movements Any hazards to be aware of? 	Race Officer / Senior Coach	Before sailing/racing	
Following racing / sailing <ul style="list-style-type: none"> Have all competitors/sailors been accounted for? Race marks recovered Have all patrolboats followed HYC Rescue Boat Safety System? 			

Report any accidents/injuries, near-misses, new hazards, malfunctions, breakages, lost equipment on the HYC Accident & Incident Reporting form and inform the Commodore for action.