

# ORCV VOLUNTEER ROLE DESCRIPTION



## Beyond the Bay Mentor

*The key function of this role is to impart knowledge and assist both skipper and crew through coaching and one on one advice. Be positive and enthusiastic, proactive and helpful.*

*Designed to supplement the formal Beyond the Bay (BTB) training sessions, the mentor's role would be to provide the practical advisory role.*

### Responsibilities

Provide expertise to assist the Skipper and crew in preparing their boat to comply with the Australian Sailing's Special Regulations for Category 4 & Category 3 safety requirements.

Such assistance shall include -

- Initial guidance on the interpretation/application of the Australian Sailing (AS) Special Regulations- 2017-2020
- Providing suggestions on how to achieve effective compliance with minimal cost and alteration to the boat.
- Assistance in gaining direction and clarification from an appropriate safety auditor.
- Assistance with borrowing of equipment where this is deemed appropriate and efficient.

Assist the skipper and crew in defining a minimum set of Standard Operating procedures and provide guidance on how to test the procedures and train the crew.

Provide guidance to the skipper and crew in the preparation and refinement of the operating and training documentation for the boat.

Provide a first point of contact for the skipper and crew to respond to any queries or clarification requests related to the BTB program (seminar content and on-water activities).

Provide guidance and assistance in boat preparation for an event which may include:

- Crew preparation
- Navigation plans
- Watch system (for overnight challenge)
- Sailing procedures
- Crew management
- (be prepared to take over skipper role in case of major incident)

Provide coaching and advice on completion of Top Yacht entry including offshore boat details, crew records and submission of compliance documentation.

The mentor shall be available to sail aboard the vessel in an advisory capacity during the Latitude Ocean Challenge (Category 3 race), or arrange a suitable replacement.

#### Optional

- Availability and willingness to sail aboard the vessel in an advisory capacity during the Overnight Challenge.
- Although a Category 3 Safety Audit is not required, we expect boats to be prepared to Category 3 standard there are a number of an accredited NEA/EA available to advise and assist skippers and crew to meet safety the boat's safety requirements. (It is preferable to have boat's safety requirements completed at least 2 months before the first event- by end August).

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Additional Chief Mentor duties.

- Coordinate equipment loans from other offshore boats at a local club level.
- Provide support to other mentors at local club level.
- Provide a single point of contact for co-ordination with the Team leader.

### Organisational relationships.

- First point of contact for assistance with all queries – Chief Mentor for boat's club (club with which the boat is registered)
- Resolution of safety audit technical points if required – BTB Safety Audit Team Leader- Marissa Chalkley.
- Overall direction and guidance for the mentoring program – BTB Mentoring Team Leader (TBA)

### Preparation

- Review BTB courseware (be consistent, if difference of opinion please communicate with BTB team before making this known to participants)
- A "Mentor" shirt will be issued for each participating mentor, to be worn on water events
- If you consider there is a significant risk, communicate to the ORCV BTB team

### During the activity

- On water – As mentor, guidance and assistance to skipper and crew is imperative. Allow skipper and crew to make own decisions re sailing, tactics etc., do not be tempted to take over
- Watch, reflect and help them learn.

### After the activity

- Feedback to the skipper, via Email reflections
- Feedback to the BTB team any lessons learned or suggested improvements

### Essential Skills and qualifications

*Minimum.*

- Have completed SSSC.
- Offshore racing experience over several seasons.
- Completed one Melbourne to Hobart or equivalent

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- Recent experience in preparing a boat for offshore racing (i.e. knowledge of current Special regulations).

*Desirable.*

- Current SSS certification.
- Established navigation and/or skipper credentials
- MRO(V)CP or equivalent for operating VHF radio

Link below will give descriptors of various levels of radio proficiency to meet VHF operation requirements

- o <http://www.acma.gov.au/Citizen/TV-Radio/Radio/Marine-and-Amateur-Radio/marine-radio-qualifications>

### Follow up

A survey will be issued about your participation and suggestions for improvement.

### Accountability

Primary accountability is achieved when your assigned boat crosses the start line in the Latitude Ocean Race/Challenge.