

	<b>ROYAL VICTORIA YACHT CLUB</b>		
	<b>STANDARD OPERATING PROCEDURE</b>		
<b>Duties and Responsibilities of a Club Race Officer</b>			
Procedure No	07	Supersedes	None
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### 1.0 Purpose

This procedure covers the duties and responsibilities of the Club member designated as RACE OFFICER for Club racing and also the procedures

### 2.0 Application

This procedure applies to Club Members acting as Race Officer for Club Races started from the Race Box.

For Club Races using the GATE START see GATE START PROCEDURE.

### 3.0 Definitions

#### 4.0 Associated Materials

- 4.1 Current RVYC Sailing Instructions
- 4.2 Current ISAF Racing Rules of Sailing
- 4.3 SOP No 1 Patrol boats Club Activities

### 5.0 Procedure

#### 5.1 Preliminaries

5.1.1 Before leaving home check weather forecasts and latest situation on BRAMBLEMET.

5.1.2 Plan to arrive at the Club at least 90 minutes before the scheduled start.

#### 5.2 On arrival at the Club

5.2.1 Re check weather and if it is not as expected log onto Bramblemet for an update on the current situation.

5.2.2 Locate your assistants and the Patrol boat Crews. You should have one two or three assistants on the Race box depending on the races being run and Two full patrol boat crews If all are not present consider options e.g. Cancelling Dinghies or postponing.

5.2.3 By this time you should have formed an outline plan of the courses you intend to set. Discuss these with competitors and with your assistants.

5.2.4 Lay out the Dinghy sign-on sheets in the lobby of the Clubhouse.

5.2.5. Brief your Patrol boat Coxswains. Ensure that they are comfortable with the weather conditions, their equipment and are fully conversant with the marks you intend them to lay, the type to be used and their rough positions.

5.2.6 If in doubt either cancel racing or if tides permit, postpone; hoisting the appropriate flag signals on the Club flagstaff (see SIs) A quick trip out to the Race Box in a RIB may help in the decision making at this stage.

5.2.7. If you have any special instructions for the race, write these on the blackboard outside the Clubhouse and hoist flag L.

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- 5.2.8 Collect and check the race bag, collect and check a hand-held radio, ensure your assistants are properly dressed, are wearing personal buoyancy and that your team has at least one mobile telephone with them.
- 5.2.9 Check whether there will be anyone in the Clubhouse capable of manning the VHF radio while racing is in progress. If there is, then switch on the Vic Base set. If not then the possession of a mobile phone on the Race Box by the Team assumes greater importance.

## 5.2 One hour before the Scheduled Start time

- 5.2.1 Proceed to the Race Box
- 5.2.2 Hoist the orange and if appropriate the blue flags.
- 5.2.3 Confirm wind direction and strength.
- 5.2.4 Make a final decision on the courses and instruct the Lead RIB as to where you want the marks laid.
- 5.2.5 Allocate duties to your assistants e.g. one to set up course boards and one to identify and check off competitors' numbers.
- 5.2.6 With 20 minutes to the start request the number two rib to collect the dinghy sign-on sheets and to bring these to the race box. Once these are to hand they should be compared with the boats at the start area and dinghy helms not signed in hailed **and told not to start.**
- 5.2.7 Display the course boards on the side of the box away from the start line as soon as you can but no later than the first warning signal.
- 5.2.8 Allocate duties for the start sequence between you and your team e.g. time keeping flags sound signals and line sighting.

## 5.3 Start sequence

- 5.3.1 Execute the start sequence as per the current SIs. Remember that if a mistake is made on flag hoisting then hoist the AP and start the sequence again.

## 5.4 During the Race

- 5.4.1 **If you have an emergency situation such as a multiple capsized or an injury reported; refer to the EMERGENCY PROCEDURES pinned up inside the Race box.**
- 5.4.2 A close watch must be kept on all the competing fleets. Allocate one team member to watch each competing fleet and note times as the first and last boat of each fleet rounds each mark taking a count of all the boats at each of the marks...



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5.4.3 Keep in radio contact with the patrol boats and ensure that they are alerted if there is a count discrepancy or if a capsized is seen.

5.4.4 Note times of competitors as they complete laps in case you have to abandon racing at a later stage.

5.4.5 If you wish to change or shorten the course, call in the Lead RIB and give them clear instructions as to your intentions and issue the appropriate RIB flags to be flown (these are kept on the race box in a large plastic tube).

### 5.5 Finishing

5.5.1 Allocate finishing tasks to your team e.g. Sighting the line, calling finishing sail numbers, noting down finishing times etc.,

5.5.2 Request the lead RIB to recover race marks at the appropriate time.

5.5.3 Recover and stow all flags and course boards.

5.5.4 Do not leave the Race box until all competitors have finished

5.5.5 Please take your discarded rubbish back with you.

5.5.6 Ensure that the Race box is secure and locked before you leave.

5.5.7 Remember that you and your team may be cold and tired. Take extra care when leaving the Race Box.

### 5.6 Ashore

#### 5.6.1 Protests

The Race Officer is responsible for receiving protests and for arranging for mediation in the first instance. If mediation is not successful then the protest should be forwarded to the race committee for processing.

#### 5.6.2 Results

Competitors, especially in the handicap classes will be anxious to see their results. These should be calculated either by hand or using the SAILWAYS programme as soon as possible and posted on the notice board.

#### 5.6.3 Log Sheets

The race Officer should ensure that the Event Log Sheet is completed and signed off.

#### 5.6.4 Tidy up and secure Equipment

While the recovery of RIBs and the stowage of equipment is the direct responsibility of the RIB Coxswains The Race Officer has overall responsibility to ensure that all is in order and that any defects are reported appropriately.



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### **6.0 Documentation & reporting**

6.1 Results (see 5.6.1)

Log Sheets (see 5.6.2)

Protest forms Receive, log date and time on completed protest forms and file in the sailing office ready for consideration by a protest committee.