

DUTIES OF RACE OFFICER (RO) AND RACE TEAM

This guide, the RO Guide, is for Canberra Yacht Club (CYC) members, to assist the conduct of club race series and other regattas. The basis for the RO Guide is the *Racing Rules of Sailing Part 3 – Conduct of a Race*. Further relevant information is provided in the CYC Sailing Policy to be found on the CYC website, www.canberrayc.com

1. INTRODUCTION

1.1 The CYC aims to conduct racing to maximise safe, fair participation in sailing in accordance with the Racing Rules of Sailing (RRS).

1.2 The RRS covers all CYC members, officials and volunteers involved in the management of a race, series or event and who thereby comprise the Race Committee appointed by the Organising Authority (i.e. the CYC). The RRS also covers all sailors participating in any racing. As specified in RRS Definitions, the rules applying to racing also include the Notice of Race (NoR) and the Sailing Instructions (SI) as well as other listed documents that govern racing.

1.3 The CYC Sailing Committee coordinates the annual sailing programme and supports the teams of volunteers who manage race day activities described in this guide.

1.4 Each race day a CYC Duty Committee Member (DCM) will be rostered on and is responsible for making final decisions for things around or outside the on-water management of racing on the day.

1.5 The Race Officer (RO) leads the volunteer race team who together manage the day's racing.

1.6 It is essential that all RO officiating at the CYC familiarise themselves thoroughly with the guidance in this document, as well as with its Attachments, including particularly:

- Attachment A: Safety Assessment Matrix, wind strength table, providing essential safety guidance relating to wind strengths, and
- Attachment B: Sprint Series RO Guidance.

1.7 The RO Guide and its related documents are located in the CYC RO Folder which you will find in the Office Manager's office. The RO Guide is also posted on the CYC website.

2. SAFETY AND EMERGENCY RESPONSE

2.1 Safety is the No. 1 priority of CYC race management, and this includes prompt, and effective response to emergencies. The CYC Safety Plan and Emergency Response Briefs (2nd last Tab in the RO Folder) provide essential information, particularly emergency. Race Officers must thoroughly familiarise themselves with their contents and act in accordance with the guidance they contain.

3. RACE FORMAT

3.1 Information for a race or series of races is described in a NoR published by the Sailing Committee on the CYC website in advance. Sailing Instructions (SI) are published closer to the start of sailing and copies are available in the Sailors Cabin and on the CYC website. Race team members should please read the NoR and SI

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before the day they are rostered on and seek advice from the CYC General Manager (GM) or Rear Commodore – Sailing (RC-S) if there are any queries.

4. PREPARING YOURSELF

4.1 RO and team should be at the club at least 90 minutes before the scheduled race start to check gear, prepare and lay the course in sufficient time before the warning signal. The RO should brief the day's volunteer race management team prior to starting preparations.

4.2 The SI provide for a pre-race briefing for volunteers and competitors; although this may be cancelled by notice on the Notice Board, without the requirement to fly Flag L. This briefing should, at least, be conducted several times early in each season or series and should be conducted prior to each Sprint Series.

4.3 The Sailors Cabin, race tower and fuel shed should all be open. If not, the DCM will have the keys. Please ensure you know the whereabouts of all the required equipment.

4.4 Key information is in the RO Folder, kept in the Office Manager's office (on the bookshelf on the right near the entry door). The folder includes:

- RO Guide, its Attachments, the NoR and the SI;
- CYC Safety and emergency response briefs;
- Duty Roster for that day – the copy in the DCM's folder also includes phone numbers for those people rostered;
- divisional sign-on forms;
- finishing forms - to record order of finish and times;
- Protest Form;
- Race Report form – summary of race, to be completed by RO at end of day;
- Boat Driver Preparation and Packing up Check List – to be handed to rescue boat drivers, for them to complete and hand to RO at end of day.

4.5 Initial actions for the RO (as well as for the DCM):

- make sure all those rostered on for the day have arrived and are briefed on their roles and your intentions for racing;
- review the NoR and SI and any amendments on the notice board;
- brief the race team on their respective roles, the weather forecast, and the likely race course / direction to enable the boat crews to load required race markers;
- arrange the divisional sign-on forms in the Sailors cabin;
- prepare the boats, buoys and race management gear, including the RO's race management box - timers, audio voice recorder etc. in the box - in the tower and/or committee boat *Crusader*, and
- the DCM will get the bar cash float.

Note 1 There are two full sets of race flags and pennants: one set located on the back shelf in the race tower and the other on *Crusader*. These sets stay in those locations. A third set of flags and pennants and some replacement flags are kept in the race tower filing cabinet.

Note 2 The DCM may sail during the day because their tasks can be managed before and after the race.

5. DECISION TO RACE

5.1 It is the intent of the CYC to conduct racing as scheduled if it is deemed safe to do so and can provide fair and competitive racing. Ultimately the decision to race or continue to race is up to each competitor. Competitors are expected to understand their own capabilities, their equipment and the conditions.

5.2 The decision to conduct a race (or continue one already started) is primarily one for the RO and, if required, the DCM has the ultimate decision

5.3 There are many other factors to take into account when assessing whether a race should be run. The RO must use all information available to them in making this assessment, for example:

- Forecast and conditions:
 - Use CYC Weather Station for current lake conditions;
 - Consult weather forecasts from Bureau of Meteorology and other sources;
 - Observe visible weather patterns, including imminent or visible dangerous weather such as electrical storms and squalls approaching the race area.
- Wind. Canberra 'often' experiences variable wind patterns, including a large variability of wind strength throughout a race, short-term weather fronts and gusty conditions. A short-term pattern exceeding the maximum wind strength, does not indicate that conditions have become unsafe. Nor does a short-term patch of breeze below minimum wind strength. In taking the decision to conduct a race (or continue a race), the RO (and DCM) should consider:
 - The frequency and regularity of gusts exceeding maximum wind strength;
 - Consistent periods of wind exceeding maximum wind strength (e.g. for more than 5 minutes);
 - Breeze below minimum wind strength with no signs of change (e.g. for 15 minutes with competitors unlikely to finish the race within the time limit).
- Rescue crew. It is important for the RO to have some understanding of the experience, skill and physical capabilities of the rescue crew, the number of rescue crew available, and the capacities of rescue boats and their equipment. Some indicators that rescue crew are no longer able to handle the on-water situation are:
 - All rescue boats engaged in rescues and more participants requiring assistance or likely to require assistance;
 - Rescue boats or crews incapacitated, unavailable or unable to perform rescues;
 - Competitors requiring assistance with none immediately available.
- Boats, both individual boats and numbers of boats involved, requiring assistance. It can be difficult to determine whether a boat requires assistance since most capsizes do not. Indicators are:
 - Boats capsized for extended periods (particularly in cold weather);
 - Boats capsized, incapacitated or not sailing properly and approaching a lake wall;
 - Sailors separated from their boats;

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- Boats capsized or incapacitated with no signs of the sailors;
- Sailors waving their arms.

5.4 If conditions are of concern you may wish to postpone the race for a period of up to an hour to see whether the conditions improve. If you decide to postpone the start, hoist the 'Answering Pennant' plus 2 sound signals; if you decide to abandon the race, hoist the 'N' (chequered flag) over 'A' plus 3 sound signals to indicate no racing today. The safety assessment may require the participants in divisions 2 & 3 to wear life jackets (life jackets are required in all conditions for all other divisions); if so, raise code flag 'Y'.

Note 1 Participants who do not comply with the life jacket instruction are liable to be protested, either by other competitors, or by the Race Committee, under RRS 60.

Note 2 You may also advise participants to wear life jackets at sign on, including by notation on the sign-on sheets and/or on the whiteboard.

5.5 If there is forecast or actual wind of >15 knots (28 km/hr or higher), make a note on the whiteboard reminding competitors to notify the Race Committee at the CYC tower or Committee Boat, if and when they retire from the race. This way you avoid the possibility of looking for boats and crews that start but then withdraw and pack up and go home without the race team being aware.

6. THE RACE

6.1 The Course

6.1.2 Deciding on the best course for that day's racing involves studying the wind strength and direction and taking into account the latest weather forecast as well as the number and classes of boats signed on to race.

6.1.3 The course selected must be one specified in the SI for that day's racing.

6.1.4 Think about the course in terms of likely duration of the race given the probable wind strength and the speed of the slower boats. Attachment B provides guidance on course layout and placement of buoys on the lake for different wind conditions.

6.1.5 Direct the rescue boats to lay the appropriate marks.

6.2 Flags to Use - (See RRS 'Race Signals', at the very back of the Rule Book)

6.2.1 In general, you will need the following flags:

CYC Burgee - (make sure it is hoisted the correct way up);

Code Flag Y – wear personal buoyancy (used when the Safety Assessment matrix directs);

Orange Flag – the 'on station' signal and start line flag;

Blue Flag - the finish line flag

Red Flag - for a course with port rounding;

Green Flag - for a course with starboard rounding;

Code Flags - 'A', 'B', 'C', etc. - used to signal the course chosen from the options stated in the SI;

Code Flag P – the preparatory signal used in the start sequence;

Numeral pennants 1 to 9 - used as the starting signal for each divisional start;

Answering Pennant - used when needed to postpone the start;

Code Flag X and First Substitute (see RRS 29) - Code Flag X is used to signal individual recall and First Substitute flag is used to signal a general recall. These flags are on either end of a long handle, one set in the tower and one in *Crusader* for immediate use at race starts – make sure it is located and to hand before commencing the start sequence;

First Substitute (see RRS 29.2) - used to signal *Ge*

Code Flag S – (see SI and, if required, RRS 32) shorten course signal;

Code Flag N – Abandon race; and (when required) Code flag A - no more racing on the day;

Code Flag L - A notice to competitors, particularly and most likely, for example a change to SI has been posted on the official notice board. Sometimes, if specified in SI, this may also mean that a change will be notified on-water and/or verbally by the Race Committee.

6.3 Postponement

6.3.1 To postpone a race, raise the Answering Pennant (AP) and make two sound signals (1 second each). To signal the race will re-commence, lower the AP and make one sound signal (1 second).

6.3.2 One minute later raise the division flag for the first start and make one sound signal (1 second). This is the commencement of the countdown to the start of the race. The SI indicate whether it is to be a 3-minute countdown, used in almost all cases for CYC racing, or a 5-minute countdown.

6.4 Tower or Committee Boat Start

6.4.1 About 30 minutes before the scheduled start of racing, hoist the CYC burgee at the masthead and below it the orange flag (Start line / on station). On a separate halyard, hoist the appropriate alphabetical code flag to indicate the course to be sailed and a red or green flag below it to indicate the selected mark rounding direction (port or starboard). Ensure, also, that the blue finish flag is available to fly wherever the finish line is located, either at the tower or onboard *Crusader*.

6.4.2 Direct a rescue boat to lay the orange starting buoy to establish the start line at an angle to the tower or start boat approximately square to the wind. Make the length of the line appropriate for the number of boats starting and a little longer in winds >15 knots.

6.4.3 Confirm that all equipment: flags including recall, shorten course socks, radios (Channel 73), timers, audio voice recorders, binoculars etc, are at hand where they'll be needed, for use and operating correctly. When used in the tower, the audio voice recorder should be plugged into the power supply using the charging equipment located there. Audio recording should be active throughout all racing (see 6.5.8).

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6.5 The Start

6.5.1 The first warning signal will be at 1400 hours for Summer Series racing; 1800 for Twilight Series, and 1300 for Winter Series racing, or otherwise, as directed by the SI for the race or postponed (see 6.3.1).

6.5.2 The number of divisions will be specified in the NoR and the SI, noting that it will often be appropriate, based on numbers of boats starting in each division, to combine the starts of one or more divisions. Locate and prepare the following flags for hoisting: numeral pennants from 1 to the number of divisions; code flag P (the Preparatory Signal); the Answering Pennant (in case you need to postpone the Start); Code flag X – the individual recall flag and First Substitute flag - for a general recall); and code flag S - the 'shorten course' flag.

6.5.3 Check the starters on the water against the Sign-On Sheets. If there are no starters in a division, omit the division from the start sequence. Generally, divisions may be combined as planned or as required, for example divisions 2 and 3 and/or divisions 4 and 5.

6.5.4 Referring to the SI, work out the flag sequence and timing of their display. The starting sequence requires the starting team's complete concentration and it is a sound and useful practice for the Race Officer to write out the sequence on a piece of paper so that the start team has a reference and reminder for their timed actions.

6.5.5 Attach the Preparatory Signal and division numeral flag(s) for the first start to separate halyards on the mast (in preparation for raising at the appropriate time).

6.5.6 At the commencement – say 1400 hours, write the clock time of day on the Finish Sheet, and simultaneously hoist the Warning Signal (Numeral 1 pennant) and make one long sound signal (2-seconds).

6.5.7 Two race clocks are provided, use one for recording. The second race clock is for back-up.

6.5.8 Audio voice recording should be used for all racing conducted by the CYC. There is an audio voice recorder in the RO's race management box. One or two minutes before commencing the first start sequence of the day, activate the audio recorder, stating the date, time of day (to be taken from the race timers) and the race being started (eg: Championship 7). Keep the recording active until the last boat has finished.

6.5.9 Top Yacht for CYC racing is programmed for 3-minute start intervals when calculating elapsed times. The finish time for each boat is the clock time of day, recorded from the race clock.

6.5.10 For a 3-minute start sequence:

- At the SI scheduled time of first warning hoist the numeral pennant(s) for the first division(s) to start;
- 1 minute later, raise code Flag P – preparatory signal and make one sound signal;
- 1 minutes later, lower code Flag P and make one sound signal;
- 1 minute later, simultaneously make one sound signal, lower the numeral pennant(s) for the first division(s) to start and hoist the numeral pennant(s) for the next division(s) to start;
- The 3 minute sequence is repeated until all divisions have started.

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6.5.11 Ensure that a written and audio record (see forms at Attachments D and E) of the start sequence is made and that any combined division starts are recorded as being combined so that 'Top Yacht' can be set up to calculate the correct elapsed times for each division.

Note A boat shall not start later than 10 minutes after her starting signal. Boats attempting to do so are to be scored DNS.

6.6 Recalls (see RRS 29 and 30)

6.6.1 If any part of a boat(s) starting is over the line (on the course side) at the start signal, an individual recall should be signalled with flag X and one sound signal. Flag X must stay up until all offending boats are back on the pre-start side, or until one minute before the next start signal, whichever is sooner. You are not obliged to hail the offending boats, although you are encouraged to do so if practicable.

6.6.2 Record the details of boats crossing the line early and, if they then re-start correctly, note the details of those boats that are back in the race.

6.6.3 If you are unable to identify all the boats on the course side of the starting line or there has been an error in the starting procedure, you should signal a General Recall. Do this by displaying the First Substitute flag and making two sound signals.

6.6.4 After all the scheduled starts have been completed, re-start the recalled division by hoisting its division flag simultaneously with the lowering of last scheduled start flag. Continue the signalling sequence and, if necessary, the Starting Signal for the first recalled division will be the Preparatory Signal for the second recalled division, and so on.

Note For an individual boat which was across the start line early and you have decided not to invoke one of the starting penalty options in RRS 30, the offending boat must have returned until the entire boat is over the start line. The boat does not need to go back around the ends of the start line.

6.7 After the Start

6.7.1 After the final start signal, maintain the start line for at least 10 minutes for any late starters. In practice, once you can see there are no more boats coming to the start, you can instruct the rescue boat to lift the mark and retain it for laying the finishing line at the appropriate time.

6.7.2 Do not lay the finishing line too soon because it may be necessary to shorten course at a mark.

6.8 Maintaining Watch From the Rescue Boats

6.8.1 You may wish to assign rescue boat(s) to patrol a particular part of the course, to ensure there is adequate watch over the complete course. Depending on weather conditions, it may be necessary to maintain only one rescue boat on the lake. In light weather, rescue boats should patrol slowly outside the courses and avoid creating excessive wake waves. If conditions are severe, all rescue boats should be kept on patrol.

6.9 Monitoring Race Progress

6.9.1 Monitoring and, where necessary, recording race progress is the responsibility of the RO, assisted by his team in the tower or onboard *Crusader*. This is needed to establish that the race course is followed, knowing where the leading

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boat of each division is, how long it has taken for the leading boat to complete a lap and the position of the fleet in the race. This is always important but more so in situations where conditions, such as light winds, indicate that you may need to consider shortening course.

6.9.2 You should monitor progress of the race, both visually and, where necessary, by recording the clock time of day of completed laps. Continually assess whether the wind conditions will allow the slower boats to sail the course within the time limit.

6.10 Shortening Course

6.10.1 The RO will decide where and when to shorten course. Constant monitoring of weather conditions and race progress will help ensure that this decision is not left until it is too late to make a difference or to be executed .

6.10.2 Shorten course is executed, preferably as specified in the SI accompanied by two sound signals, or using RRS 32, by hoisting code Flag S and making two long sound signals (2-seconds each), with boats to finish at a rounding mark with the finish line identified by positioning a boat flying a blue flag (or at a gate, if one is used).

6.10.3 For a course shortened by using the shorten course 'sock', the sock must be in place on the selected mark before the leading boat in each division reaches that mark. Direct a rescue boat crew to place the sock over a buoy and make two long sound signals. Depending on any specific SI, this directs boats once round this mark go directly to the finish. If a choice is available (start/finish boat, or tower) the decision is for the RO.

6.10.4 It is usually convenient to finish the race at the tower but if the wind is fading it may be necessary to finish at one of the marks – by deploying a finish boat, usually *Crusader*, flying the appropriate signals (code Flag S and a Blue flag).

Note In light wind, and where there may be particular reasons for not using the normal finish marks, it may be beneficial to have a course mark close to the tower so it can be used to shorten the course using RRS 32. The mark needs to be close enough to the tower to see and record the finishing sail numbers.

6.11 Preparing for the finish

6.11.1 If finishing at the tower or on water, have the rescue boat position the finishing buoy to make a suitable not-too-long finishing line.

6.11.2 If finishing at a mark, use *Crusader*, or another boat in which your results team and you, if practicable, are embarked, along with the timers, recording sheets, a blue flag and code Flag S, and anchor the boat in line with the selected mark at right angles to the direction from the last mark, i.e. on the outside of the course.

6.11.3 Make sure the blue finish flag (and the shorten course signal, code flag 'S', if using RRS32 and finishing on water at a mark) are flying from the tower mast or finish boat mast well ahead of the time that the leading boat approaches the line.

6.11.4 Ensure you have the Race Results sheets in place and ready to record the finishing order. Have your finish recorders ready to record the clock times of day of finishing (see 6.11.8). When easily possible, recorders should also note each boat's class as it finishes (e.g. 16:09 123456 Laser, 16:14 123 Gem). Similarly, if easily possible, boat names could be noted in case the sail number is incorrectly recorded.

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Record all finishers in the order and time of day of their finish, and number the finishing sheets accordingly.

6.11.5 Where there is a high volume of traffic crossing the finish line, the audio recording can be used after racing is complete to validate the finish order and times. Do not record separate classes/divisions on separate finishing sheets, there should be a single record in time of day order of all boats crossing the finish line.

6.11.6 For the lead boat in each division only, make a single sound signal as they finish.

6.11.7 Recorders should write legibly and if there's an error cross out the incorrect entry once and record the correct information on the next line. Use of the audio voice recording means there is less need to be distracted in 'real time' trying to reconstruct or correct missed or wrong boat or time details.

6.11.8 To determine a finishing time, sight along the line between the mast and the finishing buoy (or the nearby mark in the case of a finish at a mark) and accurately call each boat 'now!' as it crosses the line. You will need at least two, preferably three persons to do this effectively - The RO to identify the number of each finishing boat and to sight and call its finish, the second and third persons to note sail numbers called to them by the RO and to record the clock time of day from the race timer, as the RO calls 'now' when each boat finishes. If two boats are finishing very close together, take care to record the finish times and order as accurately as possible.

6.11.9 RRS 35 and A4 may be altered by the SI. In that case, boats failing to finish within a time specified in the SI, usually 30 minutes, after the time of the first boat in the division finishes, will be scored DNF (Did Not Finish).

6.11.10 Boats retiring from the race are required to inform the Race Committee and sign off on the retirement list held in the Race Control Tower as soon as practical. The Retirement Sheet will be held in the Sailors Cabin after the finish of the last boat. Boats withdrawing from the race will be scored DNF.

6.11.11 Ensure that all competing boats are accounted for before closing down. If need be, direct the rescue boats to locate missing boats and see if they would like a tow.

6.11.12 When the last boat has finished, record the clock time of day of finishing. This time record sets the protest time limit. Take the race sign on sheets and the finish sheets to the Sailors Cabin where they will be entered into TopYacht and the results published.

7. PROTESTS AND REQUESTS FOR REDRESS (see RRS 60-67)

7.1 Protests or requests for redress must be made in writing on the Protest Form. Copies are kept in the Sailors Cabin.

7.2 Protests must be made and lodged with the RO within the time specified in the SI, usually within 45 minutes after the finish time of the last boat in all divisions. No fee is required. A Request for Redress uses the same form as a protest. The RO should record the necessary information, particularly date and time of lodgement on the Protest form when it is lodged. The RO should inform the CYC General Manager and/or the RC-Sailing of any protests or requests for redress that have been lodged.

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7.3 CYC NoR and SI will almost always specify that RRS Appendix T will apply, so that arbitration may be used prior to a Protest Hearing.

7.4 Protests will usually be heard at the CYC at 19:30 on the following Tuesday evening.

7.5 Parties to a protest or request for redress must be available for a hearing on the day of the hearing. Unless an acceptable reason for non-attendance is submitted, the hearing will proceed in absentia.

7.6 With the approval of the parties, Protest and Request for Redress hearings may be held in open forum. A third party is permitted to observe, but not participate.

7.7 A 'Review of Results' form is available in the Sailors Cabin for sailors that believe there is an error in the recording of results.

8. POST RACE

8.1 Tower

8.1.1 Remove the signal flags from the mast and return them to their allocated slot in the signals box.

8.1.2 Return stop watches, the audio voice recorder, pens, keys, etc. to the RO's race management box; store all other equipment in the tower and the cabinets, secure windows.

8.1.3 Confirm with the rescue boat drivers that all marks have been removed from the water.

8.1.4 Clean up tower cabin including emptying the rubbish bin before vacating and locking tower door and stairs door.

8.2 Boats

8.2.1 Confirm the boats have been returned to the wharf and that the boat drivers have:

- Raised the motors out of the water; removed the fuel tank, key and equipment bag. Secured the covers.
- Completed the 'Boat Driver Preparation and Packing Up Checklist' form, reporting any problems or breakages and the form returned to the RO.
- Ensured the boats are properly secured to at their dock/mooring places.

8.3 Equipment

8.3.1 Confirm that the marks and their anchors are stowed in their trailers and the trailers returned to the tower storage.

8.3.2 Confirm that boat keys, safety equipment and fuel containers are returned to the fuel store.

8.3.3 Confirm that tower, tower storage and fuel store are locked and, where applicable, padlocked.

9. ANNOUNCEMENT TIME – PRIZE GIVING

9.1 The presentation will normally be held in the Sailors Cabin.

9.2 When needed, for example, for an outside presentation, charge the PA system's battery at the start of the day.

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9.3 Prizes to be awarded as per CYC policy and the announcements are usually coordinated by the DCM.

9.4 Begin by acknowledging by name the sponsor(s); Race Officer, and all the race team.

9.5 Before announcing the winners, get their full names - there is nothing worse to call a 'D. Smith' for someone who has been racing for years and is a club stalwart. If you don't know them yourself, the rest of the club will.

9.6 Make any other announcements, for example, notification of future events.

10. POSTSCRIPT

10.1 If you have successfully steered your way through this obstacle course you have done exceptionally well. If you have read this far, and done all the things asked, you deserve a free drink from the bar once the protest time limit has expired. This entitlement applies to all the rostered workers. Claiming your entitlement at the end of the day proves you read the instructions – well done.

Attachments

- A. Safety Assessment Matrix, wind strength table
- B. Sprint Series RO Guidance
- C. Start Sequence and Course Flag Sheets
- D. Guides for Individual Race Management Team Members
- E. Starters' Log: Start Sequence Times Record Sheet
- F. Finish Times Record Sheet

Guide for the person responsible for ...

Sign-on

- 1 Sign-on commences at least 90 minutes and finishes 30 minutes before the scheduled race start.
- 2 Sign-on sheets should be in the RO package. If for some reason there are insufficient copies, take entries on blank sheets of paper, with a separate sheet for each division.
- 3 See NoR (in the RO Folder and on CYC website) for Sail Pass / race entry fees.
- 4 If a skipper does not appear on the sign-on sheets or is sailing a boat with a different sail number to the one shown, the skipper must complete a new Entry Form.
- 5 Entries close as per the NoR before the scheduled race start. The race entry sheets are then passed to the RO.
- 6 There are up to 9 divisions which are listed in the applicable NoR and SI and there is a chart displayed in the tower listing the boat classes in each division for each of the CYC racing series.
- 7 After the last competitor has signed on, the sign-on sheets are handed to the RO to check entries over the start and finish lines.
- 8 Any money collected should be secured.

Guide for the person responsible for ...

Staffing the bar

- 1 The bar may be opened anytime from when race entries are taken and someone is available to manage the bar.
- 2 The Club's liquor licence limits drink sales to CYC members only (not the public).
- 3 A list of drink prices are on the bar counter.
- 4 During quiet trading periods the bar person can restock the fridge (usually after the race start or prior to last drinks).
- 5 The bar should remain open while there is someone to staff it. In the event the bar has to be temporarily unattended, please secure the money and lock the Sailors Cabin if the bar is unattended.
- 6 The decision to close the bar is made by the DCM. Call 'Last drinks' and if no more takers, close up. You do not need to wait until all patrons have left to close the bar.
- 7 Bar monies are to be secured.

Guide for the person responsible for ...

RO and race team members

- 1 A CYC boat must be driven by a qualified person. The CYC cannot conduct a race if there are insufficient qualified (AS Power Boat, formerly TL3) drivers to comply with the Safety Assessment Matrix, wind strength table, and Attachment A. The CYC Office rosters qualified boat drivers to skipper the start and rescue boats. If a nominated driver(s) fails to attend consult the DCM.
- 2 Rescue boats are crewed by two persons. Should there be insufficient crew the RO may decide whether rescue boat coverage can be satisfactorily maintained if one of the rescue boats is crewed by the driver only.
- 3 Boat keys and safety equipment bags for each boat are in the fuel shed.
- 4 The course markers and electric inflator are in the storage below the race tower.
- 5 Boat drivers are to return a completed 'Boat Driver Preparation and Packing Up Check List', particularly noting any missing or unserviceable equipment, to the RO at the end of the day.
- 6 The RO's race management box contains timers, compass, wind measurer, audio voice recorders, pens and chalk.
- 7 There is a set of race flags in the tower and another set on *Crusader*.
- 8 Championship and Sprint series races will have an on water start and may finish either on water or at the tower. Pointscore races may start / finish ether on water or from the tower.
- 9 A copy in of the Racing Rules of Sailing (RRS, i.e. the Blue Book) is in the Office Manager's office.

Guide for the person responsible for ...

Rescue boat drivers and support

1 *Pre-race preparations*

1.1 Rescue boats should be on the water at the jetty. Each boat needs a key, a bag of safety equipment and a fuel tank, as well as a paddle, bailer and tow rope. These are on the shelves inside the fuel shed. Use the fuel shed wheelbarrow to transport the equipment and leave the wheelbarrow on the wharf for the return trip at the end of the race.

1.2 If taking *Boatshop*, remember the immobiliser switch on the battery. All boats have a 'dead man's key' set-up – you must remember to insert the ring attachment to the ignition to complete the circuit.

1.3 Guidance on courses and marks location is in the SI. The RO will decide the course and direct where to position the course markers.

1.4 Note the numbered markers and make sure they are moored in the water in the right sequence.

1.5 The preference is to set a longer course and subsequently shorten the race when necessary, rather than having a course that has boats finishing well within the time limit.

1.6 The RO and rescue boats should plan to leave the dock at least 30 minutes before a start to ensure the course is set up in time for the start.

2 *During the race*

2.1 The RO will advise if you are required to patrol the lake or to stay close to the tower and await further instruction. Do not tie up along the wall in front of the tower - this has resulted in damage to props and motors.

Minimum number of Rescue Boats / Life Jacket /Abandonment by wind strength and min. air temp.

Wind Strength 0-8.9 Knots	Number of boats								
Min Temp (Degrees C)*	<20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100
<0	2	2	2	3	3	4	4	5	5
<5	2	2	2	3	3	3	4	4	4
<10	2	2	2	2	3	3	3	4	4
above 10	2	2	2	2	2	3	3	3	4

Wind Strength 9-15.9 Knots	Number of boats								
Min Temp (Degrees C)*	<20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100
<0	2	2	3	3	4	4	5	5	5
<5	2	2	2	3	3	3	4	4	4
<10	2	2	2	2	3	3	3	4	4
above 10	2	2	2	2	3	3	4	4	4

Wind Strength 16-20.9 Knots	Number of boats								
Min Temp (Degrees C)*	<20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100
<0									
<5	2	2	3	3	3	4	4	4	5
<10	2	2	2	2	3	3	3	4	4
above 10	2	2	2	2	3	3	4	4	4

* Minimum Temp Degrees C (Average previous 3 days readings as at 9am on the day of race) - BOM website

http://www.bom.gov.au/jsp/ncc/cdio/weatherData/av?p_nccObsCode=123&p_display_type=dailyDataFile&p_startYear=&p_c=&p_stn_num=070351

Wind Strength 21-24.9 Knots	Number of boats								
Minimum Temp Degrees C*	<20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100
<0									
<5	2	2	3	3	4	4	5	5	6
<10	2	2	3	3	4	4	5	5	6
above 10	2	2	3	3	4	4	5	5	6

Wind Strength 25-25+ Knots – <i>Consider abandoning racing</i>	Number of boats								
Minimum Temp Degrees C*	<20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100
<0									
<5									
<10									
above 10									

Minimum Wind Strength is recommended as 2 knots
 Maximum Wind Strength is recommended as 25 knots
 See RO Guidance for assessment and application advice on both Maximum Wind Strength and Minimum Wind Strength

Life Jackets must be worn		<i>Fly Code Flag 'Y'</i>
Minimum Number of rescue boats	2	
Consider Abandoning Racing		

* Minimum Temp Degrees C (Average previous 3 days readings as at 9am on the day of race) - BOM website
http://www.bom.gov.au/jsp/ncc/cdio/weatherData/av?p_nccObsCode=123&p_display_type=dailyDataFile&p_startYear=&p_c=&p_stn_num=070351

CYC SPRINT SERIES - RACE MANAGEMENT GUIDANCE

The CYC aims to conduct a safe, fair Sprint Series in accordance with the Racing Rules of Sailing (RRS). The following guidance is provided to inform the judgements, decisions and actions of Race Officers and the Race Committee for Sprint Series racing.

1. SPRINT SERIES AIM

1.1 The Aims of conducting Sprint Series racing are:

- Safety For all competitors and volunteers, particularly through safe management, including effective separation management, of the interactions between those racing in Pointscore and Sprint Series racing conducted concurrently within the available space on Lake Burley Griffin as well as within divisions sailing in those series.
- Competition To provide exciting, competitive, safe and fair racing for all Sprint Series competitors, including alignment, as far as practicable, with the format and conditions in racing conducted outside the ACT in which Sprint Series' participating classes also compete. In particular, this involves maximising racing over windward return legs.
- Racing Completion To achieve over the 2020-21 season as nearly as is safe, fair and practicable, completion of five rounds of the Sprint Series, each with as close as practicable to the maximum of five races per round for all participating divisions.

2. RACING FORMAT

2.1 The Pointscore course should substantially lie outside the Sprint course area. Use of the Pointscore Series Course B, Trapezoid may also assist in deconflicting the Sprint and Pointscore racing and is encouraged. To assist deconfliction with the Sprint races, the Pointscore course on Sprint days should if at all possible also be a port rounding course.

2.2 The Sprint Series will comprise five scheduled rounds of up to five races, each of no more than 25-30 minutes duration, in a day, for divisions 1, 4, 5, 7, 8 and 9. divisions 2, 3 and 6 will race in the separate but largely concurrent Pointscore race.

2.3 The Sprint races will be over a course set, using its own separate marks and within the larger area used for the Pointscore course. The available course options, described in the Sprint Series Sailing Instructions (SI) are intended to optimise safe race management

2.4 Following the start of the day's Pointscore race, the Sprint Series racing will commence, with the first start sequence timed to commence so that the Pointscore boats will have largely cleared the further first top mark for the Sprint race.

2.5 Copies of the applicable sign on sheets will be provided to both the Committee Boat and the CYC Tower so that the race management teams in both locations will know how many and which boats are sailing that day.

2.6 As each of the Sprint divisions complete each race and the Principal Race Officer determines their readiness for their next race, as well as assessing the progress of other divisions' racing and their locations, start sequences, one division at a time, for each ready division's next race will be commenced.

2.7 Use of the AP flag can be useful here. As the first boats gather for the next race, raise the AP (with two sound signals). The CYC Tower will be able to assist in confirming that all boats in a Division have completed their previous race. All divisions will be requested at the pre-race briefing to nominate one boat/skipper who can advise the Committee Boat of their division's readiness to start their next race. Dropping of the AP (with one sound signal) will signal the beginning, in one minute's time of the next start sequence.

2.8 There will be flip charts (see below) to manage as well as division flags, if there is any hiccup in the start sequence, use AP flag to postpone and sort out the problem. If the race has already started, use General Recall (1st Substitute plus two sound signals) or abandon the race (flag N plus 3 sound signals) if needed.

2.9 The result of these procedures, at the end of the day, may mean that some divisions will have completed more races in that round than others, but racing throughput should be managed, as far as practicable and safe, to reduce the likelihood of this.

2.10 To ensure completion of the initial start sequence before divisions are finished and awaiting their next start, for the first race of the day's start sequence, the initial division starts will need to be combined to ensure no more than four start sequences. The PRO will determine which divisions to combine on the basis of the classes, performance and numbers of boats sailing in each division that day.

3. THE COURSES

3.1 The Sprint Series SI provide two course layouts and a range of race options around those courses. The trapezoid, Course T, layout, using either of the two parallel windward heading legs is preferred. The windward return, Course W, option should only be used when numbers of boats racing are low and the breeze is light. Only one or other of these courses may be set or used for any Sprint round. They can not be used concurrently on the same day.

3.2 All Sprint course marks are port rounding, with the option of using a clearing mark at the windward mark if conditions and numbers of boats racing necessitate that.

3.4 For both course options, the intent is to maximise windward return racing. For course T, this can be achieved by separating traffic: sending some divisions to race around the right hand, or 'inner' windward return (eg: Start - 1A or 1B - 4 - 1A or 1B - Finish, Courses I1 or I2) and others to race around the left hand, or 'outer' windward return (eg: Start 1B - 2 - 3 - 2 - 3 - Finish, Course O2). This approach suggests keeping leg distances short enough to allow for course options I2, I4 and O2 if possible. If the breeze dies out, racing could then revert to the shorter options provided for in the SI. A suggested start and course allocation option is at 4.1, below.

3.5 While the Sprint Series SI include shorten course provisions, use of these would likely be at the risk of significant confusion and should be avoided at all costs short of critical necessity (eg: safety), with abandonment of that race preferred in any emergent situation needing a quick response. Noting the short duration of Sprint races, the preferred option is to simply revert to use of shorter courses for subsequent races.

3.6 Care will be needed in setting both Pointscore and Sprint courses in order to:

- Deconflict and minimise interactions between Sprint and Pointscore racing,
- Assist in managing separation between Sprint divisions, as well as Pointscore divisions
- Ensure inner and outer Sprint course legs are sufficiently far apart to provide safe separation between Sprint divisions racing on the inner and outer legs,
- Using separation distance between inner and outer legs, the relative distance to windward of marks 1A and 1B in relation to 2 and, hence, the angle of direction from 1A and 1B to either mark 2 or to the Finish, to balance safe separation with the aim of maximising windward return sailing, particularly for those boats whose final leg is 1A or 1B to Finish.

3.7 Careful note should be taken of the marks allocated in the respective SI for the Pointscore and Sprint courses: Yellow marks only on Sprint days for the Pointscore courses and Pink, plus one Green for the Sprint races.

4 START AND COURSE ALLOCATIONS

4.1 A suggested sequence of start / course allocations might, for example, see:

- Division 1: first to start, Course O2;
- Division 7: second to start, Course I4;
- Divisions 4, 5: third to start, Course O2;
- Divisions 8, 9, fourth to start, Course O1, I1 or I2;

5 FINISH

5.1 All finishes for Sprint Course T must be at the CYC Tower, unless there is an Easterly breeze, in which case a dedicated Finish Boat will be required. Finishing from Course T at the Committee Boat would require unsafe crossover between boats starting and boats finishing from the outer leg.

5.2 For Course W, all finishes must be at the Committee Boat. There will be more people onboard than usual and, hence, a need to allocate and share the available space.

6. RACE MANAGEMENT TEAM, EQUIPMENT & SUPPORT BOATS

6.1 The complexities of managing two separate races, Sprint and Pointscore, as well as managing a safe and sufficiently timely throughput of Sprint racing necessitates the provision of additional race management capability and capacity on Sprint Racing Days. This is achieved by adding an additional experienced individual, preferably with RO accreditation to the race management team, organised as follows:

- Principal Race Officer (PRO): Located in the Committee Boat: overall responsibility for management of Sprint and Pointscore racing, with control of Pointscore race management transferred to the Assistant / Finish RO in the CYC Tower on completion of its start sequences. The PRO will retain direct control of timing and execution of start sequences for all racing, supported by at least one, but preferably two, Start Team members.
- RO - Assistant / Finish: Monitors divisions' progress round both Pointscore and Sprint Racing, reporting to PRO to inform his decisions on

Sprint Series starting divisions and sequences; also responsible for control of Pointscore race after completion of its start sequence, and of finish recording for all races, to be undertaken by two Finish Team members.

6.2 Additional Flag capacity will be arranged for Crusader, for the CYC Burgee, On Station Flag, Flag Y or L, Pointscore port rounding flag or any other flags which normally remain hoisted throughout racing. This will free up space on the hoists aft to assist in management of concurrent racing for both Sprint and Pointscore racing.

6.3 In accordance with paragraph 4.2 of the Sprint Series SI, after completion of the start sequences for Pointscore racing on Sprint Series days, control of the Pointscore racing will pass to the CYC Race control tower and all race signals for Pointscore racing will thereafter be made solely from the CYC Race Control Tower. All race signals for Sprint racing will be made solely from the Committee Boat.

6.4 Two sets of large flip charts showing course designators: I, O and 1, 2, 3, 4, along with flip charts to show the applicable Division Flag for the designated course, will be provided for display on Crusader's starboard side aft. The course designator charts must be used to display the course applicable to divisions during their respective start sequences. If, in a start combining more than one division, there is a need to indicate different courses for each of the divisions starting together, then course designators, accompanied by the relevant division flag charts will need to be shown for each course required.

6.5 The requirements for safety and support boats do not normally change for Sprint Racing, except in the case of an easterly breeze when Course T is in use. In that event an additional Finish boat will be required, to be crewed by the Assistant / Finish RO and Finish Team. The CYC poly craft boats will be equipped to display the finish flag.

6.6 Use of Crusader as the CYC Committee Boat / Start Boat is essential for safe operations of Sprint Series Racing. If Crusader is unavailable on a scheduled Sprint Racing day, that day's Sprint round must be abandoned. See RRS Definitions Abandon: the round may be resailed and an alternate date for the round will be scheduled if possible.

7. TIMING, SCORING AND RESULTS

7.1 All times for all starts and all finishes must be time of day and in 24-hr format. A starters log has been created for the PRO and Committee Boat team to record details of both Pointscore and Sprint Series start times, including any restarts after a general recall.

7.2 All boats crossing the finish line must be recorded as finishing, along with the time of day that they cross.

7.3 Due to the number of races to be scored in each round, results for each round will not be completed or announced on the day of that round. Rather, the results will be posted on the CYC website as early as possible in the immediately following week, with confirmed results and prizes to be awarded at the presentation after the next scheduled Sunday's CYC racing.

8. RULES

8.1 See RRS Definitions: Rule: The Notice of Race (NoR) and SI are rules for the purposes of the RRS and are, therefore, able to be enforced through the protest mechanisms as detailed in RRS Part 5, particularly RRS 60. The Race Committee or a boat may, therefore, protest breaches of the NoR or SI. To assist safe race management and accurate scoring, consideration should particularly be given to protesting breaches of Sprint Series SI 10.4 and 11.2 and Pointscore and Championship SI 10.3 and 11.2, requiring boats to keep clear of the start unless in their start sequence and to not cross the finish line unless they are actually finishing.

8.2 The CYC will promulgate advice emphasising these rules, the duty of boats to protest and the right of the Race Committee to also protest.

9. SUMMARY

9.1 The Sprint Series, particularly for 2020-21 will be complex and, at the outset, difficult. There will be risks across all aspects of safety, race management, separation management, finish recording and series scoring, etc, etc. The importance should not be underestimated of both accepting a manageably low level of risk and error while ensuring we do not create or exacerbate avoidable safety hazards or the risk of catastrophic failure, such as abandonment of a race or a round because of failure in our arrangements or their implementation.

9.2 Just as importantly, the 2020-21 Sprint Series is a vital opportunity to learn from, develop and lay sound foundations for improvement in safely delivering an exciting competitive form racing to CYC sailors.

CYC Sailing Committee

September 2020