CYC Club Racing - Race Officer Duty

# One to two weeks before

* **Read the sailing instructions** for Club Racing - you must follow them. Paper copies in the Sloop & RO File. Electronic copy on CYC website - under Club Racing & in Dinghy Documents.
* **Contact your team** - email details in DutyMan. Remind them of their duties & confirm they understand their role. Documentation for Patrol Boat Helms and Tea Bar is available in [Dinghy Documents](https://www.cyc.co.uk/on-the-water/dinghies/dinghy-documents/)*, cyc*.co.uk.
	+ If one of the team can no longer make the date, remind them **it is their responsibility to arrange a swap**. At a late-stage phoning other members to request a swap is most effective; members’ phone numbers are displayed on DutyMan. Posting on the Racing What’s App group should be a last resort.
* **Monitor the weather -**links on the [CYC weather and tides webpage](https://www.cyc.co.uk/on-the-water/information-and-advice/weather-and-tides/). Advice on when & how to cancel is in the - ***Event Cancellation Process*** in Dinghy Documents & RO File.
* **Courses -** Consider courses in advance**.** See ***Short Courses for Club Racing*** in Dinghy Documents & RO File.
* **Liaise with the Club Sailing Manager** (Drew) - sailing@cyc.co.uk & 07500 503316) to check which Patrol boat(s) are available for racing. Also if they are to come out of the water or to be left on the pontoon after racing, and to coordinate the sailing area.

# On the day

* **Check the race start time and arrive in good time** - generally 1.5 hours before the start for club racing. Confirm access to club if an early start.
* **Check wind strength and direction**
* **Check tide times** - [Chichester Marina tide times](https://www.premiermarinas.com/tides-weather-forecast/chichester-weather) are helpful. Write HW time on the whiteboard.
* **Collect the yellow ball of keys** from the office if they are not already out.

*The Race Officer box with the necessary equipment is stored in the Race Officer Cupboard in the Sloop.*

* **Check this contains:**
	+ Flags are kept in the Race hut (leave the roll of flags in RO Cupboard -these are for Open meetings)
	+ The clock
	+ The automatic starter (autohoot) and its battery
	+ A loud hailer
	+ Pens and clip boards
	+ The Race Officers’ File -*includes this document, courses, flags etc*
	+ A race burgee may be helpful to check wind direction
* **Radios** are in the RO cupboard. They should be set to Channel 37A (M1 for old ones)

*Recording sheets, diagrams of the sailing area, Daily Risk Assessment sheets, protest forms and spare signing on sheets are all kept in the grey filing box on the shelf.*

* **Put the signing on sheets out in the Sloop.** See notice of Race/SI for current process.
* **Take the Race Officer Box, a radio, and the recording sheets to the Race Hut**.
* **Complete the *Dinghy Racing Daily Risk Assessment*** for Racing Copies in Dinghy Documents.
* **Set your course** and start line according to the Sailing Instructions.
	+ Avoid the channels to Premier Marina and Birdham Pool Marina as far as possible. Target time around 45 minutes for lead boat in each Fleet. Finish is normally Lake (Starboard), then Club Line. Avoid a hook finish. Discuss the course with your assistant. Suggested courses - ***Short Courses for Club Racing*** for various wind directions and ***Factors to Consider When Setting a Course*** can be found in Dinghy Documents & RO File

*You may use a Patrol Boat to set a start line if there is one available. There is a duplicate set of Flags on sticks for use in Patrol Boats for this purpose. See* ***On the Water Starts for Club Racing*** *- in Dinghy Documents.*

* **Brief the patrol crew**, allocate patrol boat(s), advise if you intend to use any buoys & where they will need to lay them. Check they will be ready to launch on time and request a radio check, before they go afloat.
* **Brief competitors.** Normally this is a written briefing on the whiteboard in the Sloop, including the course, start time for each Fleet and number of laps.
* **Complete the Daily Duty White Board** in the Sloop.
* **Perform a radio check** (CH 37) with the patrol boat crew.
* **Check the online entries**. Ensure current Sign on / Sign off process used. See NoR/SIs

*All club races are sailed as handicap races. Evening races all are just a Fast and Slow Fleet, Long Distance Races are a Single fleet. All other races have Fast, Medium and Slow Fleets. Start times are calculated in advance for a Pursuit Race (confirm in advance with the Sailing Secretary). For all other races see Appendices in Sailing Instructions.*

*Information on* ***Flags and sound signals*** *to be used - is in the race hut*

* **Attach the required flags to the flagpole** ready for the start. Fleet Flags, Preparatory Flag, Recall Flags, Postponement and Shorten Course Flags. Identify the Abandon Flag in case needed.
* **Connect the Autohoot to the battery and horns. Check it works**.

*At the start turn switch to the right for the 5 min signal, it will then automatically sound again at the 4min, 1min and the start. The Autohoot will continue the 4, 1, start sequence until stopped -* ***turn off after the last start!*** *- Other signals can be made as required by pressing the left-hand button, e.g. for individual recalls, without disturbing the sequence.*

* **Record the actual start times** for each race on the Recording Sheets

# During the race

*Racing should be run in accordance with the Racing Rules of Sailing (RRS)*

* **Respond to changes in the weather conditions** and be prepared to change course, shorten course, postpone or abandon the race.
* **Coordinate patrol boat crews**. Keep in contact and direct them in the event of an emergency or boat in distress.
* **Record times every lap on the recording sheets**. This enables use of average lap time. It is important to monitor the boats at both ends of the Fleet.
* **Monitor the time and shorten the course if needed**. Ensure shorten course flags are ready, when shorten course is sounded.
* **Highlight the use of average laps** for slower boats on the Recording Sheets.
* **Record Finish Times and the number of laps sailed***. If the fleet is large, it may be useful to make an audio recording of race times and finishes.*
* **Note any RRS issues** you have observed (OCS, DNF etc). *See RRS for terms & when RO may intervene.*

# Subsequent Races

* **Start any back-to-back races as soon as you can**.
* **Write the start time of the next race on the white board** ifthere is a break between races.
* **In the break get feedback** from the competitors on the course & alter if necessary.

# Post-race

* **Give permission to the Patrol boat(s) to come ashore** once the last competitor is off the water.
* **Check racers have signed off**.
* **Return all equipment** to their designated storage areas.
* **Check all radios are put away** and left charging.
* **Place recording sheets and the Sign On/Off sheets in the grey box in the Race Officer’s cupboard** (having completed results on Sailwave if necessary).
* **Check the Patrol Boat crew** **have put the rib(s) away**: taken out of the water if requested to do so by the Club Sailing Manager, made secure with the wire and padlocks and the cover(s) are on.
* **Check the Patrol Boat canisters are back, and the Fuel Store and Buoy Store have been locked**.
* **Lock the Race Officer’s cupboard** once the Tea Bar has closed if there is no other activity on.
* **Return keys** to the office/bar or the Club Sailing Manager
* **Raise equipment issues** with the Club Sailing Manager sailing@cyc.co.uk

# Safety

**SAFETY IS OF PARAMOUNT IMPORTANCE**: Familiarise yourself with the ***Emergency Procedure Afloat*** - in Dinghy Documents*.* Copy in Race Officers File.

* No racing may be started until YOU are satisfied that adequate crewed patrol boat cover is on the water. The minimum Is one Patrol Boat with driver and crew for CYC club racing.
* The Race Officer is responsible for keeping a watch on the progress of the racing and for directing the Patrol Boats.
* No young person should be on the pontoon without a properly secured buoyancy aid. See NoR/SIs for requirements for buoyancy aids while racing.
* If a Patrol Boat is used for starting - a further Patrol Boat will be needed for Patrol Cover.

# In case of an Emergency

See ***Emergency Procedure Afloat*** in Dinghy Documents & RO file

CYC Office: 01243 512918

Chichester Harbour patrol/harbourmaste*r*: Office - 01243 512 301

Mobile - 07918 074166

CH14 Call sign CHICHESTER HARBOUR PATROL

Solent Coastguard 023 9255 2100 or 999 and ask for Coastguard

# Protests

CYC promote fairer sailing, and use the RYA Rules Disputes procedure. See the ***RYA Rules Disputes Process poster*** *in*Dinghy Documents & RO file also NoR/SIs. Further information can be found online[**RYA Rules Disputes**](https://www.rya.org.uk/racing/rules/rules-disputes)

Protest forms are in the grey filing box on the shelf in RO cupboard.

There is a copy of the **Racing Rules of Sailing 2021-2024** in the RO cupboard.

Note

CYC follow the **Chichester Harbour Federation Race Code of Conduct**. Copy in Dinghy Documents & RO File

# Additional Information in [Dinghy Documents](https://www.cyc.co.uk/on-the-water/dinghies/dinghy-documents/)

## Dinghy Racing Documents

* **NoR/SIs for Club Racing 2022**
* **Map of CYC Racing Marks**
* **Chichester Harbour map of racing marks**
* **Portsmouth Yardstick 2022**
* **Emergency Procedure Afloat**
* **Organisation of Club Racing – Checklists**
* **Chichester Harbour Federation Race Code of Conduct**
* **Protest Form**

## Dinghy Race Officer Documents

* CYC Race Officers Guide
* Event Cancellation Process
* Short courses for club racing
* Factors to consider when setting a course
* Dinghy Racing Daily Risk Assessment
* **On the Water Starts for Club Racing**
* **Race Signals - Flags and Sound Signals**
* **Flags for Club Racing**
* **RYA Rules Disputes poster**
* **RRS Scoring Abbreviations**

## Other Dinghy Race Duties

* TeaBar Instructions
* Guidance for Safety Boat Helm and Crew