

# YOUTH RACE OFFICER (YRO) PROCEDURE

## 1-2 days before duty

Email timings and locations to volunteer. See below for a simple table, aligned for a Saturday 1pm start and 11am start on a Sunday. Adjust accordingly for other start times and email out to your volunteer team 1-2 days in advance, emails are easily copied from DutyMan.

When	Where	Who	What
SAT: 11.00h SUN: 09.00h	Reception	Volunteers (= Safety fleet & race team)	Sign in for duty
SAT: 11.30h SUN: 09.30h	Youth training room/white board	Volunteers	Safety & Race briefing by YRO
SAT: 12.00h SUN: 10.00h	Youth training room/white board	Sailors & parents Optional: ARO	Competitor briefing by YRO
SAT: 12.00h SUN: 10.00h	Beach	Volunteers	Get in the queue for being launched

## On arrival at the Club

1. Write the briefing times on the white board (youth), plus anything else you consider vital. The white board is a key place where parents and sailors check for updates.

## At the Office

2. Collect YRO bag and check content for results sheets, pens (white board & biro), compass, risk assessment form and these briefing notes.
3. Identify your race and safety team, check which duty members have reported to the office.
4. Confirm names of allocated rescue boats and confirm radio channel.
5. Ask your race and safety team to attend the volunteer briefing specifying where & when.
6. **Complete Risk Assessment** (one-page form in the YRO folder) and discuss any concerns you may have with Marine manager. Hand in the form to the Marine manager before briefing. This is necessary for HISC legal requirements.
7. Wind limit: the final decision is yours as race officer, if you have concerns discuss with the Marine Manager as part of going through the risk assessment. There are some sailors who are capable of sailing in 20 knots+, but it is marginal in this breeze, especially if it is gusty.

## Brief your Safety Team and Race Team

8. Check your Safety team have all arrived and signed in. It is club policy that there must be two people in a RIB. If you are short – ask the parents to help. Do not leave the beach unless you have the right amount of RIBS, helms and crew.
9. Assign rescue boats to drivers/crews. One rescue crew in each boat should be prepared to enter water, if capable. However, an elderly and unfit helper in the water can quickly become an extra problem to solve, rather than an effective help.
10. Confirm that Safety team have read and digested the new Safety Briefing Checklist
11. Discuss the course and course area and delegate collecting and laying of marks.
12. Confirm how the race area will be covered.
13. Assign a rescue boat to hold boats on beach, then to escort the boats to course area.
14. Encourage Safety Teams that are competent to give support/ sailing advice fairly from the back of the fleet. There is a wide variety of abilities – beginner racers to the very competent... but it is obviously important for those learning to race to enjoy it and finish

when possible! We are happy during club racing to be encouraging and help get all sailors to the end of a race – if required helping to put them back in a boat in order to finish a race.

15. If on the day you decide on a delay is required – do this by tannoy. **Please do not on the day cancel a race before the time it should have started, you may opt for a delay.**

#### **Before the briefing (tannoy announcement)**

16. Make a tannoy briefing announcement (“Youth Race Briefing in Training room in 5 minutes”)
17. Finish the tannoy announcement by reminding sailors to sign on using the QR code on the Youth Sailing Notice Board outside reception.
18. HISC Reception (Theo) has access to the online form of competitors that have signed on and can provide a print out.

#### **BRIEFING: this is very important! Please take your time and make sure everyone understands.**

19. Ask how many you have in each fleet - this will help you confirm number of starts required. (if there are less than 3 boats in a fleet they can be consolidated with other small fleets in one start though will be entered as a separate fleet for results see section below on Starts).
20. Confirm start times and sequence for each fleet. Tell competitors to keep clear of each other’s start lines.
21. Draw course on board, show course area, number of rounds, number of starts, identify and show class and prep flags; **Show start sequence (3,2,1, GO)**. The Go for the first start is the 3 minute for the second and so on. If any fleet General recalls they go to the back of the sequence.
22. Discuss conditions and safety: wind, tide, waves, buoyancy aids, sun cream, appropriate clothing, hats, drinking water etc.
23. **Remind competitors to sign on using the QR code, or on the HISC website and to sign off on the paper print out on the Youth Noticeboard after racing.**
24. Please encourage good sportsmanship – no yelling of rules on the water or ‘intimidation’ of less experienced racers.
25. Ask beginner or new racers to highlight to you that they may need support. These sailors might need a ‘buddy’ to sail with them out to the race course.
26. Wind limit: the final decision is yours as race officer. Remind children it is their personal decision if the conditions are suitable for them to race (not yours!) and that the conditions are suitable only for more experienced sailors. They can reef etc. Consider additional rescue cover. It may be possible to run racing for a limited / smaller group of experienced sailors with enhanced rescue boat to sailor ratios.
27. **Tell competitors that they are not allowed to leave the beach until instructed to do so by the race team. Remind them that they cross the main channel to Sparkes and must at all times keep a look out and keep clear of yachts that are restricted in their movement by the channel depth. They should also alert a rib or committee boat if they retire, so safety can keep an eye on them.**
28. **Safety at Sea.** We need to regularly remind all youth sailors that Chichester Harbour is enjoyed by many sailors, who do not race, in all kinds of boats and they can rightfully occupy the same water as the racing sailors. They must keep a good lookout at all times and keep clear.
29. **Racing Tip of the Week** – please spend a couple of minutes discussing one specific tactic (starting/ rigging/ gybing/ rules – you choose!)
30. If there is a youth sailor who would like to come on the committee boat with you, if OK with you that’s good - it helps them to learn more about race management and the more

experienced sailors can help you too! But warn them how long they will be afloat for. We are encouraging youth sailors to get involved in race management as much as possible.

31. Parents can help and coach sailors at the back of the fleet. **Once a sailor is in the main body of the racing, parents should be advised to keep their distance and stop coaching. Please remind parents of this at every briefing.**
32. Take flags, safety equipment and race officer's bag to the committee boat.

**Hold the racing boats on the beach until you are happy to release them via a safety boat**

#### **LAYING THE COURSE**

33. Double check with ARO/safety fleet they have collected 5 inflatable marks and 2 dan buoys one with blue flag and one with orange flag.
34. Laying the Start Line: keep it short and with a small degree of port bias (5-10 degrees) use dan buoy with orange flag
35. Always have separate Finish Line the other side of the committee boat to the start line with a blue Dan buoy
36. Youth racing should not be longer than adult racing. It is better not to make the courses too long – it is easier to set extra rounds and shorten. Keep the rounds short: with 2 or 3 rounds giving each race a duration of around 20-25 minutes maximum for the leader – remember if the lap takes 15 minutes that's 40 minutes for the slower boat tail Enders

**The courses set are at your discretion – however the Youth committee strongly advises the trapezoid course below as experience has shown this is the most suitable, it has the benefit of including a beat, a reach and a run. You Should NEVER have the same start / finish line. The likelihood is that a fleet might come back through the start finish line before the last start. The use of a gate simplifies shortening course. The course area should be the area known as West Mud (if you have high water) or over on Pilsley / Thorney Bank keeping clear of the tidal channels. If West Mud is available we should use it providing wind and tide make it possible.**

Suggested starting order:

- 1 [RS Feva](#)
- 2 [Topper and RS Tera Pro & Laser 4.7](#) If there are less than 3 in aggregate (most of the time) then move the Pro and Toppers to the first start with the RS Fevas.
- 3 [Tera Sport \( if there are Sport and just a couple of Pro – start the pro with the sport\)](#)
- 4 [Optimist](#)

You have the discretion to combine any fleet with less than 3 boats i.e. 1 or 2 boats with another start. However, you must tell the sailors at the briefing that is your intention. Ask the fleet at the briefing how many of them there are.

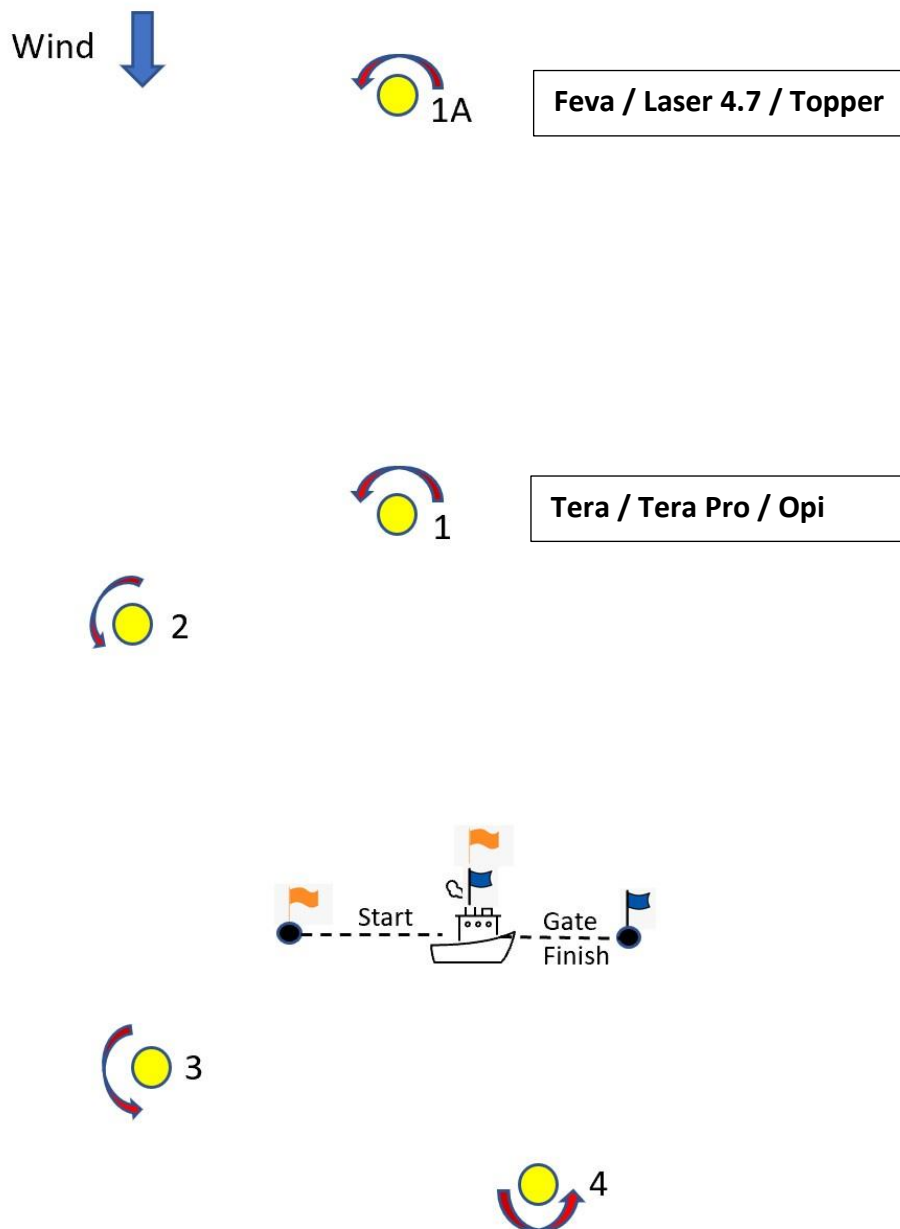
Note that the idea is not to mix say 2 Opi sailors with a large fleet of 20 Teras. So only add the smaller fleet to another small fleet. I.e. with entries as follows 2 Fevas, 1 Topper, 2 Tera Pro, 15 Tera Sports and 10 Optimists. Aggregate the Feva/Topper/Pro to one start, Tera second start and Opi third start. The majority of the time the Opi and Tera Sport will have a critical mass for their own starts - it's the Topper, Feva and Pro that may from time to time not get 3 or more sailors and are ripe for sharing a start line.

**[Make sure the course is discussed at the briefing to avoid any confusion!](#)**

## SUGGESTED COURSE:

### Modified Trapezoid / Carantec

(Commonly used at Optimist, Feva and Tera National Championships – modification splits beating and running boats)



Number of laps = 3

Course – All marks left to port

Feva / Laser 4.7 / Topper - 1A, 2, 3, 4, Gate = 1 lap

Tera / Tera Pro - 1, 2, 3, 4, Gate = 1 lap

Optimist - 1, 2, 3, 4, Gate = 1 lap

Finish when passing through Gate/Finish line at end of final lap

## ALTERNATIVE - SUGGESTED COURSES:

### Modified Olympic Type Course (Triangle - Sausage – Sausage)

Wind ↓



Feva / Laser 4.7 / Topper



Tera / Tera Pro / Opi



**Course – All marks left to port**

**Feva / Laser 4.7 / Topper – Lap 1 = 1A, 2, 3, Gate; Lap 2 = 1A, 3, Gate; Lap 3 = 1A, 3, Gate**

**Tera / Tera Pro - Lap 1 = 1, 2, 3, Gate; Lap 2 = 1, 3, Gate; Lap 3 = 1, 3, Gate**

**Optimist - Lap 1 = 1, 2, 3, Gate; Lap 2 = 1, 3, Gate; Lap 3 = 1, 3, Gate**

**Finish when passing through Gate/Finish line at end of final lap**

## Windward – Leeward

(Does not separate running Feva's from beating Optimists – not recommended when windy)

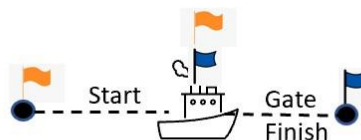
Wind ↓



Feva / Laser 4.7 / Topper



Tera / Tera Pro / Opi



**Number of laps = 3**

**Course – All marks left to port**

**Feva / Laser 4.7 / Topper - 1A, 2, Gate = 1 lap**

**Tera / Tera Pro - 1, 2, Gate = 1 lap**

**Optimist - 1, 2, Gate = 1 lap**

**Finish when passing through Gate/Finish line at end of final lap**

### **THE START LINE – please use start and finish lines as per the trapezoid course diagram**

32. Ensure the start line is long enough to cater for the largest fleet.
33. Not all sailors will have watches so call out the times verbally and give as much help as you deem necessary.

### **THE RACE**

34. **Aim to complete 3 races.** As soon as possible get the next race started and underway.
35. Finish boats in class order. There are no handicap results
36. Log in the finishers with a sound signal. You may have to inform them that they have finished. YRO may use his discretion on late finishers and award them a lap less or ask a rescue boat to finish them on the race course (Whisky flag/whistle) to allow a faster turnaround, but remember to log them in the correct order.
37. Log any that retire.

### **AFTER RACING**

38. **If you and the safety crew have accounted for all signed on competitors, you may stand down your safety crew.**
39. Safety boats to collect marks and return to storage. Fuel tanks to be removed from RIBS.
40. **Check signing off sheet.** Put out a tannoy call for any boats not signed off.
41. Return result sheets to office as quickly as possible – if possible WhatsApp/email them to Theo when the racing finishes.
42. Return all equipment.
43. **The prize giving's take place on the Sunday of a Pennant weekend and on last Sunday of the series. The prize giving should take place as soon as possible after the racing in the training room (before children get changed). Each fleet is awarded, with additional prizes silver fleet racers if deemed relevant. We also present spot prizes in the series prize giving. If you have any nominations (a first time racer, good sportsmanship, etc) please tell Theo in the office.**
44. Your feedback would be appreciated – if you have any comments please tell Theo.
45. Example competitor briefing in appendix

### **THANK YOU FOR YOUR TIME SUPPORTING YOUTH RACING**

Rear Commodore Youth - updated April 2023/ Matt May 2023/ Fraser June 2023

## Appendix: Example competitor briefing

# HISC Youth Pennant Weekend Competitor Briefing

13<sup>th</sup> and 14<sup>th</sup> May 2023

(final version to be posted on youth racing notice board)

Notice of Race here: [https://hisc.co.uk/media/15272/2022\\_hisc-youth-nor-siv10.pdf](https://hisc.co.uk/media/15272/2022_hisc-youth-nor-siv10.pdf)

Youth fixtures here: <http://www.hisc.co.uk/youth-sailing/youth-fixtures/>

If Feva or Laser 4.7 racing with adults in bay start time is 1pm on Saturday

Date	Start Time	High Water	Course Area	Number of Races	Number of Laps	Wind
Saturday 13 <sup>th</sup> May 2021	1pm	LW 11:55  HW 19:10 Flood	Pilsey	3	3	10 knots gusting 14 knots  NNE  <b>Nice breeze small waves</b>
Sunday 14 <sup>th</sup> May 2021	11am	HW 07:40  LW 13:15 Ebb	Pilsey	3	3	6 knots gusting 8 knots  N - W  <b>Light breeze</b>
						<b>Saturday: Capsize possible in a gust for inexperienced sailors</b>

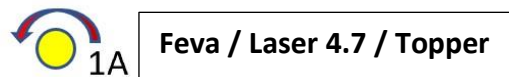
The majority or all of the Feva's and Laser 4.7's may be in the bay (depending on wind strength) with the adult Pennant racing – electronic sign on required for joining in with the adult Pennant racing.

Youth Pennant: **sign on with QR code or on the website** and **sign off** on the Youth Noticeboard



## Modified Trapezoid / Carantec

Wind ↓



Number of laps = 3

Course – All marks left to port

Feva / Laser 4.7 / Topper - 1A, 2, 3, 4, Gate = 1 lap

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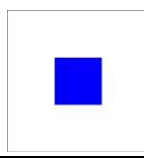




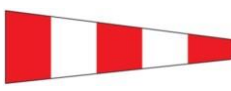
Finish when passing through Gate/Finish line at end of final lap

Be kind to less experienced sailors, follow the rules and have fun!

# Starting sequence

<i>Minutes before starting signal</i>	<i>Visual signal</i>	<i>Sound signal</i>	<i>Means</i>
3	Class flag	One	Warning signal
2	Preparatory flag	One	Preparatory signal
1	Prep flag removed	One long	One minute
0	Class flag removed	One	Start

## Start Groups and Flags (when grouping starts, use first flag of group only)

Feva / Laser 4.7 / Topper	Pennant 2 / Pennant 4 / Flag R	
Tera / Tera Pro	Flag T / Pennant 1	
Optimist	Flag O	
Preparatory Flag	Flag P ↓• ↑—	
Shorten Course	Flag S ↑••	
Start Line	Orange ↑•	
Upwind Gate / Finish Line	Blue ↑•	
Individual Recall	Flag X ↑•	
General Recall	First Substitute ↑•• ↓•	
Postponement	AP ↑•• ↓•	
Abandonment	N ↑••• ↓•	