

CLUB RACE OFFICER DUTY SCHEDULE

These times assume that you are racing in the harbour. If the racing is in the bay then you need to allow yourself an additional half hour.

	<ol style="list-style-type: none"> 1 Familiarise yourself with the club racing sailing instructions. 2 Familiarise yourself with racing rules of sailing (RRS) .'Racing Signals' and Part 3 - ' Conduct of a Race' are the relevant bits.. 3 Contact members of the race team and confirm they will be doing their duties and when they will be arriving at the club. 4 Decide how you will organise the team
Before the weekend.	<ol style="list-style-type: none"> 5 Find out what the state of the tides will be during the race times for each day. 6 Follow the weather so that you have a good idea of the weather for the weekend. 7 Based on the above - prepare a set of courses that would work in the expected conditions. Consider any issues and prepare your response. 8 Speak to the club marine department and find out what the state of the boats will be. 9 Consult the calendar and see what else(open meets etc)is happening at the same time 10 Do a formal Risk Assessment. Use this to highlight issues for the club and ensure the Office have a copy.
- 2 hours 15mins	<ol style="list-style-type: none"> 1 Report to the Club Office 2 Collect duty list, weather forecast & CRO's handbook 3 Check safety cover & ensure enough resources 4 Check equipment resources are in place and you know where they are!
- 2 hours	<ol style="list-style-type: none"> 1 Decide on the format for day bearing in mind wind direction and strength and tidal conditions. Discuss it with senior racers. 2 Set the courses and get them posted on the ONB as early as possible 3 Check that the sign on/off sheets and the flag schedule is posted on the ONB 4 Take copies of courses to give to all RIB's. 5 Complete duty allocation sheet 6 If you consider the wind strength to be sufficiently high then display Flag Y to signify everyone must wear buoyancy aids 7 Ask marine dept to get the Committee Boat alongside the pontoon (if they have not already done so) & collect equipment from Marine Office
	Briefing the team
- 1 hour 45 mins	<ol style="list-style-type: none"> 1 Find out every team member's race management experience 2 Explain format for the day and expected area to start 3 Allocate duties – give every boat an allocation sheet Delegate Patrol Boats to course setting and start line boats 4 Ask patrol boat drivers to go to the marine office & sign out boats and equipment including inflatables <ol style="list-style-type: none"> 6 Explain that we need a radio check before you leave the shore 7 Synchronize watches
-1 hour 15 mins	<ol style="list-style-type: none"> 1 Check the flag roll on the CB and ensure all flags are present. 2 Take copies of courses to give to all RIB's. 3 Check that CB has all equipment required - paper / pens / chalk / blackboards etc
-1 hour	<ol style="list-style-type: none"> 1 Leave beach 2 Complete radio checks 3 Proceed to the start line area
Afloat	Do that race officer thing
After the racing	<ol style="list-style-type: none"> 1 Ensure that you have legible results for each race and deliver to Office. Keep a copy for yourself. If a race had no starters or no finishers make sure that the office knows this. 2 Check the results and sign in sheets and ensure that every boat has returned to shore. 3 When assured that every boat is ashore then ask the patrol boats to come ashore and put their equipment away. 4 Tell the Marine Dept that the CB is finished with for the day and they can return it to moorings.. 5 Report any equipment defects to the Marine Dept. 6 Retreat to the bar and buy the team some beers. If you've been good you may even get some bought you! Be prepared to explain actions taken to competitors if they ask.
After the weekend	<ol style="list-style-type: none"> 1 Watch the website and ONB and check the published results. If the Office has made a mistake then get them corrected. It was probably your handwriting anyway. 2 Keep notes so that next time you do the job you can refer back to the days events.