

## **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.**

### **Before the weekend.**

- 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. Agree time when key race team members will be arriving at the club.
- 4 Decide how you will organise the team
- 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

### **-2 hours**

- 1 Report to the Club Office
- 2 Collect duty list, weather forecast & CRO's handbook
- 3 Check equipment resources are in place and you know where they are!
- 4 Ask marine dept to get the Committee Boat alongside the pontoon (if they have not already done so) and collect equipment from Marine Office.

### **-1 hour 50mins**

- 1 Check safety cover and ensure enough resources.
- 2 Decide on the format for day bearing in mind wind direction and strength and tidal conditions. Discuss it with senior racers.
- 3 Draft the courses.
- 4 Review the standard Club Risk Assessment and update where necessary. Use this to highlight issues for the club and ensure the Office have a copy.
- 5 Check that the sign on/off sheets and the flag schedule is posted on the ONB
- 6 If you consider the wind strength to be sufficiently high then display Flag Y to signify everyone must wear buoyancy aids

### **-1 hour 45 mins Briefing the team**

- 1 Find out every team member's race management experience
- 2 Explain format for the day and expected area to start

- 3 Allocate duties. 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
- 5 Explain that we need a radio check before you leave the shore
- 6 Synchronize watches
- 7 Re-assess draft courses to make sure they are still appropriate.

#### **-1 hour 15 mins**

- 1 Check the flag roll on the CB and ensure all flags are present.
- 2 Finalise courses and take copies to give to all RIBs.
- 3 Get courses posted on the ONB as early as possible.
- 4 Check that CB has all equipment required - paper / pens / chalk / blackboards etc

#### **-1 hour**

- 1 Leave beach
- 2 Complete radio checks
- 3 Proceed to the start line area

#### **Afloat - Do that race officer thing**

##### **After the racing**

- 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**

- 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 day's events.