

RVYC ATB Series Duty Race Officer Guidelines

All racers at RVYC are expected to volunteer as race managers or to work on the race course at least twice a year.

It is normal that Duty Race Officers (DRO) will have varying degrees of race management experience. And in some instances, DRO's may have lots of experience, but have become a bit rusty from not having applied that experience in a practical sense in recent years. With that in mind, this document has been developed to make the process of serving as DRO less intimidating. It will provide guidelines as to what the expectations of the DRO role, and what assistance is available.

In case you're wondering, ATB stands for Around the Buoys, and it means the same as RTB (the more colloquial 'Round the Buoys).

The DRO is assisted by the Assistant Race Officer (ARO). Together, they are responsible for setting up and running ATB races on the date they have signed up for. The DRO and ARO are also responsible for providing the crew necessary to make this all happen. Typically this means having a total of 6 to 10 people on hand for the task. (Most skippers solve this problem by signing up their crew. Non RVYC members are welcome, of course. And running races is fun. No one ever regrets the time spent supporting the sport.)

At least two of the team must have their Pleasure Craft Operators Card (PCOC) on their person in order to operate Discovery Isle (the race committee boat), Gonzo (the usual mark boat) and possibly a safety boat. They should also have at least two people that have their marine radio operator certificate with them.

Please Note: To comply with RVYC rules there may be no consumption of alcohol on any of the Club-owned boats. It is against the law to operate boats while under the influence of alcohol.

Race committee tasks that need to be covered:

Race Officer

Committee boat operator (must be comfortable driving Discovery Isle & have their PCOC card)

2 recorders

Timer

Flags

Special flags

Sound

Mark boat operator (must be comfortable driving Gonzo or similar boat & have their PCOC card)

Mark boat anchor puller

Safety boat operator (used if conditions warrant)

Safety boat crew (used if conditions warrant)

In order to achieve consistent services throughout all Club racing, RVYC has developed a DRO-support position, which we call **Race Assistant**. This position reports to the Racing Fleet Captain and the Sailing Program Coordinator. The Race Assistant is familiar with the logistics of setting the standard ATB courses, operating the committee boat (usually **Discovery Isle**) and the mark boat (usually Gonzo) and where around the club the gear required for running the races is located. The Race Assistant will normally be available to support you.

The following are the expectations of the DRO:

1. Having a copy of the RVYC Sailing Instructions which contains ATB race directives for the current race series. These can be found at:
http://www.rvyc.bc.ca/RacingFleets/documents/RVYC_SailingInstructions_Updated_20110601.pdf
2. Knowing the wind/weather forecast the date and time of the race. Most DRO's follow the wind/weather forecasts for a few days leading up to their dates. This is easily done by monitoring Big Wave Dave's site: <http://www.bigwavedave.ca/>
3. Knowing the tide and current predictions for the race duration. Tide predictions are on Big Wave Dave's site, and current is best determined from the Current Atlas.

4. The DRO will be prepared to postpone or cancel a race due to dangerous weather conditions. This is the DRO's call. The best approach is to communicate directly with racers as they gather near the Dinghy Shed. Word will get around very quickly if the DRO decides not to venture from the docks.

5. It is normal practice for the DRO to consult with some of the long distance racers before heading out as to best course to set for them. Generally these discussions take place on the hard in the vicinity of the Dinghy Shed. It is normal to try and set courses that will take the racers between 45 minutes and an hour to complete. The course posted using place mark numerical codes described in the Sailing Instructions.

6. Plan to meet with the Race Assistant 1.5 hours before the first start to determine what support is required from the Race Assistant . That leaves enough time to check that the support boats are fully operational and are equipped with the required marks, anchors, race results forms, flags, horns, etc. to successfully manage the race(s). Boat keys are signed out from the Foreshore Office.

Giving yourself lots of time prior to the race will enable you to decide how the Race Assistant can best assist you for the day's racing. If you are unfamiliar with the operation of Discovery Isle and/or the racing protocols, it is advisable to have the Race Assistant with you on the committee boat to help with anchoring, explaining what needs to be done, and help assigning the various tasks to your crew.

Of course, if you are comfortable with the Race Officer role then you may want make use of the Race Assistant's experience as the mark boat operator, rather than on Discovery Isle. Also if the wind/sea conditions warrant it, sending a safety boat out is strongly advised in addition to the committee and mark boats.

7. It is recommended that the committee boat and the mark boat(s) be on the water starting to set up the course at least a half hour before the normally scheduled time for the first start. The Race Assistant can be used as a resource in this instance, as he is familiar with what has been the practise in past races. As a

guideline the ATB course(s) should be set for a total race time for each the various divisions of approximately 45 minutes to one hour. The course options should be limited to those described in the ATB Race Instructions.

8. Races should start at the times specified by the ATB Race Instructions. Regardless of the actual start time, the start times of each individual division's start must be recorded on the race results sheet. Boats racing need to be recorded by sail number. The boat name can also be recorded for clarity. The start and finish times should be recorded as GPS time in the form hh/mm/ss using the 24 hour clock. The DRO is responsible for collecting and passing the race results to the ATB series Recorder.

9. After racing is concluded for the day all boats are returned to their original berths. The instructions for shutting down Discovery Isle are located just behind the helm station. The mark boats are stored with their engines up, turned so the steering bar is fully retracted and the master power switch set to off. Equipment brought to the boats is returned its original storage location. If in doubt please ask the Race Assistant. Boat keys are signed back in (recording the engine run times) to the Foreshore Office or to the club's bar if the Foreshore Office is closed.