

Assistant Race Officer Training

Training for
members of a
club race committee





Introduction

- Welcome
- Target for the session
 - working on a club race committee
- Certification
 - 4 levels of CYA certification
 - Assistant, Club, National, Senior
 - At conclusion, you will be certified as Assistant Race Officer



Outline of this course

- Structure and rules
 - ISAF, CYA, the rules
- Jobs on the race committee
 - do the ones you're good at
- Starting sequences
- You're certified and ready to go to work!

Certification



- Four levels
 - Asst race officer
 - Club race officer
 - National race officer
 - Senior National race officer
- Certification as Asst Race Officer
 - attend this course
 - no prerequisite required



Basic principles

- Safety
 - no more “human against the sea”
 - sailing is a sport, with appropriate standards
 - parents expect kids to be safe
- Fair sailing
 - everyone has an equal chance
- Keep the customers satisfied
 - ask for opinions
 - listen to the answers



The rules in sailing

- International Sailing Federation (ISAF)
- The Racing Rules of Sailing
 - Note Canadian prescriptions
- Regatta rules
 - Notice of race
 - Sailing instructions
- Other rules
 - Safety standards
 - ORC or local/regional, like PIYA
 - Rating rules
 - PHRF, IRC
 - Class rules



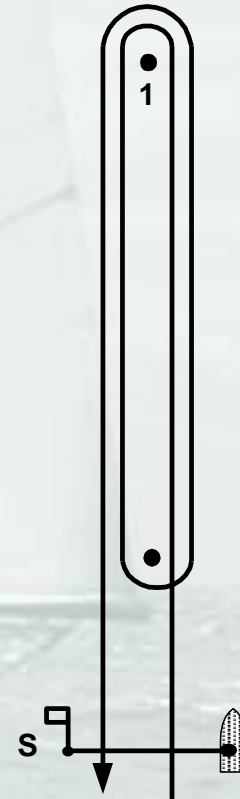
Key technical people

- Regatta chair
- Race officer (RO)
- Registration
- Harbourmaster
- Measurement
- Protest committee chair

A sailboat race



- Three parts to a race
 - the start
 - sailing around the course
 - the finish



Example of a course diagram

The Start



- Usually takes 5 minutes per class
- We use flags and sound signals at specific intervals to tell the competitors when to start
- Boats sail across a line between the signal boat and a floating mark or another boat
- We watch carefully to be sure no boat starts before the signal



Sailing the Course



- boats sail upwind to a floating mark, then to the next mark, as many times as required by the instructions
- courses come in different layouts
 - sometimes more or fewer marks
 - see the gate mark at right



The Finish



- boats finish by sailing between our boat and a nearby mark or another boat.
- we write down their sail numbers, and sometimes the time (if handicapping different sized boats)



The race committee



- Signal boat jobs
 - Recorder
 - Timer
 - Flag officer
- Sound officer
 - Line judge
- Specialist jobs
 - Mark set team
 - Safety
 - Scorer

These are all under the direction of
the **Race Officer**

'Join the Race Committee'



- A great little booklet – highly recommended as a reference
- Originally published by US Sailing
- CYA intends to license for our use
- Includes good descriptions of jobs and activities

Jobs vs people



- sometimes a single person does several jobs
 - timer and sound
 - recorder and timer
- sometimes several people do a single job
 - flags might need two people
 - recorders at a big finish
 - line judges at the start

What jobs to do?



- Do the jobs you're good at
- Someone else can do the things you find difficult
- Try to match your skills with the needs of the job
- Don't make it hard – have fun!

Recorder (1)



- Keep log of events during the day
- Manage all the forms, copies of sailing instructions for all (get from RO)
- Before the start
 - time leaving dock, time of first race
 - wind speed at regular intervals
 - check-in boats against registration list
- At the start
 - keep starting sequence log
 - record OCS boats, other events
 - count the boats in each start

Recorder (2)



- During the race
 - note events when needed by RO
 - record wind direction and velocity
 - note time first boat rounds weather mark
- At the finish
 - record finish order and times
 - note protest and yellow flags at finish
 - times needed for one-design
 - first boat, then every few minutes, last in class
 - compare finish order with registered boats
 - if problems, get finish order for sure
 - do the best you can with times



Recorder – ideal person

- Legible handwriting!
- Careful, accurate
- Good with numbers

Timer – duties (1)



- First things
 - start when signal boat leaves the dock
 - work closely with the recorder
 - get all RC people on the same time
- watch out for start time for first race
 - time limits, target times, weather mark times
- Decide on your system
 - countdown, or
 - time of day

Time of day method



- Why use time of day?
 - get whole committee on the same time
 - signal boat team, pin boat, jury, coaches
 - competitors like it – no need to reset watches
 - easier to manage weather leg and race time limits
- How to do it
 - timer uses a log sheet
 - write down all the times at the beginning
 - tick them off as they pass
 - give the record to the recorder after the start



Countdown method

- Why use countdown?
 - faster, if pressed for time
 - easier – doesn't involve 'counting backward'
 - but must communicate start time to others
 - pin boat, judges, others

Timer – duties (2)



- After the start
 - mark time of first weather mark rounding
 - mark time of first full circuit
 - note times of any incidents
 - short course, missing marks
 - watch out for race time limits
 - also weather mark target times
- At the finish
 - help the recorders with the finishing times



Timer – ideal person

- reliable, able to concentrate
- loud voice
- pushy, aggressive – a ‘take-charge’ person
 - make sure everyone knows what time it is!



Timing technique

- Check the SIs for scheduled warning or start time
- Assume command of the start sequence
 - provides time for each action
- Call time for last 10 seconds for any action
 - get acknowledgement from sound and flag officers
- At the start, call each 10 seconds in the last minute:

“50 – 40 – 30 – 20 – 10 – 9 – 8 – 7
– 6 – 5 – 4 – 3 – 2 – 1 – Mark”



Flag officer

- get flags of decent size
- get flags sorted out early
 - how do you know which ones you need?
- need to put 2 or 3 flags up and down at the same time
 - so figure out how
- always know where 'AP' and 'X' are



- after the start, should help with spotting OCS boats



Flag officer – ideal person

- Athletic, coordinated



Flag technique

- Make sure AP and X are always available
- Plan flag positions – bow to stern
 - X – 1st Sub – Warning – Prep
 - get flag X as far forward as possible
 - 1st Sub also
 - use stern for AP, N, others

Sound officer



- Beware of guns
 - CYA strongly discourages guns on the signal boat
 - do not use firearms without training and experience
- Makes a sound when needed
- Have 2 kinds of sound if possible
- Try to use eco-friendly devices
 - electric horns, whistles



Sound officer – ideal person

- often done by timer or line judge
 - (if it's just pushing a button)

Line judge – duties



- Sight the line at start
 - try to have someone at the pin end
 - ideally the mark is in the pin boat
 - get familiar with the sail numbers
 - use a voice recorder
 - be careful with radio protocols if calling from the pin
 - just number of boats, not sail numbers

Here's a starting line





Line judge – duties (2)

- Call sail numbers at finish
 - let timer get times - divide the work
- If large fleet, need several teams at finish
 - line judge + recorder or two
- At a crowded finish
 - need system for boats you can't see the numbers
 - call "blank" and then get someone to watch that boat to get the number



Line judge – ideal person

- usually the RO
 - plus the mark set boat at the pin
 - if possible
- experience is most valuable attribute



Specialist jobs

- These jobs have special requirements
 - Mark set team
 - Safety officer
 - Scorer



Mark set team – duties

- set marks
 - starting line pin, course marks
- anchor and judge line at pin end
- take wind readings
 - at the weather mark, elsewhere
- basic requirements:
 - **anticipate problems** – worry about what could go wrong
 - keep gear ready to go at all times
 - **watch the marks**
 - do not leave the course without permission from the RO
 - **maintain a safety watch** on the course
 - too much wind, collision between boats, other boats intruding



Mark set team – ideal person

- Ideal person is an experienced mariner
 - ties knots
 - sets anchors
 - navigate with GPS **and** dead reckoning
 - handle small boats
 - uses VHF radio
 - estimates distances
 - able to steer a course
 - holds a pleasure craft operator card

Safety Officer (1)



- Reports to RO
 - full charge of health & safety
 - not combined with other jobs, like jury, press, spectator boats
- Plan the accident response
 - have a written safety plan
 - circulate it to everyone
 - designate a transfer point
 - pre-arrange first aid space, ambulance, hospital
- Health on the water
 - water or other fluid, adequate food

Safety Officer (2)



- Prevention
 - Y flag
 - tow line requirement in sailing instructions
- Coaches usually like to help
 - trained in first aid, good boat handlers, experienced
- Standard protocol for rescue
 - Rescue PEOPLE first, then boats
 - locate a mother ship below the start/finish area
- Engage all boats in safety watch
 - mark set, judges, coaches, other support boats



Safety officer – ideal person

- Technical knowledge
 - trained in emergency response or similar
- Experienced
 - planning is most important activity
 - knowledge of local infrastructure
 - hospitals, medical clinics

Scorer – duties



- Present results to competitors
 - as quickly as possible (as competitors come ashore)
 - accurately
- be available until protests are decided
 - or arrange for an alternate
- Sailwave is CYA preferred software
 - free download available
 - works with XLS registration files



Scorer – ideal person

- trained in the software
 - fix registrations, set drop races
- understands Appendix A
 - break ties, score penalties
- available on the water and afterwards



Some tips

- Be on time
 - this means be early!
- Be part of the crew
 - the RO is like a skipper; we're the crew
- read the Sailing Instructions & Notice of Race
 - get your own personal copies



More tips

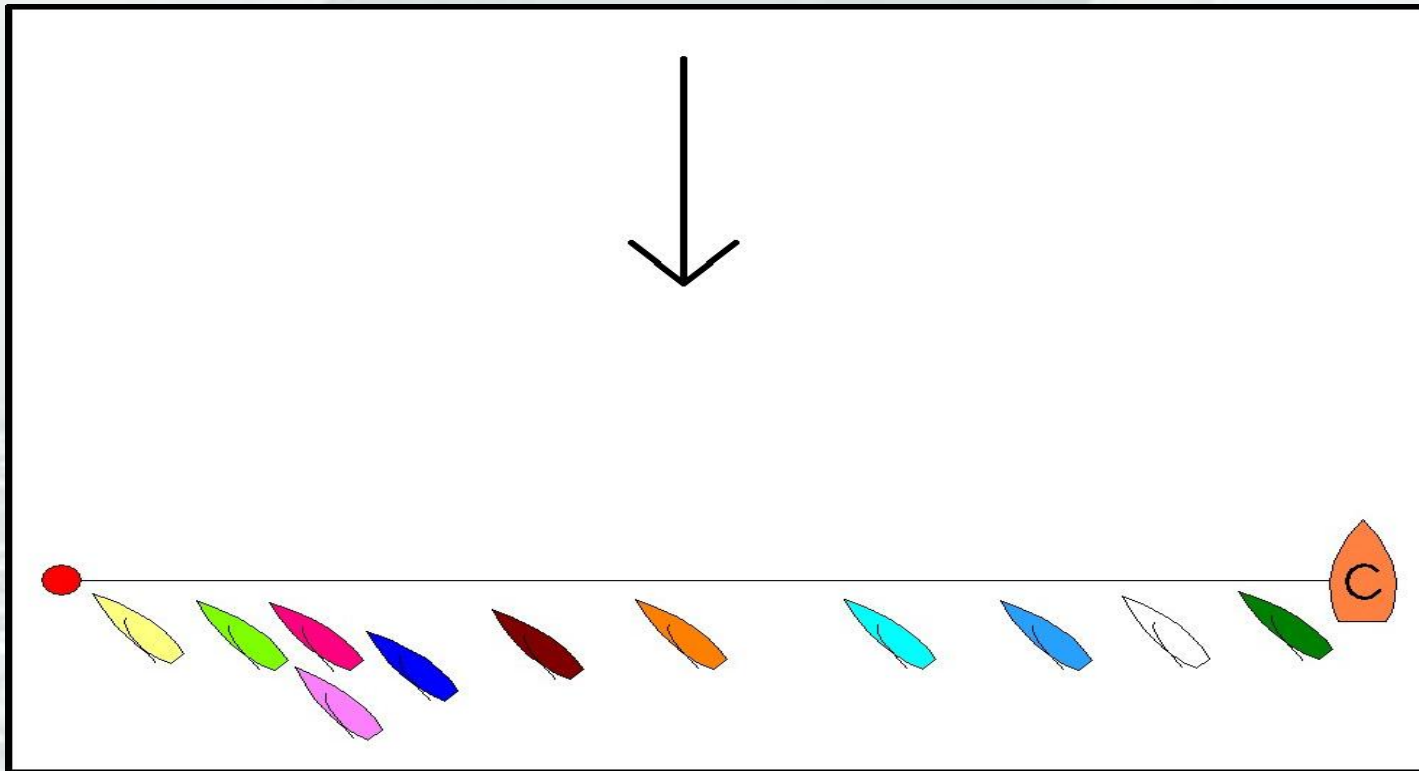
- Bring your own personal gear
 - watch, pencil, clipboard, water bottle, sunscreen, foul weather gear, PFD
- Be quiet
 - let the RO concentrate before starts
- Don't talk to competitors
 - that's the RO's job
 - watch out for radio traffic

Assistant Race Officer Training

Break for 10
minutes




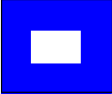


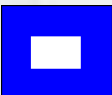





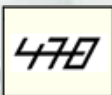








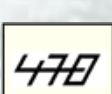




The Starting Line



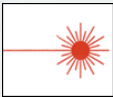
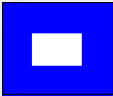
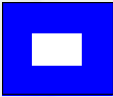



Starting sequence



11:00	Laser warning			
11:01	Laser preparatory			
11:04	Prep removed			
11:05	Laser start			
11:06	470 warning			
11:07	470 preparatory			
11:10	Prep removed			
11:11	470 start			

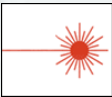
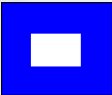
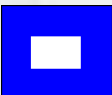


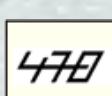


Postponement



12:36	Attention signals	● ● ● ● ●
12:37	Laser warning	 ↑ ●
12:38	Laser preparatory	 ↑ ●
12:41	Prep removed	 ↓ ●
12:41:30	Wind shift	
12:41:33	AP displayed	 ↑ ● ●
12:43	AP removed	 ↓ ●
12:44	Laser warning etc.	 ↑ ●







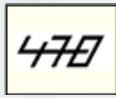


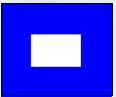




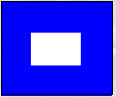


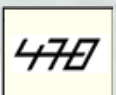


Individual recall



15:10	Attention signals	● ● ● ● ●
15:11	Laser warning	 ↑ ●
15:12	Laser preparatory	 ↑ ●
15:15	Prep removed	 ↓ ●
15:16	Laser start	 ↓ ●
15:16:03	X flag	 ↑ ●
15:17	470 warning	 ↑ ●
15:18	470 preparatory	 ↑ ●
15:21	Prep removed	 ↓ ●

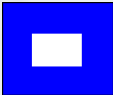
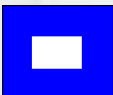





Individual recall (cont.)



15:16	Laser start			
15:16:03	X flag (no return)			
15:17	470 warning			
15:18	470 preparatory			
15:20	X flag removed			
15:21	Prep removed			
15:22	470 start			

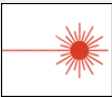
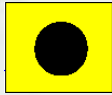
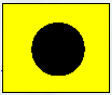

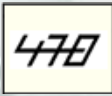


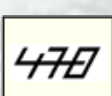
General recall



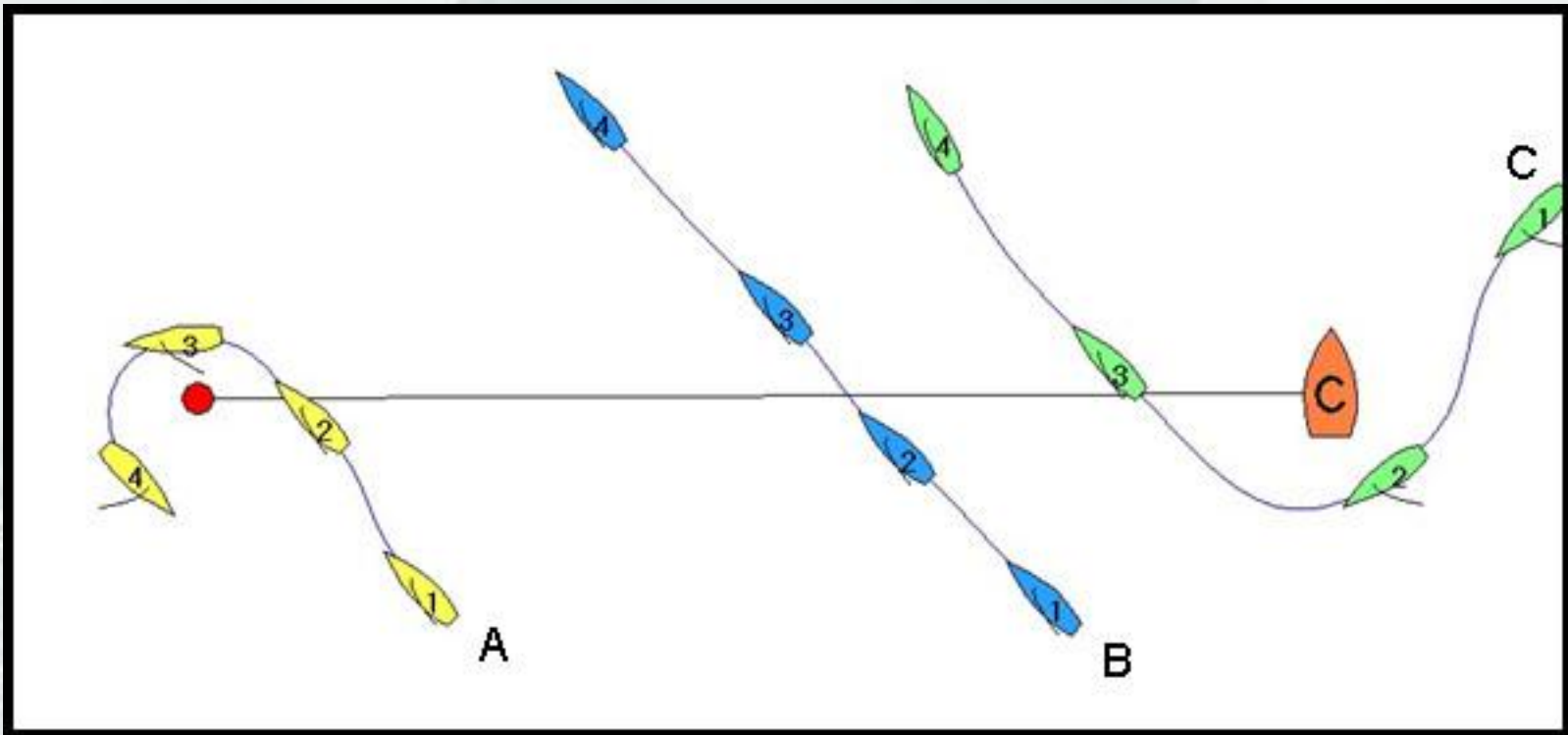
13:43	Attention signals	● ● ● ● ●		
13:44	Laser warning		↑	●
13:45	Laser preparatory		↑	●
13:48	Prep removed		↓	●
13:49	Laser start		↓	●
13:49:15	First Sub		↑	● ●
13:52	First Sub removed		↓	●
13:53	Laser warning		↑	●
13:54	Laser prep . . .		↑	●

Starting with an I flag



12:42	Attention signals	● ● ● ● ●
12:43	Laser warning	 ↑ ●
12:44	Laser preparatory	 ↑ ●
12:47	Prep removed	 ↓ ●
12:48	Laser start	 ↓ ●
12:49	470 warning	 ↑ ●
12:50	470 preparatory	 ↑ ●
12:53	Prep removed	 ↓ ●
12:54	470 start	 ↓ ●

Starting with the I flag



Starting exercises



Instructor will lead the class through some starting sequences using the real time clock and flags supplied by the host club



Quick review

- Basic principles
 - safety
 - fair sailing
 - satisfy the customers
- Find a job you're good at
- Have a great day!

Canadian Yachting Association

Thank you very much!

