



# St Leonards Yacht Club & Motor Squadron Race Volunteer guide 2016-17

## WELCOME

Thank you for giving up your time to help run sailing at St Leonards Yacht Club and Motor Squadron (SLYCMS). We depend on volunteers to keep club racing at a high level, for the benefit of our members and other sailors. This document aims to give you an overview of what to expect on the day as Race Officer (RO) or as a Volunteer, and provides some points of contact if you have any questions.

All racing at SLYCMS is conducted under the International Sailing Federation Racing Rules of Sailing (ISAF), and the Sailing Australia (SA) Special Regulations, and they always take precedence over any information in this guide.

We would be delighted to hear from you if you have any questions or feedback on volunteering or this guide.

## WHAT TO BRING AND WEAR

If you are volunteering for the Tower, you won't need to bring anything special other than some good shoes to climb the stairs!

For on-water duties you will need a hat, sunscreen, and clothing to protect from the sun, as you will be out on the water and there is little shade. Waterproof trousers and jacket will make your day more comfortable and are compulsory for wintry weather to avoid hypothermia. Lunch (where appropriate) and water will be provided to you.

## BEGINNING OF THE DAY

After you nominate as a volunteer, the SLYCMS Vice Commodore will contact you to let you know what time to come to SLYCMS on the day. Start times for sailing on Saturdays and Sundays are variable depending on the type of race. Usually volunteers meet at 9.30am, or a couple of hours before the scheduled start time. All volunteers will meet in the clubrooms for a briefing at the agreed time. You will meet the RO, who will take the lead for the days racing and all the other volunteers for the day along with been given your allocated job for the day and any important information that is needed.

## TIPS FOR CONDUCTING RACING AT SLYCMS

- The SLYCMS Sailing Instructions (SIs) set out the courses and types to be run. Please make sure you are familiar with the SIs before starting the day. If you have any questions, the Vice Commodore or Club Captain will happily assist you.
- SLYCMS usually operates on radio **channel 73**, maintaining a listening watch on **channel 16** for emergencies.
- The general course area is between the SLYCMS and the West Channel. The water is shallow near the Coles Channel and shoreline.
- It is recommended that racing is conducted as close to the shore as possible (given the weather conditions), in consideration for competitors and spectators.

## SLYCMS RACING PRINCIPLES

ROs are of course free to bring their own ideas and techniques to conducting racing at SLYCMS (within the boundaries of the racing rules of sailing (RRS)); however, listed below are some principles that the SLYCMS Sailing Committee has developed to assist you. These principles will apply to all yachting events conducted by SLYCMS:

1. ROs will only run races/events sanctioned by Sailing Committee, including any cruising events.
2. ROs will only accept entrants in races/events who have been sanctioned by Sailing Committee.
3. ROs will only allow results to be published for those boats which are entered/signed on.
4. ROs will run races as per the details published in relevant NORs and SIs. In the case of conflict between documents, the SIs will take precedence.
5. ROs will be responsible for on-water activities only limited by the overriding responsibility of skippers of all craft, including skippers of race committee vessels.
6. SLYCMS policy is to postpone races where a BOM Gale, Strong Wind or Storm warning is current for Port Phillip. This may only be varied after consideration of weather observations in the area and agreement from a quorum of the Sailing Committee.
7. ROs must seek weather information from official BOM sources.
8. ROs may seek advice elsewhere and/or use their own observations as an adjunct of BOM weather information.
9. ROs may take into account local conditions when considering weather information.
10. The RO's decision to start, finish, postpone, or abandon the race will be theirs alone.
11. RO's are banned from any involvement whatsoever in gambling on race results for any race under the auspices of SLYCMS.

## TYPES OF RACING

There are two race formats generally run by SLYCMS:

1. A Passage Course, where everyone in a division starts together and then sails around fixed marks. Starts may be run from the Club Tower or the Committee boat.
2. Laid Course races, these races involve volunteers in powerboats 'laying' (deploying) temporary buoys up to 3 nautical miles from the clubrooms. Starts are run from the water.

## PASSAGE COURSE RACES

You will need to take with you the following items (which will be supplied by the club):

- Sign on sheet, including RO reporting of wind and conditions
- Timers
- Start and Finish Sheets
- Pens

There are a number of jobs to be done in the tower.

RO: will look after setting the course and starting the races.

Scribe/Recorder: will record the starters, all start times, finish times, any boats who are On Course Side at the start, or who radio in to retire from the race or to report any incidents.

Timer: will be responsible for starting the timer for the countdown to the race, and will call out the time at regular intervals before the start. The RO will indicate how they would like you to do this.

Flags: will be responsible for raising and lowering flags at the appropriate intervals. The flag sequence will be explained to you before you start.

Sound Signals: will be responsible for sounding the horn when signals are made. Generally only one sound signal is required, except for two signals for a postponement, two signals for an individual recall at the start, three signals for a general recall at the start, and three signals for abandonment of the race.

Radio operator (this may be the RO): the radio operator should have some experience in this, and preferably hold a Marine Radio Operator licence.

It is likely that you will only have one - two people to take on all of these roles on a normal day, so it will be very busy. If you have any questions, your best point of call is the RO. If they cannot answer your question, they will know who to ask.

## LAID COURSE RACES

### START/FINISH BOAT

You will be given a bag with everything that you need to take with you. Most items will be on board. There are a number of jobs to be done on the Start/Finish Boat.

RO: will look after setting the course and starting the races.

Driver: will have been inducted by an SLYCMS committee member, and will position the race committee vessel under direction from the RO.

Scribe/Recorder: will record start times, finish times, any boats who are On Course Side at the start, or who radio in to retire from the race.

Timer: will be responsible for starting the timer for the countdown to the race, and will call out the time at regular intervals before the start. The RO will indicate how they would like you to do this.

Flags: will be responsible for raising and lowering flags at the appropriate intervals. The flag sequence will be explained to you before you start.

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### COURSE LAYING BOAT (IF APPLICABLE)

You will be given a backpack with all the small items that you need to take with you, and many items will be stored on board each boat. You will also need to take the correct marks for the laid course that is running today. The RO will be able to advise what you need. The marks, lines and weights can be found in the boat storage shed near the race committee vessels. The marks will need to be checked before racing to ensure they are properly inflated, but if the marks need further inflating, ask the RO or Vice Commodore to assist.

Each course laying boat has differences on how to start up the boat correctly. Please ensure that you ask for these instructions each time you go on board to refresh your memory. You will have a built in radio on board in order to communicate with the RO and other race committee vessels.

You may also be needed to conduct rescue activities if these are required. The RO will give guidance over the radio if this is necessary.

## **'PIN END' BOAT (IF APPLICABLE)**

The job of the 'pin end' boat is to lay the start line mark, and then anchor at the opposite end of the start line from the start/finish boat. The volunteers on board then assist the RO to identify boats that are on the course side of the line before the start.

You may also be needed to conduct rescue activities as per the course laying boat, and you will also have a boat checklist to fill out at the end of racing.

## **END OF THE DAY**

Please ensure vessels are washed down and secured in the shed, batteries are turned off, and all rubbish is collected and taken to the bins. After the vessels are secured, please fill out the boat checklist provided to you, and indicate any maintenance issues so that these can be promptly fixed.

All equipment taken out to race committee boats should be brought back to the committee room/race office, but anything found on board can be left in each boat.

There will usually be a debriefing conducted by the RO in the clubrooms, to answer any questions and to provide feedback on the day. Then please feel free to join everyone for a drink in the Members Bar.