

Race Officer Role

- **In the week before your day...**
- Read this document through all steps to understand the complete role
- **If you need clarification, contact last week's Race Officer, OR**
 - Gareth garethlyne@gmail.com 021 458 818 **OR**
 - Paul pegasusrsc@gmail.com 021 295 2587 **OR**
 - Rick CB totalterrain@icloud.com 027 488 4002
- Find out phone numbers and emails from Ric Proko (021337871 or ricpro@xtra.co.nz) to...
 - Contact your team to confirm they are available, and know what they will be doing
A copy of their roles is at the bottom of this document
 - Contact one of **Colin, Ian McG, Peter R or Lindsay** to arrange pick up/return of trailer
Check all the resources you need are ready to use, especially:
 - Lakeside Drive access chain key in trailer lockbox
 - Dinghy, oars, lifejacket, hand sanitiser, buoys with flags and sinkers
 - UHF radio, countdown radio / speaker system, memory sticks, feather sighting device
 - Handicaps Whiteboard, Sailing Instructions Whiteboard, pens and duster
 - Orange HiViz jackets for Race Officer and Race Officials
 - Pigtails and reels of caution tape
 - Fire extinguisher, First Aid Kit, Life belt, yacht crook, Membership Contacts list
 - Jetty Notice
 - Medals
 - Line Official clip board, Race Results sheets and pencil
 - Charged Android tablet
 - Briefing Card (in Trailer, and on website)
 - Printed "Expressions of Interest" sheets
- Check [YR forecast](#) over the days before for wind strength and direction to select best Race Area
- Email pegasusrsc@gmail.com with the most likely meeting place. Paul will forward to members
- *If this is a Handicap Medal Day, find the **Handicap Allocations chart below**, in this document*
- **Arrive lakeside at least 45 mins before the first race time**
- Check trailer is chocked and level with the door facing downwind
- Require towing vehicles to be parked on the street and lock the access chain
- Don the orange HiViz jackets (yours has 'Race Officer' on the back)
- Use the **Briefing Card** as a guide to talk through the day's tasks with your team for:
 - Scoring system and Medal Prizes
 - Race sequence and rest breaks
 - Foreshore safety – pigtails, fire, first aid, emergency contact details
 - emergency signal and process,
 - Race management – racing by the rules - calling starts, calling yacht/yacht and yacht/mark contact (protocol of numbers repeated with no name calling), recording finish placings, skipper language and behaviour management,
- Ask Line Official to place pigtails and tape around rocks and across the boat ramp (if needed)
- Enter a New Event in "A Fleet" on the tablet. Enter the skippers when the Line Official has registered them. The Assistant and dinghy driver can race. If they miss a race for yacht rescue, they can claim average points from their other results
- Work with your assistant and dinghy driver to lay buoys within clear visibility of the Control Area. (the UHF radios may help communication)
 - See Course Guidelines in **1. Championship Medal Day or 2. Handicap Medal Day** below
- Enter results into "A Fleet" on the Android Tablet. **Switch the tablet off between sessions**

- **Advise skippers of breaks in the race sequence for toilet, tuning, brainfood, etc.** Please encourage skippers to use the public toilets – not the bushes. Local residents are offended.
- At the end of the day, share the “A Fleet” Score Sheet with Gmail to pegasusrsc@gmail.com by tethering your phone to the Android tablet, or give the tablet to a Resource Manager.
- Lead the packing up at the end of the day
- Email a Winners’ Photo and short report on the day to the Webmaster – web@prsc.nz

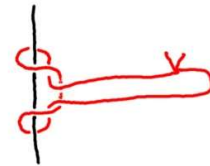
1. Championship Medal Day

- Set a course to the following guidelines:
 - 2 downwind gate buoys 8 - 10 metres apart, 90° to the average wind direction
 - 2 marks **80 to 100 metres windward** of the gate buoys, 10 – 20 metres apart
 - 2 start / finish marks with port one slightly upwind of the starboard
 - Other buoys as needed for other classes
- **Ask a middle-ranked IOM skipper to sail round the course.** Record the time taken to complete one lap. Decide the # of laps needed for that skipper to take as close to ten minutes as possible
- If less than 18 yachts entered, Use paper and “A Fleet” software with one heat.
- **If 18 or more yachts are entered,** still enter skippers into “A Fleet” software as usual, but enter placings **after** each race is completed.
 - Race in two heats** and use a “Promotion/Relegation” system. *The PRSC skippers and their sail numbers are set up and can be placed in each heat on the Magnetic Whiteboard*
 - **Place yachts randomly in the Seeding Race (Heats A and B)**
For equal # of entries, same number of yachts in each heat or for odd # of entries, one more in the second heat
 - **Call sail numbers to Seeding Race Heat A first, then Seeding Race Heat B**
 - Do not enter placings in “A Fleet” software. The Seeding Race does not count.
 - **Bottom half of each Seeding Heat, plus one from each heat** (equal # of entries) or, **plus one from the larger heat** (odd # of entries) go into Silver Heat for Race 1
Rest of Seeding Race grouped into Gold Heat for Race 1
 - Skippers / Sail # strips can be placed on the magnetic whiteboard
 - **Call Silver Heat for Race 1**
 - **Top two go straight into Gold Heat for Race 1**
 - **Results for Race 1 are placings in Gold Heat, followed by yachts that stayed in Silver Heat**
 - Enter these placings as one list in “A Fleet” as Race 1
 - **Bottom two of Gold Heat in Race 1 go to Silver Heat for Race 2**
 - **Call Silver Heat for Race 2**
 - **Again, top two go straight into Gold Heat for Race 2**
 - **Results for Race 2 are placings in Gold Heat, followed by yachts that stayed in Silver Heat**
 - Enter these placings as one list in “A Fleet” as Race 1
 - **Continue promoting two from Silver Heat to Gold Heat, and relegating two from Gold Heat of one Race to Silver Heat for the next Race.**
- Choose the timer memory stick - **2 Min for less than 18 entries, 1 Min for heats**
- Draw the course instructions on the Sailing Instructions Whiteboard
- Use the Briefing Card as a reminder guide to brief skippers about
 - Scoring system and Medal Prizes
 - Race sequence and rest breaks
 - Course and dinghy safety
 - Foreshore safety – pigtails, fire, first aid, emergency contact details
 - emergency signal and process,
 - Race management – calling starts, calling yacht/yacht and yacht/mark contact, recording finish placings, skipper language and behaviour management,

- For each race, ask the line official to start timing at the IOM start signal and note the time of the last yacht to finish
- If any classes other than IOM have registered, please give them a manual 1 minute countdown to start. Then, immediately commence the start sequence for the IOM class.
- **Clearly call and repeat** sail numbers of yachts that **contact during the start sequence**, for Line Official to record.
- **At the start**, watch the start line and **clearly call and repeat** sail numbers of yachts that **are over the line**, for Line Official to record.
Call "General Recall" if too many boats are over the line. Recommence the Start Sequence straight away.
- At the end of each race, confer with your team about any outstanding penalties and check any doubted placings with skippers to finalise placings on paper and in the "A Fleet" software
- Prizes on Medal Days are:
 - Gold** (1st) Medal for overall First place
 - Silver** (2nd) Medal for overall Second place
 - Bronze** (3rd) Medal for overall Third place
 - Blue** (Boat to Beat) Medals for overall 5th, 10th, 15th, 20th, etc., places

2. Handicap Medal Day

- Set a course to the following guidelines:
 - 2 downwind gate buoys 8 - 10 metres apart, 90° to the average wind direction
 - 2 buoys **60 to 80 metres windward** of the gate buoys, 10 – 20 metres apart
 - 2 start / finish buoys with port one slightly upwind of the starboard
 - 2 buoys 8m downwind of the start buoys to make a start box
- **Ask a Blue handicap IOM skipper to sail round the course. Record time taken for one lap.**
Decide the # of laps needed for that skipper to take **as close to ten minutes as possible**
- Post the **Club Handicaps List** on the Sailing Instructions Whiteboard to show skippers their Handicap colours
- Attach coloured wools to the back stay of each entered yacht
- Choose the RYGGED countdown memory stick, "**H/cap 200s**"
 - 60 seconds countdown to Red start
 - Announce "Reds Away"
 - Recording then counts from zero every 5 seconds
 - At 40 seconds, announce "20 seconds to Yellow Start"
 - At 60 seconds, announce "Yellows Away"
 - At 100 seconds, announce "20 seconds to Green Start"
 - At 120 seconds, announce "Greens Away"
 - At 160 seconds, announce "20 seconds to Red Start"
 - At 180 seconds, announce "Reds Away"
- Each of these timings can be adjusted if a division is consistently advantaged or disadvantaged.
- Draw the course instructions on the **Sailing Instructions Whiteboard**
- Use the Briefing Card as a reminder guide to brief skippers about
 - Handicap system and Medal Prizes
 - Race sequence and rest breaks
 - Course and dinghy safety
 - Foreshore safety – pigtails, fire, first aid, emergency contact details
 - emergency signal and process,
 - Race management – calling starts, calling yacht/yacht and yacht/mark contact, recording finish placings, skipper language and behaviour management,
- For each race, ask the line official to **start timing** at the **Red Start** and note the time of the **first yacht in each Division to finish**



- Warn skippers to keep yachts out of the start box until 30 seconds before their division starts. A 360° penalty will apply.
- Announce the **Red Start** and commence the Start Sequence.
- **Clearly call and repeat** sail numbers of yachts that **contact during the start sequence**, for Line Official to record.
- **At the Red Start**, watch the start line and **clearly call and repeat** sail numbers of yachts that **are over the line**, for Line Official to record.
Call “General Recall” if too many boats are over the line. Recommence the Start Sequence straight away.
- For each of the **Yellow, Green and Blue starts**, call the sail numbers of boats over the line for the **Line Official to record numbers** and cross out each as they return correctly.
- At the end of each race, confer with your team about any outstanding penalties and check any doubted final placings with skippers to finalise placings on paper and in the “A Fleet” software
- Be prepared to change the number of laps, or move the windward marks (or gate marks) if the Blue skipper consistently takes significantly more or less than ten minutes
- Be prepared to select “10 YELLOW”, or “10 GREEN”, or “10 BLUE” if that division consistently wins the races (say over 3 races).
- Prizes on Medal Days are:
 - Gold** (1st) Medal for overall First place
 - Silver** (2nd) Medal for overall Second place
 - Bronze** (3rd) Medal for overall Third place
 - White** (Division Winner) Medals for overall winners of each Handicap Division:
Red, Yellow, Green, Blue

THANK YOU FOR YOUR TIME AND EFFORT TOWARDS THIS MEDAL DAY

Race Officer Assistant Role

- **In the week before your day...**
- Read this document through all steps to understand the complete role
- Contact the Race Officer and go through the tasks for your day
- Offer to collect the trailer if you have a tow bar, and the Race Officer has not found an alternative driver
- Go through with the Race Officer the use and whereabouts of the resources for the day
- Discuss the best Race Area based on the forecast
- **Arrive lakeside at least 45 mins before the first race time**
- Help the dinghy driver to lay the course in communication with the Race Officer
- Get your own yacht ready and register for the day’s racing
 - If you must miss part or all of a race for rescue duties, etc., you can ask for an average of your points from all other races
- Spot opportunities to talk to interested passers-by, offer “Expressions of interest” forms.
- Assist with the packing up at the end of the day

THANK YOU FOR YOUR TIME AND EFFORT TOWARDS THIS MEDAL DAY

Dinghy Driver Role

- **In the week before your day...**
- Read this document through all steps to understand the complete role
- Contact the Race Officer and go through the tasks for your day
- **Arrive lakeside at least 45 mins before the first race time**
- Collect and check the dinghy and its equipment and collect the buoys and UHF radio
- Communicate with the Race Officer and work with the Assistant to lay the course
- Get your own yacht ready and register for the day's racing
 - If you must miss part or all of a race for rescue duties, etc., you can ask for an average of your points from all other races
- Spot opportunities to talk to interested passers-by, offer "Expressions of interest" forms.
- Assist with the packing up at the end of the day

THANK YOU FOR YOUR TIME AND EFFORT TOWARDS THIS MEDAL DAY

Line Official Role

- **In the week before your day...**
- Read this document through all steps to understand the complete role
- Contact the Race Officer and go through the tasks for your day
- **Arrive lakeside at least 45 mins before the first race time**
- Collect and place the pigtails and tape along the rocks and across the boat ramp (if needed)
- Place the fire extinguisher on its stand by the trailer
- Check the First Aid kit, the boat crook and the lifebelt are readily available in the trailer
- Collect the Line Official's folder clip board and **register the entries for the day** (including the Assistant and Dinghy Driver). **Note the date, type of Medal Day** and the **Number of each race**
- **On a Championship Medal Day**, use a phone or watch to **start timing at each race start signal**
- **On a Handicap Medal Day**, use a phone or watch to **start the time at the Red Start**
- When the Race Officer calls the next race, **record the sail numbers** of yachts not starting
- **Clearly call and repeat** sail numbers of yachts that **contact during the start sequence**.
- **Clearly call and repeat** sail numbers of yachts **that enter the start box more than 30 seconds before their division starts**.
- **Record on paper** the sail numbers of any yachts that do not take a penalty **after the start signal**
- **Record on paper** the sail numbers of yachts called by over the line the Race Officer, Cross off numbers that return behind the line to start properly. **After the race**, report any boats that do not start correctly or do not respond to calls for contact during the start sequence.
- **Clearly call and repeat** the sail numbers of **yachts that contact** in the race, or **touch a mark**, or **miss a mark**
- **Record on paper** sail numbers of yachts that **do not take penalty** when told they have had contact, or missed a mark
- **Record on paper, the sail numbers as they cross the finish line**
- **On a Handicap Medal Day**, **record the time taken to finish by the first yacht in each Division**
- **Report to the Race Officer**, all boats that have not completed the course, by missing a mark or failing to respond to calls for infringements.
- Call sail numbers for the Race Officer to enter the results into "A Fleet" on the Android Tablet
- Set up the next race on paper. State the Race Number. Note any yachts that do not start.
- Assist the Race Officer in checking the results and deciding the Medal Winners
- Assist with the prize giving at the end of the day
- Take a **Medal Winners' Photo** with the Race Officer

- Assist with the packing up at the end of the day

THANK YOU FOR YOUR TIME AND EFFORT TOWARDS THIS MEDAL DAY

Handicap Chart

| Skipper | Surname | Boat | Sail # | Initial Handicap |
|---------|------------|------------|--------|------------------|
| Alex | Bruce | IOM | 31 | Blue |
| Alex | Bruce | LaserRC | 20 | Red |
| Alex | Bruce | DF65 | 19 | Red |
| Ben | Koskela | IOM | 38 | Yellow |
| Bruce | Edgar | IOM | 93 | Blue |
| Bruce | Edgar | IOM | | Blue |
| Bruce | Edgar | Canty J | | Yellow |
| Bruce | Edgar | EC12 | | Yellow |
| Bruce | Edgar | Marblehead | | Green |
| Chris | Bridges | Marblehead | 372 | Green |
| Chris | Bridges | Zephyr | 75 | Red |
| Chris | Koskela | IOM | | Blue |
| Chris | Koskela | EC12 | | Yellow |
| Chris | Koskela | Canty J | 308 | Yellow |
| Chris | Koskela | Canty J | 19 | Yellow |
| Chris | Koskela | Canty J | 300 | Yellow |
| Chris | Koskela | EC12 | 3 | Yellow |
| Chris | Koskela | EC12 | 9 | Yellow |
| Chris | Koskela | EC12 | 56 | Yellow |
| Chris | Koskela | EC12 | 148 | Yellow |
| Colin | Clark | IOM | 50 | Blue |
| Colin | Clark | DF65 | | Red |
| Colin | Clark | DF95 | 95 | Yellow |
| Dean | Farrow | Marblehead | 299 | Red |
| Gareth | Lyne | IOM | 30 | Red |
| Gareth | Lyne | IOM | 86 | Green |
| Gary | Morton | IOM | 47 | Green |
| Gary | Jones | IOM | 56 | Yellow |
| Gerry | Kirk | IOM | 125 | Yellow |
| Gerry | Kirk | IOM | 48 | Yellow |
| Hein | Bremer | Canty J | 9 | Red |
| Ian | Douglas | IOM | 81 | Blue |
| Jeremy | Marris | IOM | 57 | Blue |
| Keith | May | IOM | 02 | Blue |
| Keith | May | Canty J | 16 | Yellow |
| Keith | May | Marblehead | 852 | Green |
| Laurie | McArthur | IOM | 81 | Green |
| Laurie | McArthur | LaserRC | 27 | Red |
| Lindsay | MacDougall | IOM | 59 | Yellow |
| Lloyd | Harman | IOM | 147 | Blue |
| Lloyd | Harman | Canty J | 241 | Yellow |
| Neville | Cayless | IOM | 48 | Red |
| Paddy | Paterson | IOM | 55 | Blue |
| Paddy | Paterson | Canty J | 61 | Yellow |
| Paddy | Paterson | Marblehead | 07 | Green |
| Paul | Johnson | Canty J | 234 | Yellow |
| Paul | Johnson | IOM | 04 | Blue |

| | | | | |
|---------|--------------------|----------------|-------|--------|
| PRSC | | Pegasus 880 | 1 - 6 | Red |
| Peter | Crofts | IOM | 66 | Green |
| Peter | Crofts | Canty J | 270 | Yellow |
| Peter | Crofts | EC12 | 150 | Yellow |
| Peter | Robinson | IOM | 54 | Green |
| Peter | Shaw | IOM | 4 | Yellow |
| Polly | Parratt | IOM | 88 | Blue |
| Polly | Parratt | Canty J | | Yellow |
| Ric | Proko | IOM | 17 | Green |
| Rick | Cassells- Brown | IOM | | Blue |
| Robbie | Norris | IOM | | Blue |
| Ron | Bedyn | IOM | | Blue |
| Ron | Bedyn | Canty J | 222 | Yellow |
| Vaughan | Penney | Own Design | | Red |
| Vern | Rolton | IOM | 193 | Green |
| Vern | Rolton | Canty J | 246 | Yellow |
| Vern | Guy | IOM | 69 | Blue |