

A GUIDE FOR EVENT ORGANISING AND DUTIES FOR ASSOCIATION EVENTS.

OVERVIEW.

THE SAFETY OF ALL OFFICIALS AND PARTICIPANTS IS A PRIORITY.

Discretion is needed for how an event is organised and run, so it is not overwhelmed or with bureaucracy but still organised and run with everyone's safety in mind.

All officials must be able to undertake their duties without any ill effects to their health.

Exercise care when asking people to organise and or assist.
Where possible and practicable share the responsibilities.

The venues we use do not belong to us and are used by others.

Every venue is to be left in the same condition as before the event started.
If any changes are to be made, the owner must agreeable to them first.
If changes occur the owner must be advised as soon as possible.
If an obvious danger is present it must be reported to the Principal Organiser, Race Officer, contained if possible and noted on the Notice / Safety / Hazard board and all attending must be advised.

We may use equipment that does not belong to us.

We are not responsible for the ongoing maintenance but are responsible to ensure it meets our needs, is used correctly, is packed and put away correctly.
Any damage or issues must be reported to the Principal Organiser.

The minimum acceptable items / duties required for EVERY event are in
red bold, italic & underlined.

Other items / duties will be applicable relative to the event

GREEN get one or comment

YELLOW working on it

A GUIDE TO DUTIES.

**** PRINCIPAL ORGANISER(S). ****

PRE-EVENT.

Venue and timing will be discussed and agreed at a committee meeting(s). No venues known to be infected with any toxic type of bloom that may affect sailors and officials or transfer easily to another venue to be used. Postponement will be left to the discretion of the Principal Organiser(s) and Race Officer(s).

Cancellation and change of venue must have committee approval.

Arrange permission to use the venue and security keys if required.

Organize officials required for the event and advise the committee.

If using Lake Victoria ensure event does not conflict with the model power boat club.

Get the Notice of race organised, arrange to email out and post it on the website.

Get the Sailing Instructions (if required) organised, arrange to email out and post it on the website.

Arrange on line entry form if needed.

Make arrangements for postponement or cancellation, alternative dates and advice of same to members.

Be responsible to report any safety, damage or changes back to the committee for action and notification to the "owner".

Appoint a "boat Driver". This may be pre event or on the day.

OFFICIALS.

Depending on the event some positions may be able to be covered by the same person(s) or appointee(s).

Emergency event manager

First aid person (STAND ALONE / TRAINED OR NOT?)

Race Officer

Assistant Race Officer

Equipment Supervisor

Boat Driver(s)

Head Scorer (laptop)

Start / Finish Line

Results board (general assistant)

Observer(s)

Protest Committee Chairperson / Arbitrator

Protest Committee Members

Measurer(s)

Registration Officer

Volunteer(s) where required

Photographer

ARTICLES AND EQUIPMENT REQUIRED.

TROPHIES.

Obtain the trophies from the last winners so they are ready for presentation at the end of the event.

SAFETY.

First aid box (GET ONE, NEEDS ANNUAL CHECK)

Members emergency contact number lists

KEY INFRASTRUCTURE.

Rubbish receptacle

Security keys if needed

Laptop unless using manual system

Power source for laptop

Table and chair for laptop

ON-WATER EQUIPMENT.

Rescue Boat

Life Jacket(s)

Boat wind indicator

Oars

Course Marks & weights (possibly spares)

Motor & Battery (check battery is charged / rowing preferred)

BANKSIDE EQUIPMENT.

Fire Extinguisher GET ONE / ANNUAL CHECK

Sailing Notice board

Heat board (fleet racing)

Flight / heat board labels

Clipboards

Measuring Scales

Start box (check batteries are charged)

Course board

Flight board (match racing)

Race results board

Shelter / shade

CONSUMABLES

Entry / registration form

Results form

Pens and paper

Scoring form(s) if not using laptop

Protest forms

White board pens (permanent and non permanent)

PUBLICATIONS

Notice of race

List of financial members

Racing Rules of Sailing Book

Race Management Manual

Online Entry list

Sailing instructions

List of measured boats

System for reducing Protest hearings

Class rules

OTHER.

Tea, coffee, sugar, cups, milk, biscuits

Water boiler

Water

Mobile phone or person(s) with.

EVENT

Assist equipment Supervisor getting equipment out and ready.

Work and assist as required.

Work with the Race Officer and committee person(s) for presentation of trophies. (duties at end of document)

POST EVENT

Work with Equipment Supervisor putting all equipment away or returning it to its home.

Ensure all rubbish is removed and grounds are clean and tidy.

Any building or gateway is locked up safely.

Have results circulated to members and posted on web site, if a casual event, note the numbers attending.

Note any damage to property and equipment before and after every event and report back to the committee so the owner can be advised.

Get trophies back and have appropriately engraved and return them to the new "owner".

Arrange for any photos or movies taken to go to webmaster.

**** FIRST AID PERSON. ****

(CHECK FOR TRAINING REQUIREMENTS OR NOT TRAINED, AS ABOVE)

Is not a trained first aid person but is responsible for taking the first aid box, list of member emergency contact names & numbers.

Arranging transport to nearest emergency center if required, contact emergency contact person.

Assisting emergency Event Manager.

**** EMERGENCY EVENT MANAGER. ****

Responsible to take charge, coordinate and direct people and arrange calling of emergency response organisation.

Coordinate person(s) to meet and direct emergency response people to site.

HOW ?

**** EQUIPMENT SUPERVISOR. ****

Check all equipment is satisfactory for our use before used, note any defects, If there is any doubt as to the equipment's integrity DO NOT USE IT. Advise the Race Officer and Principal Organiser.

Be aware of lifting anything heavy and use other people to assist.

Work as directed by the Race Officer and Principal Organiser for all equipment except the rescue craft.

Select volunteers to assist with placement and erection of equipment as required.

Supervise the erection and placement of all equipment to ensure it is placed so as not to block or make difficult access for anyone including, including participants, public and emergency services.

Wherever and whenever possible, erect and place, remove and put away major equipment before the area gets too crowded or busy.

Work with the Race Officer or Principal Organiser and monitor weather conditions that may endanger equipment or cause danger to the environment or people.

Ensure the packing up of equipment is done properly and it is returned in the same condition or better than when we started to use it. Note defects and advise the Principal Organiser so the matter can be remedied with the owner.

**** REGISTRATION OFFICER. ****

Record the entries to the events that require an entry list.

Ensure those who attend any events are current financial members.

Ensure those who attend any events have a measured boat that is current (only if a measurement certificate is required for the event)

Site measurement certificate or see that boat is listed as measured on Association list, advise measurer(s)

**** MEASURER(S). ****

A cursory check only is required for, sails measured, signed and identifications are placed within limits, minimum weight is OK, mast bands are OK.

Discuss any shortcomings with the owner.

Communicate with the Race Officer and registration officer as required.

****RACE OFFICER.****

The Race Officer is responsible for and maintains an overview of the entire course. Some tasks may be delegated where suitable. Work with the Principal Organiser(s).

CONTROL, EQUIPMENT AND BOAT STORAGE AREAS.

Work with officials for establishing placement of the above areas when and where required.

BOAT DRIVER(S)

With assistance of officials, appoint boat driver(s) unless already done.

LAUNCH AND RETRIEVAL AREA

Check this area is clear of obstructions and safe to use, clean and clear as required.

PRE START SET UP.

Enlist specific helpers to assist in decision making for setting the course if you wish.

Consider glare of the sun throughout the day.

FLEET RACING. A fair start line should be about 1.4 times the sum of the total boat lengths in the race.

MATCH RACING. A fair start line should be about 8 meters.

Start lines should have sufficient water behind them for pre-start maneuvering.

Attempt to set a bias start towards the port end of the line to encourage a spread of boats on the start line.

Attempt to set the first leg of the course as long as possible directly into the wind.

Consider the use of gates and offset marks to avoid congestion at any mark.

If separate start and finish lines are used, ensure both are visible from the control area.

Attempt to set the course for heats being between 8 and 12 minutes, consider how to shorten the course.

If a single fleet consider having 2 or 3 heats then a rest or tuning break.

EVENT / HAZARD BOARD.

Ensure that this is completed in full with all official present and contributing.

Have it displayed in a prominent place.

COURSE BOARD.

The Course board should contain the following information:

Notices of additions or changes to sailing instructions

The sequence the marks are to be rounded, port vs starboard and description of marks, number or colour.

Control, launching and retrieval area if used.

BRIEFING.

Ensure all officials are present for the briefing and know their positions.

Welcome, thank all officials and introduce them.

Safety first, keep access ways clear, clean up rubbish, care when moving yachts, security of equipment and personal belongings.

Point out Event / hazard board, cover off topics as deemed necessary.

Request participants to comment on safety concerns not already identified.

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Point out toilet facilities, officials, emergency people, evacuation meeting area.

Any out of control / disabled boat will be returned to shore NOT re launched by rescuer.

Mention care needed for weather related health, sunburn, dehydration etc.

Location of Scoreboard, flight and Course Board(s).

Rescue boat procedures, only authorized personnel to use.

Location of launch, retrieval and control areas (if used).

Start procedure. Sound signals for warning skippers.

Promotion and relegation between fleets for fleet racing if needed.

If match racing, run through start sequences and how flights work.

Proposed timing or schedule for the day.

BEHAVIOUR.

Be aware of intimidating and unacceptable language or behavior. Use options as given in the Notice of race.

START.

The Racing Rules of Sailing switch on at the Preparatory Signal (One minute prior to the start for fleet racing and the given time for match racing).

Start judging is in conjunction with the start/finish personal and part of these duties may be delegated to them.

The start line is the line between the course side of the start marks.

If all boats start correctly: Hail "All Clear"

Call any boat which is on the course side of the start line at the start signal. Identify the boat by number or hull colour if necessary and repeat the call – for example "recall seven six, recall seven six". If the boat cannot be identified within an acceptable time a recall and restart may be required.

The boat called must return to the pre-start side of the line and restart. The onus is on the skipper to avoid all other craft and start the heat correctly.

No boat shall start once the first boat has crossed the finish line.

If no boat finishes within the time limit (if any), that heat shall be abandoned. RRS 35.

If you decide to call a Black Flag Start – announce "Black Flag" start. This also applies to: I flag & U flag starts.

GENERAL RECALL.

If there are too many boats over the line to identify or there has been an error in the starting sequence, make two loud sound signals (if possible), hail "general recall", and repeat as appropriate and restart the race.

Announce that rule 30.1 I flag rule ("around the ends rule") is now enforced. When this rule is in place, after a general recall, any boats over the start line in the minute prior to the start must return to the pre-start side of the line by sailing around the ends of the start line.

BLACK FLAG or U FLAG.

ABANDONED HEAT

The Race Officer may abandon a race in accordance with RRS32.

The decision to abandon is generally only used as a last resort if:

The start was unfair, foul weather or thunderstorms.

There was a major wind shift on the first leg which severely disadvantaged a significant portion of the fleet.

(There is no requirement to abandon a heat solely if the leading boat sails to the first buoy without tacking).

To abandon a heat: Hail "Heat Abandoned, Heat Abandoned"

POSTPONEMENT AND ABANDONMENT

The Race Committee may postpone or abandon a heat before the starting signal for any reason in accordance with RRS 32 & E3.8(b).

Signals for postponement are: 2 sound signals (if possible) and hail "heat postponed", repeat as appropriate.

Signals for abandonment are: 3 sound signals (if possible) and hail "heat abandoned", repeat as appropriate.

The race committee may abandon a heat after the starting signal in accordance with RRS 32, 35 & E3.8(b) & (d).

Decisions to abandon may be any reason directly affecting the safety or fairness of the competition.

There is no requirement to abandon a heat if boats can sail to the first windward mark on one tack.

FINISH.

Finishing judging is in conjunction with the start/finish personal and part of these duties may be delegated to them.

The finish line is the line between the two finish marks on the course side of the marks.

A boat's finish is when the bow crosses the finish line, but the boat is still racing until it has cleared the line. If an infringement occurs after the boat has finished, but before it has completed racing, it still needs to exonerate itself in the event it is in the wrong. She does not have to completely cross the finish line.

Call the numbers of the boats as they finish even if twice, (there may be a penalty involved).

The start/finish people will record the numbers.

Racing time limits. If one or more boats have finished within the time limit, and others are still to finish, the RO may hail "Time! Boats still racing will be scored on the water" If no boats finish within the time limit that heat shall be abandoned. RRS 35

AFTER FINISH.

In heats with observers, boats observed sailing the course incorrectly, or contact with marks or other boats, must be recorded in their finishing place.

Check with Observers for any outstanding infringements.

The most practical way to resolve such issues is at the end of that heat after reports by observers, the Race Officer or a race committee member approaches the competitor concerned and invites them to withdraw from that heat before any protest is lodged.

No boat shall be disqualified without a protest hearing except under RRS 30.3 (U FLAG rule) or RRS 30.4 (BLACK FLAG rule).

Protests can be lodged by: another boat that was scheduled to sail in that heat, a race committee or a protest committee. E6.1.

Time limits. A boat intending to protest or request redress must inform the Race Officer as soon as reasonably possible after finishing or retiring. E6.4.

Protests or requests for redress must be delivered to the RO no later 10 minutes after the last boat in that heat finishes, or, after the relevant incident, whichever is later. E6.5

GENERAL.

In the event of there being poor conditions, make a decisions on postponement, cancellation and breaks.

With multiple fleets and flights, monitor timing with a view to abandonment, consult with officials.

Regularly communicate with the Scorer to ensure everything is OK with the Scoring.

Monitor all involved with a view to avoiding weather / climate related health effects. Consult with officials.

****ASSISTANT RACE OFFICER.****

Duties are to;

Assist and undertake any of the "Race Officers" duties as directed by the Race Officer or as needed. Act as a go between or facilitator between all parties.

Good communication with the Race Officer, officials and participants and essential.

**** START FINISH LINE DUTIES. ****

BOATS IN THE WATER

Your duties form part of the responsibility of the scoring team and as such you come under the control of the Race Officer through the Head scorer.

In the event there are multi heat fleet racing or for match racing, call the sail numbers of the boats which are scheduled to sail in the next heat or match. It is skipper's responsibility to ensure they know in which fleet or match they are scheduled to sail.

START LINE.

Start judging is in conjunction with the Race Officer and some duties may be delegated to you.

(For clarities sake all requirements are listed under "Race Officer duties.)

If the heat has a time limit set a stopwatch or note the time at the start and if the first boat has not completed the course in the time allowed, advise the Race Officer.

Report any boat that does not start correctly to the Race Officer, document it if needed or able.

FINISH LINE

Finishing judging is in conjunction with the Race Officer and some duties may be delegated to you.

(For clarities sake all requirements are listed under "Race Officer duties.)

If there is a time limit, record the time at which the first boat to crosses finish line.

Record the finishing sail numbers as called to you

Record the time the last boat crosses the line. This may be used to determine if a protest is submitted within the required time frame

Notify the Race Officer of any outstanding problems.

Some things to remember.

Time Limits: App E6.4 and E6.5 make delivering a written protest to the Race Officer between heats and within the 10 min time limit difficult unless the race committee is prepared to hold up the next heat for a protest to be delivered. Note it can be a brief written protest (see M3.1 notes).

An alternative is for the Sailing Instructions to include that a verbal intent of protest be delivered to the RO after the relevant heat and a written one delivered within the time limit after the last heat.

Neither the race or protest committees can be protested by anyone for alleged breaches of procedure. The only recourse to the boat is to ask for redress

**** HEAD SCORER. ****

Work in with the Race Officer and start finish line personnel

Keep the race results up to date as best as possible on the supplied laptop or paper as required.

Assist updating fleet board, if used, as required under the direction of the Race Officer

Oversee the results board updating.

Where heats are involved the Race Officer will need to know the new heat make up as quickly as possible.

Any other duties as may be needed or delegated by Race Officer

**** OBSERVERS DUTIES. ****

The observer's duty is to note the incident only, Do not enter into any discussion with skippers.

DO NOT determine guilt, identify any specific rule infringed or suggest any action or remedy.

Be clear in your own mind about the infringement as you may be required to give evidence at a subsequent protest hearing. If in doubt DO NOT call

Do not use binoculars, you should have the same view of the course & environs as competitors.

Call any contact between boats or between a boat and a mark and note the details.

Call promptly, clear and loud and twice, (see RRS E2.1a).

“CONTACT Two Three & Three Five, CONTACT Two Three & Three Five” and wait for an acknowledgement.

“CONTACT Four Four and MARK, CONTACT Four Four and MARK” and wait for an acknowledgement.

It is not your responsibility to continuously call, or to chase the offending skipper to let them know.

It is the responsibility the offending boat to accept a penalty immediately and should attempt to sail clear following the incident and commence their penalty at the earliest reasonable opportunity.

If a boat delays sailing clear to take their penalty, note the incident fully and report to the Race Officer.

Record the completion of penalty turn which consists of one tack and one gybe in the same direction.

Record the completion of a turn, even if you believe the wrong boat has taken the penalty.

If you believe that a boat has gained an advantage despite taking a penalty make a note of the advantage gained and report to the Race Officer

In the event of a skipper calling “out of control”, note the sail number or the skipper who made the call. That boat is immediately considered to have retired from the race. Ensure the skipper is aware they are now retired.

Use a notebook to record the details of any unresolved incidents, incorrect penalty turns or protests you observe and report them to the race officer (immediately at the conclusion of the heat).

Always record the sail numbers of the yachts involved in an incident. Add drawing if possible.

Record the use of any foul language or un-sportsmanship like behaviour of those competing in the race and report any incidents to the Race Officer

Consult with the Race Officer on any factors which may affect the fair running of a race.

**** BOAT DRIVER(S) DUTIES. ****

Where and whenever possible use the oars ESPECIALLY if there is no fire extinguisher available.

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You are under the guidance of the Race Officer, do not take instruction from Skippers.
If there is any conflict over safety issues, err on the side of being cautious. DO NOT TAKE ANY RISKS.

PRE EVENT START CHECKS.

Check the craft, oars, bailer and life jacket(s) before use

If a motor and battery is being used Check the battery is fully charged.

Test run motor; and report any difficulties or problems to the Principal Organiser and or Race Officer.

Check for fire extinguisher being present and a bailer is attached to the boat.

SAFETY.

Only authorized or appointed personnel are to operate the boat.

While in the boat, you must wear a life jacket.

Ensure another person is on hand for loading, unloading, embarking and disembarking the craft and an observer watches you while on the water, particularly if you are in the boat on your own.

Ensure you are familiar with the motor operation before use, especially how to disable the motor quickly.

BOAT RESCUE.

Except when a boat is in immediate danger of severe damage or sinking, ensure your actions do not interfere with boats still racing.

Approach a stricken boat from the leeward side if possible and if retrieving it, avoid lifting it up by the mast.

If you do attempt to lift and carry a boat inside the rescue craft, use all care possible.

DO NOT relaunch or adjust anything or relaunch the boat, return it to the skipper.

In the event of a boat sinking, make an attempt to rescue in an efficient and safe manner, if you are unable to, drop a buoy in the last known position or have those ashore plot its last position.

In the event of a boat out of control, try to use common sense as to when to approach the disabled boat.

When separating two craft, ensure they are still operational before releasing.

COURSE LAYING.

Check all marks and weights for damage, and they are secure.

Only take guidance from the Race Officer or his assigned representative when laying/changing a course.

Avoid throwing the mark and weights into the water together, take the time to adjust the mark line to suit the depth of the water or allow for drift.

Always approach marks into the wind to prevent the chance of the line wrapping around the boats propeller.

Place the engine in neutral when lifting marks into the boat.

If you see debris floating in the water and can remove it without too much difficulty please do so.

POST EVENT

Check the craft, oars, bailer and life jacket(s) before putting away (and motor and battery if used)

Ensure everything used belonging to the craft and the craft is stored the same as it was pre the event.

**** PROTEST CHAIRPERSON AND PROTEST COMMITTEE. ****

The committee when referred to includes the chairperson. In this brief, usually the term "protest hearing" can also include a request for redress.

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Recommended reading: RRS Appendix M Recommendations for Protest Committees.

M1. Preliminaries. *Protest chair* receives the protest and notes time it was delivered on the form. Check it was delivered within the time limit.

Inform each party when and where the hearing will be heard.

M2.1. Before the hearing. *Protest chair* makes sure each party has the opportunity to read the protest, and has a reasonable time to prepare for the hearing.

Make sure all people involved are represented.

M2.2. Determine if any of the protest committee saw the incident, if so, this must be made known to all parties.

M2.3. The committee assesses any conflicts of interest.

M3.1 The hearing. The committee must check the validity of the protest and the contents adequate. *Note: not using an official form is not grounds for refusing a protest. Also, the only thing that initially must be included in the delivered form is “**the incident**”. The other info can be supplied before or during the hearing. RRS 61.2*

Check protest delivered on time and hailed correctly Appendix E6.3. - M3.2 to M3.5 for hearing procedure.

**** PHOTOGRAPHER. ****

Will comply with all safety aspects of the event, if in doubt consult with the Race Officer.

Will consider advice and requests but due to the specialised nature of this role the photographer will be left to make their own decisions.

Submit all or those photos related to the event to the Secretary as soon as practicable.

**** OTHER VOLUNTEERS. ****

To undertake anything as required or not covered here.

To adhere to all safety requirements.