



Royal Melbourne Yacht Squadron

Race Volunteers Guide

Updated May 2016

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Definitions

BOM - Australian Bureau of Meteorology

ISAF - International Sailing Federation

NOR - Notice of Race

Organising Authority - RMYS

RMYS - Royal Melbourne Yacht Squadron

RO - Race Officer. The RO is the person in charge of running the sailing race.

RRS - Racing Rules of Sailing

SIs - Sailing Instructions

YA - Yachting Australia

YV - Yachting Victoria

Welcome

Thank you for giving up your time to help run sailing at RMYS. 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 RO or as a race management volunteer, and provides some points of contact if you have any questions.

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

What to Bring and Wear

If you are volunteering for the Tower, you will need to bring some good walking shoes to get out there! For Laid Course (on-water start) races, a hat, sunscreen, and clothing to protect from the sun are essential, 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 RMYS Sailing Coordinator will contact you to let you know what time to come to RMYS on the day. Start times for sailing are generally 1800 on Wednesdays in summer (October-April) and 1400 on Wednesdays in winter (May-September). Saturdays and Sundays are variable depending on the type of race and the host club for racing. Usually volunteers meet a couple of hours before the start time.

All volunteers will meet in the Wet Bar (on the ground floor of the clubhouse) for a briefing at the agreed time. You will then be given your allocated job for the day and any important information that is needed. At this time you will meet all the other volunteers for the day; in particular you will meet the RO who will take the lead.

Types of Racing

There are three race formats generally run by RMYS:

- 1) A Squadron Course, where everyone in a division starts together and then sails around fixed marks.
- 2) A Pursuit Course, where the starts are staggered, so the slowest boats go first and the fastest go last. Both these kinds of starts are run from the Squadron Start Tower on the St Kilda harbour breakwater.
- 3) Laid Course races – these races involve volunteers in powerboats 'laying' (deploying) temporary buoys up to 3 nautical miles from St Kilda Harbour.

New volunteers are encouraged to begin their familiarisation in the Tower to adapt to the racing jargon and protocols, before attempting a Laid Course race.

Tower Course Races

The RO will collect the keys to the Parks Victoria gate (just before the tower) and the tower from the RMYS office, before leaving the clubhouse.

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

- RO Report Sheet
- Timers (preferably set to GPS time before leaving the club)
- Start and Finish Sheets
- Pens
- Radio

There are a number of jobs to be done in the tower. For Squadron Course Races they are similar to those for Laid Course Races except from the comfort of the Tower (see the next section on Laid Courses).

For Pursuit Races they are slightly more complex but generally:

- RO: will look after choosing a course and starting the races. They may also set up a camera to film the racing from the tower.
- 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.
- Numeral boards: will be responsible for raising and lowering numeral boards during pursuit races (which replaces some of the signals normally indicated by flags). The numeral board 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 three or four 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. They are generally:

- RO: will look after setting the course and starting the races.
- Driver: will have been inducted by an RMYS committee or staff 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.
- 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.

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.

Course Laying Boat

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 in the lockable area. You will also need to take the correct marks for the laid course that is running today. The RO or Sailing Coordinator will be able to advise what you need.

Wheelbarrows are located near the southern gate of the RMYS yard if you have heavy items to transport. The marks, lines and weights can be found in the black workboat moored near the race committee vessels in the marina. The marks will be checked by the marina staff before racing to ensure they are properly inflated, but if the marks need further inflating, ask at the RMYS office.

Each course laying boat has special instructions on how to start up the boat correctly. Please read 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.

At the end of the day, please fill out the boat checklist provided to you, and indicate any maintenance issues so that these can be promptly fixed.

'Pin End' Boat

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. There will be at least one person who has experience in this job, so you will probably only be asked to help lay the start line mark, and to help anchor the boat next to the 'pin end'.

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 correctly tied up, batteries are turned off, and all rubbish is collected and taken back to the bins in the yard or on the marina. All equipment taken out to race committee boats should be brought back to the Race Office, but anything found on board can be left in the lockable area on each boat. There will usually be a debriefing conducted by the RO in the Wet Bar, to answer any questions and to provide feedback on the day. Then please join us for a free drink in the Members Bar.

Where to now?

RMYS is very keen to support its dedicated volunteers, and provides free or discounted Marine Radio (VHF), First Aid and Powerboat Handling courses. We would also be very pleased to get you involved in other clubs' regattas and higher level championships. Please ask at the RMYS office if you are interested.

Contact Points

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

Sailing Coordinator: 0419 528 778

Club Captain: 0409 016 012

Assistant Manager: 0438 304 130

Appendix 1: Guide for ROs

Tips for Conducting Racing at St Kilda

- The RMYS SIs set out the courses and types to be run. If in doubt, refer to the trophy register details (held in the RMYS office). Please make sure you are familiar with the SIs before starting the day. If you have any questions, the Sailing Coordinator or Club Captain will happily assist you.
- RMYS usually operates on radio channel 73, maintaining a listening watch on channel 16 for emergencies.
- The general course area is between the RMYS breakwater and the port channel. A more detailed map is in the middle of the SIs booklet.
- Several other yacht clubs run racing in this space: Port Melbourne Yacht Club to the north; Royal Brighton Yacht Club and Sandringham Yacht Club to the south; and Royal Yacht Club of Victoria, Hobsons Bay Yacht Club, and Williamstown Sailing Club to the west. There are also other standalone events in the area at times, such as classic or trailable racing or cruising. Other clubs usually work on the following radio channels:
 - RYCV Ch 69
 - PMYC, HBYC, WSC Ch 73
 - RBYC, SYC Ch 77
- There are a few local hazards:
 - The water is shallow near the breakwater and shore, and inside mark 'D' (see map).
 - There is a local isolated danger mark (black buoy) in the vicinity of mark 'A'.
- It is recommended that racing is conducted as close to the St Kilda shore as possible (given the weather conditions), in consideration for competitors and spectators.

RMYS Racing Principles

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

- 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.

- 4) ROs will run races as per the details in the Trophy Register where one exists, or as per published 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) RMYS policy is to postpone races where a BOM Gale or Storm warning is current for Port Phillip. This may only be varied after verbal consultation with the BOM duty officer, and after consideration of weather observations in the area.
- 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) It is recommended that ROs display the 'Y' flag before or with the warning signal (to indicate that competitors must wear personal flotation devices in accordance with RRS40) if a BOM Strong Wind warning is current for Port Phillip.
- 11) The RO's decision to start, finish, postpone, or abandon the race will be theirs alone.
- 12) RO's are banned from any involvement whatsoever in gambling on race results for any race under the auspices of RMYS.

Appendix 2: Equipment Checklists for RMYS Race Management Vessels

William Paterson

Standard Safety Equipment:	Number Required
PFDs	6
Fire Extinguisher	2
Torches	2
Anchor and chain	1
Working bilge pump	1
Working VHF fixed and handheld radio	1 each
Flares (check expiry date)	2 orange, 2 red
First Aid Kit	1
Bucket and lanyard	1
Thermal Blankets (space blankets)	8
Boat hook	1
Tow lines	2
Crew safe tape	1 roll
Water	6 bottles
Sunscreen	2 bottles

Tool Kit:

Bolt cutters	1
Knife	1
Pliers	1
Screwdrivers (phillips head and flat head)	1 each
Duct tape	2 rolls
Cable ties	1 packet

Race Management Equipment:

Crowding mark and line	1
Full set of flags	1
Spare flag poles	2
Sound signal horn	1
Backup air horns	2
White board and markers	1
Top mark direction board with full set of numeral boards	1
Change of course board (corflute) with '+', '-', 'green' & 'red'	1
Timing devices	2
Compass	1
Wind speed indicator	1
Wind direction indicator	1
Binoculars	1
Voice recorder and spare batteries	1

Documentation:

Clipboards	2
Notice of Race (for relevant event)	2

Sailing Instructions (including available courses)	2
Racing Rules of Sailing copy	1
Entrants sheets for sign on (for relevant event)	2
Finish sheets	2
Pens and pencils	4

Killara

Standard Safety Equipment:

Number Required

Standard Safety Equipment:	Number Required
PFDs	4
Fire Extinguisher	1
Torch	1
Anchor and chain	1
Working bilge pump	1
Working VHF Radio	1
Flares (check expiry date)	2 orange, 2 red
First Aid Kit	1
Thermal Blankets (space blankets)	8
Bucket and lanyard	1
Boat hooks	2
Tow lines	2
Crew safe tape	1 roll
Water	3 bottles
Sunscreen	1 bottle

Tool Kit:

Bolt cutters	1
Knife	1
Pliers	1
Screwdrivers (phillips head and flat head)	1 each
Duct tape	2 rolls
Cable ties	1 packet

Race Management Equipment:

Marks, weights and lines (for today's course)	Depends on course
Full set of flags (small roll)	1
Spare flag poles	2
Air horns	2
White board and markers	1
Change of course board (corflute) with '+', '-', 'green' & 'red'	1
Compass	1
Wind speed indicator	1
Wind direction indicator	1
Binoculars	1
Voice recorder and spare batteries	1

Documentation:

Clipboard/document holder	2
Notice of Race (for relevant event)	2
Sailing Instructions (including available courses)	2
Entrants sheets (for relevant event)	2
Finish sheets	2
Pens and pencils	4

Albatross

Standard Safety Equipment:	Number Required
PFDs	4
Fire Extinguisher	1
Torch	1
Anchor and chain	1
Working bilge pump	1
Working VHF radio	1
Flares (check expiry date)	2 orange, 2 red
First Aid Kit	1
Thermal Blankets (space blankets)	8
Bucket and lanyard	1
Boat hooks	2
Tow lines	2
Crew safe tape	1 roll
Water	4 bottles
Sunscreen	1 bottle

Tool Kit:

Bolt cutters	1
Knife	1
Pliers	1
Screwdrivers (phillips head and flat head)	1 each
Duct tape	2 rolls
Cable ties	1 packet

Race Management Equipment:

Marks, weights and lines (for today's course)	Depends on course
Full set of flags (small roll)	1
Air horns	2
White board and markers	1
Change of course board (corflute) with '+', '-', 'green' & 'red'	1
Compass	1
Wind speed indicator	1
Wind direction indicator	1
Binoculars	1
Voice recorder and spare batteries	1
GPS	1

Documentation:

Clipboard/document holder	2
Notice of Race (for relevant event)	2
Sailing Instructions (including available courses)	2
Entrants sheet (for relevant event)	2
Finish sheets	2
Pens and pencils	4

Marshall Hawes

Standard Safety Equipment:	Number Required
PFDs	3
Fire Extinguisher	1
Torch	1
Anchor and chain	1
Working VHF radio (handheld)	1
Flares (check expiry date)	2 orange, 2 red
First Aid Kit	1
Bucket and lanyard	1
Thermal Blankets (space blankets)	6
Boat hooks	1
Tow lines	2
Foot pump	1
Crew safe tape	1 roll
Water	3 bottles
Sunscreen	1 bottle

Tool Kit:

Bolt cutters	1
Knife	1
Pliers	1
Screwdrivers (phillips head and flat head)	1 each
Duct tape	2 rolls
Cable ties	1 packet

Documentation:

Clipboard/document holder	2
Notice of Race (for relevant event)	2
Sailing Instructions (including available courses)	2
Entrants sheets (for relevant event)	2
Finish sheets	2
Pens and pencils	4

BRIG

Standard Safety Equipment:	Number Required
PFDs	3
Fire Extinguisher	1
Torch	1
Anchor and chain	1
Working VHF radio	1
Flares (check expiry date)	2 orange, 2 red
First Aid Kit	1
Bucket and lanyard	1
Thermal Blankets (space blankets)	6
Boat hooks	1
Tow lines	2
Foot pump	1
Crew safe tape	1 roll
Water	3 bottles
Sunscreen	1 bottle

Tool Kit:

Bolt cutters	1
Knife	1
Pliers	1
Screwdrivers (phillips head and flat head)	1 each
Duct tape	2 rolls
Cable ties	1 packet

Documentation:

Clipboard/document holder	2
Notice of Race (for relevant event)	2
Sailing Instructions (including available courses)	2
Entrants sheets (for relevant event)	2
Finish sheets	2
Pens and pencils	4

Tower

Standard Safety Equipment:	Number Required
Fire Extinguisher	2
Torches	2
Working VHF fixed radio	1
First Aid Kit	1
Water	6 bottles
Sunscreen	1 bottle

Race Management Equipment:	
Working halyards with sister clips	5
Set of required flags in box	1
Sound signal horn and sound system	1
Backup air horns	2
Timing devices	2
Chart plotter, wind speed indicator, wind direction indicator	1
Binoculars	2
Voice recorder and spare batteries	1

Documentation:	
Clipboards	2
Notice of Race (for relevant event)	2
Sailing Instructions (including available courses)	2
Racing Rules of Sailing copy	1
Entrants sheets for sign on (for relevant event)	2
Finish sheets	2
Pens and pencils	4