

RMYS Laid Course SOP

Race Prep

4 hours before first warning

The RO must check the weather and decide whether conditions are suitable for a race. Current RMYS policy dictates cancellation for the following conditions;

- Gale Warning on BOM current 4 hours before the race
- Wind Speed consistently gusting over 30 knots
- Wind speed consistently below 3 knots
- Wave height over 2m when tide is low and boats may not have enough depth over the line.
- Visibility less than 100m
- Lightning over the course

If the conditions look borderline and the race officer would like to abandon, they should call the office who will notify entrants.

2 Hours prior to first warning

The RO should report to the office to receive a briefing and to pick up the RO folder. The briefing will include:

- Weather
- Entrants including fastest and slowest boat, as well as deepest draft.
- Race set up, including divisions, class flags, changes to SIs or NORs, time limits and courses
- Marks available
- Boats to be used for the day
- General course vicinity

Before leaving for the boat, the RO must have:

- Start sheet/Entrants list – including handicaps, divisions, boat names and sail numbers
- Finish sheets
- Mark rounding sheets
- An RO sheet
- The iPad
- A handheld VHF Radio – either their own, or one from the training room.

Optionally, the RO may also want to collect the volunteer drink and meal vouchers, as well as the snack box for William Patterson. There may also be special SIs and NOR for certain events.

1.5 Hours prior to first warning

The RO should hold a crew briefing in the bar, bearing in mind the experience of their volunteers; and should include, at a minimum;

- The type of race e.g. Triangle, WWL, which may need to be explained to first timers
- What colour marks need to be used, and which boat will set them.
- Which crew will be assigned to each boat.
- Which boat will be assigned which role.
- The expected weather
- Other races happening simultaneously.
- The roles to be allocated
 - Boat Drivers – Someone with the appropriate qualifications who drives a boat.
 - Boat Crew – No experience required. Drops and retrieves the marks as instructed by the drivers. They may be asked to record the time of boats rounding the marks.

- Flag hoister – This person will hoist the flags as instructed by the race officer. Later in the race they will be reassigned to help record times of finishing boats.
- Time recorder – This person records times as instructed by the RO, using the iPad.
- The Race Officer – In charge of the conduct of the race.

60 minutes before first warning

Walk out to the boat.

Upon arriving at the boat, the WP driver will begin running through the WP checklist and the RO must ensure that the required marks for the day are retrieved and inflated and that each ends up on the correct boat with appropriate tackle. The Race Officer is also responsible for the overall safety of every other volunteer and must ensure that every boat has suitable supplies of water and sunscreen, along with mark rounding sheets if required.

Ensure that the radio is set to channel 72 or as specified in the sailing instructions.

Ensure that WP is ready to depart; that all marks have been taken, including a crowding buoy if necessary. Check that the horn is working and that the required starting and class flags are onboard and in serviceable condition.

Radio Melbourne VTS on Channel 12, advising them that we will be conducting a race around laid marks, along with the start time, anticipated finish time, which radio channel will be monitored and whether boats will be crossing the channel. Make a note of the conditions applied by Melbourne VTS, and whether they are requesting a notification once all boats have returned to the marina.

Depart the pen, heading to the course area as instructed by the SIs and the wind direction to ensure that all marks of the course will be in sufficient space and depth to allow the deepest draft boat around the course. Select the type of course to be used, explaining the decision to the crew. Advise the WP driver of the location of the start line and allow them to drop the anchor.

It is mandatory to use the Y Flag (lifejackets) if there is a Strong Wind Warning or higher
Consider using the Y flag if there is not a Strong Wind Warning and there are any of the following:

- Wind over 20 knots
- Unpredictable and significant squalls
- Large residual swells

Hoist Y flag, accompanied by one sound signal.

Review the current forecast, using the RO sheet to note current conditions, wind direction and speed and anticipated changes. Note down the wind speed and direction every ten minutes, looking for patterns and changes to help with course positioning.

30 mins prior to first warning

Set the start line and hoist the orange on-station flag along with one sound signal.

Set the rest of the course and display the course heading on the boards. Inform the fleet of the intention to start on time.

Use the iPad to sign on each boat as it arrived in the course area, checking that they are displaying the correct division flag were possible.

15 mins prior to first warning

Prepare the class flag, the warning flag and the individual recall flag. Ensure that everyone is comfortable in their assigned positions. Perform a final check of the course heading and start line position.

During Race

Warning signal

Count down to signal over the radio. Hoist the class flag with the pennants to display the course number and radio the fleet to advise them of the course number.

Follow the start sequence.

Start

Watch for OCS boats. Hoist the flag and make the sound signal if the RO calls a boat as OCS. Advisement may be given over the radio. If the RO is unable to identify which boats were over, or the boat that was over was near the boat and obscured the rest of the line, make a general recall.

If the start is clear, hoist the class flag and course pennants of the next division.

During Race

The RO must continue to monitor the weather during the race, watching for lightning over the course, severely reduced visibility, and changes to wind strength and direction that may require shortening course or moving a mark with the substitute described in the SIs

The RO and the mark boats should fill in mark rounding forms to keep track of the number of laps performed by each boat and the time that they made the rounding along with any rule violations or penalties that they witnessed.

The RO must also keep a constant listening watch on channel 72 and 16, noting down retirements. An eye must be kept out for anyone in distress that may be out of radio range, for example a boat sailing a long way off course.

Lay the finish mark out to the opposite side of the boat as the start mark.

When the first boats begins the last leg, hoist the blue flag, being mindful of boats that have been lapped.

Finish

The time limit for the first boat to complete the race is specified on the start sheet. Boats have 1 hour to finish after the first boat crosses the line. Stop recording times 10 minutes before sunset and announce that the time limit has expired over VHF

Use a sound signal for the first boat finishing in each division.

Identify each boat as they approach the line, preparing their sail number in the iPad.

Record the finish times on the iPad, and on a paper finish sheet. The paper sheet must prioritise the order of finishing boats, as the iPad can record the times and then add sail numbers in retrospect.

Compare the paper finish times with the ones on the iPad to ensure consistency, allowing for a second or two of difference.

Check that all boats have finished and returned to marina on the iPad or compare starter's list to number of finishers.

Post-race

Return to the marina

If requested by VTS at start, notify them that the race has finished on Channel 12.

Remove the flags and lift every mark, including the crowding bouy. Ensure that every boat is on its way back to the marina and lift the anchor under the direction of the WP driver. Follow the fleet back into the marina and make sure the WP driver briefs the crew on how they want to return the boat to its pen.

Once the boat is in its pen, ensure that all flags are present and in good order. Return the buoys to the shed, along with the tackle and ensure everything is in good order. Report any damage using the QR code.

Collect mark rounding sheets from other boat crews. Pick up the WP snack box, the completed RO sheet and the iPad.

[Return to Office](#)

Ensure that the boats and sheds are locked as you leave.

Return to the office for a debrief including;

- Conditions during the race
- Any boats that failed to sail the correct course, who failed to finish or failed to meet the time limit.
- OCS boats that failed to correct.
- Any anticipated protests or incidents on the water
- Events that may affect handicapping, such as boats starting particularly late, damaging sails or sailing in the wrong direction.
- Any damaged equipment.

Return the RO folder, along with;

- Paper finish sheet
- Completed RO sheet
- Mark rounding sheets
- iPad
- Keys
- Snack and drink box.
- The handheld radio if it was borrowed from the training room.

Report any damaged or missing equipment via the QR code on any of the support boats.

[OOD](#)

In the event of an incident at any time, contact the RMYS office if open, or the Officer of the Day (OOD). If the office is unattended, the OOD must be contacted and will attend the office for on-shore requirements.

The allocated OOD for Saturday will be the acting OOD for the following day (Sunday) if there is any boating activity on that day. The Boating Administrator will advise the Sunday RO who is scheduled to work.

[Emergency call 000](#)

Should an ambulance be required for an on water incident the vessel crew should call 000 (not the Race Committee or land based staff - only if vessel does not have a mobile on board)

[Additional Authorities](#)

During the course of an incident, other authorities may contact the Race Management team or office. These can include the Water Police Squad and Rescue Coordination Centre located in Williamstown (03 9399 7500) who may identify themselves as 'RCC Melbourne', Air ambulance, Harbour Master, or any Victoria Police vessel from Williamstown who will identify themselves as 'VP10', 'VP1' or 'VP2' depending on which vessel is available.

Emergency Marker BAY 815 See below

Most people don't know about these but emergency services do 000, VicPol, the ambos and the fireies all know about them. They are particularly useful for 'open space' locations where maybe a street address does not exist.

Emergency Markers & Triple Zero (000) process

In an emergency, call triple zero (000) and quote the 'Emergency Marker reference number'.

Step 1:
Always call Triple Zero (000) in an emergency.
You will be asked which service you require:
"Police, Fire or Ambulance?"

Step 2:
Your call will then be connected to an ESTA communication centre.
You will be asked:
"Where is your emergency?"
Quote: Emergency Marker and the alphanumeric code on the sign.
The alphanumeric code will vary according to the location. The call taker will then verify your location.
You will then be asked:
"What is your emergency?"

Nuisance calls
Each year there are thousands of nuisance and hoax calls to Triple Zero. This type of call is a serious offence and may result in delayed response to someone

link: <https://www.esta.vic.gov.au/emergency-markers>

We are collaborating with emergency services to request one for the public landing / gate to our marina as circled in red below.

