



# BYC Club Race Officer (CRO) Duties and Guidelines

(rev. 15 June 2018)

(latest changes highlighted by: | )

## REPORTING RELATIONSHIP

The CRO will report to the General Manager (GM) for all administrative matters and to the Fleet Captain or his appointees for matters concerning the Sailing Program. The CRO is directly in charge of all Race Committee (RC) Assistants and mark setters. The following instructions are set out generally in the sequence of both the racing season and a typical race event.

## CRO BOAT & EQUIPMENT RESPONSIBILITIES

1. Oversee the spring commissioning of the Bob Ross and the Whaler. Such work is to include a complete inspection, identification of any safety deficiencies in writing, and the compilation of a list of maintenance required. Safety deficiencies shall be notified immediately to the General Manager and Fleet Captain for action.
2. Maintain a complete inventory of safety and operational equipment on both the Bob Ross and the Whaler.
3. Ensure that all RC Assistants are aware of the location and proper use of all safety equipment.
4. Oversee the general maintenance of both boats and their respective engines.
5. Maintain an accurate inventory of Race Management Equipment (RME) and be responsible for secure storage of the same between races. RME includes flags & signals, buoys, markers and anchors, and other items required for the conduct of the regular weekly racing schedule.
6. Oversee the Fall de-commissioning and storage of both boats and arrange for the proper winterizing of the engines, batteries etc. and for the proper storage of all RME.

## CRO ON-WATER INSTRUCTIONS

1. Recruit and maintain a roster of RC Assistants and provide details of their employment to the General Manager. Furthermore, the CRO is in charge of scheduling all RC assistants and when short, is to contact the GM.
2. Ensure the Bob Ross is crewed by the CRO and a maximum of two RC Assistants, and the whaler by a coxswain and a maximum of one assistant, for all evening races.
3. Maintain proper radio communications between the Bob Ross and the whaler.
4. Monitor the marine weather forecasts and display small craft warnings on the club flag mast as appropriate.
5. Exercise appropriate judgment as to whether to abandon a race owing to threatening weather conditions. See also Annex A.

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6. Ensure the RC arrives on the water with sufficient time to monitor the conditions and set an appropriate course and start line: i.e. at least one half hour before the posted start time.
7. Conduct races in accordance with the Sailing Instructions (SI), any special instructions issued by the Fleet Captain, and in accordance with the Standard Practices set out at Annex A.
8. Start each race through the use of flags, signals, guns and VHF radio and the use of crew aboard the RC in order to follow the "starting sequence" set out in the SIs. The RC will attempt to identify boats that have crossed the starting line early, and shall signal such boats with flags (as well as VHF radio, if able), or conduct a recall in accordance with the Racing Rules of Sailing (RRS).
9. Remain on station, either on the water or at the flag mast until 18:00 PM to record finishing times for upriver races, with the exception of the 100 Mile, Spring 50 Mile and Fall 50 Mile Races. Note however that the RC is not required to remain on station for upriver races when they believe fewer than three boats will cross the finish line before 18:00, or when weather is inclement.
10. Place, retrieve, or arrange for the retrieval of temporary marks.
11. Record and report the results of races as follows. Finish times and results shall be:
  - a. marked "preliminary" when appropriate and recorded immediately in the appropriate BYC race recording database;
  - b. uploaded to the appropriate racing database software site, and posted at the club, strictly in coordination with the announcement of results by the Fleet Captain or designate;
  - c. appropriately transmitted to NSC; and
  - d. submitted to the Club Scorer (if applicable) as soon as practicable, and in all cases prior to departing the club for the evening.

Approved by:  
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BYC  
April 07 2018

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Club Race Officer  
April 07 2018

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## Annex A to Principal Race Officer (CRO) Duties -

### Standard Practices for Conducting Races at BYC

#### Delay and Abandonment of Scheduled Races

1. Races that form part of the annual schedule published by the Club may be delayed or abandoned by the CRO for that race, when specific conditions apply, bearing in mind that Club members who race commit considerable time, effort and money towards their participation in these scheduled events. Races may only be delayed or abandoned when no other feasible alternative can be offered by the CRO. RRS 27 and 32 apply.
2. Whenever a CRO delays a race, or has any doubt as to whether or not a race will be conducted, that CRO shall ensure such information is relayed to the CROs of any other participating club. CROs shall make every effort to ensure that racers in all participating fleets and clubs are able to determine the status of their particular race.
3. Specific conditions for race abandonment are as follows:
  - a. No participants have indicated their readiness to race, or none have reported to the Race Committee on-site;
  - b. Before the race, weather conditions are such as to severely hamper or hazard the RC and its vessel. The safety of the RC is the principal concern. In accordance with (IAW) RRS 4, the responsibility for a boat's decision to participate in a race, or to continue racing is hers alone, and not that of the CRO or RC;
  - c. Before the race, weather forecasts indicate that conditions which will severely hamper or hazard the Race Committee and its vessel are expected for a continuous period of: 1 hour prior to the first planned Start Time, to 1 hour after the estimated finish time;
  - d. During the race, weather conditions deteriorate rapidly, such as to severely hamper or hazard the Race Committee and its vessel;
  - e. Races shall not be abandoned solely due to lack of wind, or inclement weather such as rain or cold; see paragraphs 4 and 5; and
  - f. Any abandonment shall be communicated to the NSC RO. Any similar decision by NSC RO shall be relayed to BYC participants in that race whenever possible.
4. When one or more of the conditions listed at paragraph 3 apply, CROs shall initially delay the race for 30 minutes. If the possibility exists that conditions will improve sufficiently to race, the race may be further delayed as necessary, until it is deemed there insufficient time remaining for any form of shortened, or modified race to be conducted IAW paragraph 8. CROs shall take into account the varying time of sunset, as applicable to that scheduled race, in determining if there is insufficient time remaining.
5. In light winds of 2 knots or greater, recorded above the Bob Ross, the CRO shall start the race.
6. In flat conditions and winds less than 2 knots at the Bob Ross, the CRO shall initially delay the race. The CRO will wait until at least 7:00 PM prior to abandoning a race for the SPRING and SUMMER

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series, and until 6:35 PM for the FALL series. The CRO will use judgment as to whether the delay should be extended, and shall make every attempt to run a race, including the use of shortened courses and shorter course legs following paragraph 8.

7. In the event the wind dies significantly during a race, the CRO may abandon the race, but only if shortened courses following paragraph 8 are not possible.
8. When a race has been delayed IAW paragraph 4, or shortened or modified races are being conducted:
  - a. Standard courses J, T and W, and their shortened variants, remain in effect; in the event of light winds, courses should be reduced in size and length, and shortened if necessary, in order to achieve at least two course legs; long distance and overnight races shall be adjusted as necessary;
  - b. Standard course locations Alpha Course and Bravo Course may be dispensed with when remaining racing time is limited, in order to reduce the time for boats to reach the start area;
  - c. Race Committees shall indicate their intention to conduct delayed and/or re-located and modified races by displaying Flag Lima, plus Class Flags IAW RRS 27;
  - d. Race Committees shall make all appropriate signals, including verbal hails to alert competitors to any modified race location, and their intentions; and
  - e. CROs shall coordinate course locations and layouts to reduce undue conflict between fleets, to the extent practicable. Otherwise, standard RRS apply between competitors of different fleets.

## Other Standard Practices for Scheduled Races

9. Attempt to place for the upwind mark directly upwind of the start line.
10. Consider a bias of up to 10-degrees favoring the pin end, to reduce congestion at the Race Committee Boat.
11. In good wind conditions, upwind legs should be a minimum of 1 mile for PHRF and OD races; and
  - a. Div. 1 boats will normally be given an extended course (4 legs and if a reach course is used, then 4 legs plus reaches); and
  - b. Div. 2 boats will normally be given a 3-leg course (if a reach course is used, then 3 legs plus reaches).
12. In South or North winds, triangle courses should be used.
13. When triangle courses (e.g.: T, J) are set, where feasible the triangle should approximate an equilateral shape, taking into account limitations such as navigation hazards and other adjacent courses.
14. In the event of a significant wind shift after the start, make every effort to re-position windward and other marks appropriately.

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