



# Britannia Yacht Club Race Officer Duties (rev. Feb 11, 2022)

(latest changes highlighted by: )

## REPORTING RELATIONSHIP

The BYC RO will report to the General Manager (GM) for all administrative matters and to the Fleet Captain, or the Fleet Captain's appointees, for matters concerning the Sailing Program. It is BYC's policy to always maintain a high standard of race management, and the RO is a key component in achieving this. The RO is directly in charge of evening and weekend long distance Race Committee (RC) Assistants and mark setters. As such, the RO will achieve and maintain the following minimum qualifications, as established by the Fleet Captain and the General Manager:

- a. Restricted Radiotelephone Operator's Certification; (ROC[M])
- b. Standard First Aid and CPR;
- c. Sail Canada Assistant Race Officer, certification or better
- d. Knowledge of the Racing Rules of Sailing;
- e. Knowledge of the BYC Sailing Instructions;
- f. Knowledge of Sailwave, or other designated scoring software; and
- g. Other relevant qualifications and skills as determined by the Fleet Captain and the General Manager.

The following instructions are set out generally in the sequence of both the racing season and a typical race event.

## RC 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. Ensure that all RC Assistants are aware of the location and proper use of all safety equipment including their own.
3. Oversee and schedule as required the general maintenance of both boats and their respective engines. Deficiencies shall be notified immediately to the General Manager and Fleet Captain for action.
4. Maintain an accurate inventory of Race Management Equipment (RME) and be responsible for secure storage of the same between races. RME includes an accurate timepiece, a navigational/plotting device, flags & signals, buoys, markers and anchors, and other items required for the conduct of the regular weekly racing schedule.
5. 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.



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## RO ON-WATER INSTRUCTIONS

1. Recruit and maintain a roster of RC Assistants and provide details of their employment to the General Manager and Fleet Captain. Furthermore, the RO oversees scheduling all RC assistants and, when short-handed, is to contact the GM.
2. Ensure the Bob Ross is crewed by the RO 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. Exercise appropriate judgment as to whether to abandon a race owing to threatening weather conditions. See Annex A for detailed guidance.
5. Ensure the RC arrives on station 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.
6. 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.
7. Start each race in accordance with the Racing Rules of Sailing (RRS) and the SSIs
8. 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.
9. Place, retrieve, or arrange for the retrieval of temporary marks.
10. 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, 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:  
David Foy  
Fleet Captain

Reviewed by:  
Club Race Officer  
May \_\_ 2022



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### **Annex A to the Britannia Yacht Club Race Officer (RO) 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 RO when no other feasible alternative can be offered by the RO. RRS 27 and 32 apply.
2. Whenever the RO delays a race, or has any doubt as to whether or not a race will be conducted, the RO shall ensure such information is relayed to the ROs of any other participating club. ROs 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 RC 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 3, the responsibility for a boat's decision to participate in a race, or to continue racing is hers alone, and not that of the RO 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, ROs 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. ROs shall consider 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 RO shall attempt to start the race.
6. In flat conditions and winds less than 2 knots at the Bob Ross, the RO shall initially delay the race. The RO will wait until at least 7:00 PM prior to abandoning a race for the SPRING and



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SUMMER series, and until 6:35 PM for the FALL series. The RO 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 RO may abandon the race, but only if shortened courses following paragraph 8 are not possible.
8. When a race has been delayed in accordance with 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;
  - 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. ROs 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 Race

9. Attempt to place for the upwind mark directly upwind of the start line.
10. Consider a bias of up to 5-degrees favoring the pin end, to reduce congestion at the RC 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 may be used when they can be set to be fair to all competing boats.
13. When triangle courses (e.g.: T, J) are set for PHRF DIV 1 and 2, the triangle should approximate a 60 to 90° triangle, taking into account navigation hazards, boat limitations and other adjacent courses.
14. In the event of a significant wind shift after the start, make every effort to re-position the course to return it to its original layout.