

**Mini 12 Fleet
Race Officer Responsibilities
September, 2008**

Race Officer Race Responsibilities

The Race Officer is responsible for:

1. Gathering all equipment required for the running of the races;
2. Setting up the Signal Float and race course;
3. Starting, finishing, and where necessary postponing or abandoning races in accordance with the Racing Rules of Sailing and the Sailing Instructions;
4. Recording race results and delivering them to the scorekeeper;
5. Dismantling the race course and returning the Signal Float and all equipment to their storage locations;
6. Recruiting and supervising personnel required to assist in fulfilling the foregoing responsibilities.

The Race Officer is required to:

1. Bring a watch capable of timing the start sequence.
2. Obtain keys and sign out the Green Boat and an inflatable rescue boat (usually Bert) from the foreshore office. Arrange for an individual to deliver the rescue boat to the Signal Float and return it at the end of the days racing.
3. Obtain the horn from the Foreshore office.
4. Place the sign-in sheets on the door of the Mini-12 locker in the dingy shed.
5. From the Mini-12 locker in the Dingy Shed, obtain:
 - a. numeral pennants one and two, code flag P, code flag X, code flag L, the first substitute and the answering pennant;
 - b. lettered course boards;
 - c. white, red, blue and orange mark flags;
 - d. the orange signal float committee flag and small yellow pennant;
 - e. the plastic bin containing results sheets, clip board and pen;
 - f. the box containing refreshment supplies;
6. From storage on the wharf at the head of the Mini-12 locker obtain 4 or 5 mark floats.
7. Using the Green boat take the above items to the race course area (as described in the Sailing Instructions), picking up and anchoring the Signal Float en route;
8. Set marks as required;
9. Run races as per the Sailing Instructions.
10. Dismantle the race course and return all the items in items 2 through 6 including returning the Signal Float to its storage location.
11. Sign in the committee boats in the log book in the foreshore office.
12. Deliver the results and the sign in sheets to the Scorekeeper (or to the drop-off location specified by the Scorekeeper.)

Race Officer Safety Guidelines

The Race Officer should:

1. Be familiar with the fleet safety plan describing how different rescue scenarios should be handled.
2. Ensure at least one rescue vessel (inflatable or Green Boat) is available for rescue duty on the race course at all times during racing.
3. Ensure one person on the Signal Float monitors competitors racing to identify any competitor requiring assistance.
4. Ensure an adequate number of capable personnel are available to perform rescue duties should they be required.
5. Ensure all boats return to the dock at the end of the days racing.

If the Race Officer is of the opinion that there are insufficient resources (capable individuals or equipment) to conduct races safely they should cancel racing for the day. It is suggested, however, that the Fleet Captain, if available be consulted before doing so. It is recommended that racing not be started when the sustained wind speed exceeds 15 nautical miles per hour.

It is recommended that the Race Officer:

1. Start set up activities by 1030h in order to have the course ready for the 1300h start.
2. Recruit one or more individuals to assist in gathering of equipment and setting up the race course.
3. Ensure the course is set up a sufficient distance from the RVYC wharves to ensure the course does not interfere with boats going to and from the wharves.
4. While as few as 2 individuals are capable of running the races, it is recommended that there be 3; one for flags, one to call OCS boats and one for timing and horn.