

ROYAL VICTORIA YACHT CLUB

MINI-12 Fleet

RACE OFFICER OF THE DAY INSTRUCTIONS

Before Race Day

Carefully read through these instructions and contact the Fleet Captain if anything is not clear.

1. Read through the Race Management section of Racing Rules of Sailing for 2001-2004 (International Sailing Federation) to familiarize yourself with your duties and responsibilities. The Race Officer of the Day is the *Race Committee*. Our sailing instructions may differ in some respects from the ISF rules, in which case the Mini-12 Sailing Instructions will govern. If you do not have a set of the ISF rules, one can normally be borrowed from the bar.
2. Check the sailing schedule (normally posted on the RVC Bulletin Board and on the door of the Mini-12 locker) to confirm your Officer of the Day assignment. The Fleet Captain assigns duties by boat rather than by individual sailor. If unable to officiate, the scheduled Officer of the Day should arrange for an alternate and advise the Fleet Captain of the change before the event.
3. Enlist helpers (2-3) as required. For club-owned boats, the assigned crew normally will be adequate. For privately owned boats sailed by only one individual, the Officer of the Day will have to recruit other help. Helpers need not forego racing, but should be available when needed, particularly under heavy-weather conditions.
4. Confirm the hospitality boat for that day. Host boat will normally be posted with the race schedule.

Race Day

PRE-RACE DUTIES. Pre-race duties should be completed well in advance (normally by 1200 hours) so that racing may start at the scheduled time (normally 1300 hours). Occasionally a different starting time may be used. If so, it will be noted in advance on the posted racing schedule. Recommended start time for setting up is 1000 hours.

1. Listen to the weather forecast and prepare accordingly.
2. Make sure that you have a watch or timer capable of timing the starts.
3. Obtain from the Foreshore Office:
 - keys for Greenboat and Bert (the inflatable), which include keys to the safety equipment locker,
 - key for lock on float anchor,
 - horn, which kept there to keep it dry, warm, and recharged.
4. Check to ensure that gas tanks are full and VHF radios are installed and working. Bail out the boats if necessary and warm up the engines. Usually, Foreshore staff will warm up the engines and install radios early Saturday morning. If gas is low advise Foreshore staff, who will top off tanks.
5. Obtain race gear from the Mini-12 lockers and place them in the Greenboat. Several members have a key to the Mini-12 locker. Race gear includes:
 - Mark flags – see Courses below.
 - Committee and starting flags (numeral 1 pennant (Deception class flag), numeral 2 pennant (Illusion class pennant), P flag (prep), answering pennant).
 - Plywood letter and number cards (course boards).
 - Mark buoys and anchors (usually six are required).
 - Horn
 - Race Committee case containing Sailing Instructions, start sequence cue sheet, score-sheets, clipboard, pencils, pencil sharpener, and anchor key for the float.
 - Safety-boxes for Greenboat and Bert.

- Host boat box and disposable cups.
- Place two clipboards with Illusion and Deception Individual Participation sheets on the north wall of the Dinghy shed. Pencils should be attached to the clipboards by string.
 - Use Greenboat to tow the float into the bay and anchor the float in an appropriate location.
 - Use Greenboat to set the marks. Marks should be laid out as shown in the diagram.
 - Ensure that the float and hospitality boat are on station well in advance of the start of racing.
 - Set up the Race Committee Flag (orange - marking the Committee Boat end of the Starting Line) on the leeward end of the float. The yellow flag on the same pole indicates a long course for the Deceptions is in effect.
 - Prior to the warning signal, place the appropriate letter and number cards designating the racecourse into the racks provided on the float so that they are easily visible to racers.
 - Letter and number cards should not be changed after the warning signal without first signaling a postponement. See ISF rules for a more complete explanation.

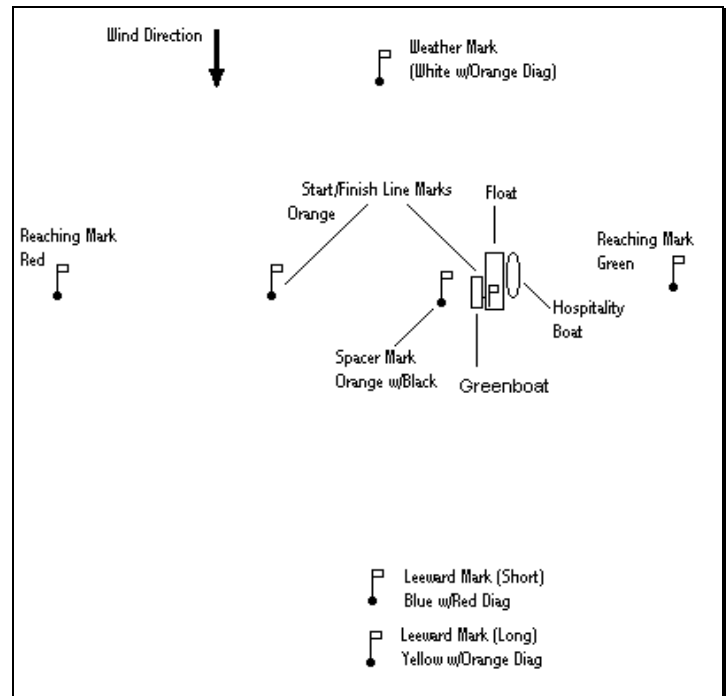


Figure 1 Typical Course Layout

At Lunch Meeting

- Assign two people to drive Bert
- Announce any changes to the normal course settings.

Running the Races

- Races should be run in accordance with the Mini-12 Sailing Instructions
- Approximately 10 seconds prior to each start sequence give several short blasts on the horn to notify competitors of the impending start sequence.
- During the start sequence remember that the visual starting-signal (**flag**) governs. Raising and lowering the appropriate signals should be done crisply and exactly on time. The horn merely serves to call attention to the visual signal, but should also be on time.
- If you make a mistake, or if some problem occurs during the start sequence (e.g., signal flag at the wrong time or several unidentified boats over early) do not hesitate to sound a general recall and re-start the race. This is much better than prejudicing one or more competitors.
- During the race, be alert for problems on the racecourse, such as a boat being disabled or taking on too much water, and be prepared to lend assistance.
- As each race ends record the sail number on the score-sheet. Deception Class and Illusion Class boats are recorded in the same columns. Identify Deceptions by the letter "D" preceding the sail number. This is important because some Illusions and Deceptions have the same sail number. It makes it easier for the scorekeeper if the Deceptions are recorded in the first few rows and the Illusions are recorded separately below, however this is not necessary.
- Allow adequate time between races for crew changes.
- Generally speaking, no race should be started after 1530 hours (3:30 PM). An exception might be if it is close to 1530 and weather conditions permit a quick race, or if racing has commenced at some time other than 1300 hours.

After Racing

When racing is finished for the day, the Officer of the Day is responsible for:

1. Bringing in all marks.
2. Returning and securing the float to its permanent mooring (normally alongside the Visitor's dock).
3. Returning all race gear (checklist on locker door) to the Mini-12 locker.
4. Returning boat safety boxes to the safety equipment locker.
5. Securing Greenboat and Bert.
6. Returning to the Foreshore Office: keys and VHF radios for Greenboat and Bert, and horn for recharging.
7. Seeing that the scorekeeper gets the race results. If the scorekeeper is not available, leave the results and participation sheets in the Mini-12 box in the RVYC Office. The key to the office may be obtained from the bar staff.
8. Report damaged or missing equipment to the Illusion Representative in order that it may be repaired or replaced.
9. If there are any protests, arrange for a Protest Committee to hear them and note the results of the hearing on the score-sheet.

Courses

1. The standard mark flags are:

Weather Mark	White flag with orange diagonal
Reaching Mark	Red flag
Reaching Mark	Green flag
Short Course Leeward Mark	Blue flag with red diagonal
Long Course Leeward Mark	Yellow flag
Start/Finish Line committee end	Orange flag and yellow flag on pole for float
Start/Finish Line pin end	Orange flag

2. The Officer of the Day is free to choose any course. In general, there is a tendency to set courses in which the legs are too short. Courses should be long enough to enable boats with, for instance a less than perfect start, time to get back into the race. Longer courses also allow those who take the trouble (and risk) to fly spinnakers the opportunity to reap the benefits. Some standard courses (and the associated course card sequence) are:

COURSE	COURSE CARD SEQUENCE
Long Windward-Leeward (marks to port)	W Y P *
Short Windward-Leeward (marks to port)	W B P *
Modified Olympic (marks to port)	W B W R B W
Long Bermudan (marks to port)	W R Y W Y P
Short Bermudan (marks to port)	W R B W B P
Long Triangle (marks to port)	W R Y P *
Short Triangle (marks to port)	W R B P *

* These courses may be sailed either once or twice around. Displaying the number "2" at the end of the course card sequence indicates a twice-around course.

3. It is possible to direct that marks be left to starboard and this is being done more frequently (as in the "Z" shaped courses used in inshore races to provide maximum opportunity for spectators to observe at close hand). In the courses noted above, however, rounding marks (especially the weather mark) to starboard can cause problems since starboard tack boats have the right of way and must turn through 270° to round. If starboard roundings are to be used, replace the "P" with an "S" in the course card sequence.