

**Queensland
Radio
Yachting
Association**



**Principal Race Officer
Training**

Conducted by Mr Bill Clancy

20th May 2017



Queensland Radio Yachting Association Inc

Affiliated to the Australian Radio Yachting Association

GUIDELINES FOR RO



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References:

- A. Racing Rules Of Sailing 2017 - 2020 (RRS):
- B. Standard Notice Of Race (SNoR)
- C. Standard Sailing Instruction (SSI)
- D. Currently approved Heat Management System (HMS)
- E. Class Rules:
- F. Equipment Rules Of Sailing (EROS):
- G. ARYA Race Management Manual 2016

Introduction:

Reference: (RRS Basic Principle, 2, 44.1, A5, 63.1)

1.1 Radio Sailing (RC) is designed to be self policing. The basic principle of RS competition is that competitors agree to be governed by a body of rules which they are expected to follow and enforce. The sport is built on this premise that if a competitor breaks a rule, he will promptly get clear of the fleet and do the required penalty, which may be to retire. With a few exceptions, the RO has limited powers to take action which will affect a boat's score and is not burdened with enforcing the rules when the competitors themselves fail to do so.

1.2 Many skippers believe that if they are not called by an official or protested by another competitor they are not required to do a penalty for a breach of the rules. This, of course, is incorrect and goes against both the letter and intent of the rules.

2. Aim:

2.1 The aim of this paper is to provide the Race Officer (RO) with guidelines for the conduct of ranking events to ensure the standard of racing expected at these events is maintained.

3. Ranking Events:

Reference: (RRS, SNoR, SSI, HMS ARYA Ranking Regulations)

3.1 Ranking events are to be managed in accordance with ARYA Ranking Regulations which can be downloaded from the ARYA web site and:

- a. Current Racing Rules of Sailing (RRS).
- b. Standard Notice of Race (SNoR) – ARYA web Site;
- c. Standard Sailing Instruction (SSSI) – ARYA web Site; and
- d. Currently approved HMS (For multi-fleet racing) – ARYA web Site;

4. Changes to the Standard Sailing Instruction

Reference: (RRS86.1, SSI 3)

4.1 In the event of a conflict between the SSI and this document, the SSI take precedence.

4.2 Permitted changes to the SSI may be given orally to all competitors prior to the warning signal of the next race or heat. Two sound signals shall be made to draw the skipper's attention, followed by a verbal announcement by the RO. Any changes shall be posted on the Official Notice Board.

5. Definitions

5.1 **Race Committee** - The Race Committee is appointed by the Organizing Authority. The Race Committee is responsible for what does or does not take place on the water. The Race Committee shall publish written ARYA Standard Sailing instructions and conduct and score the race or event as required.

5.2 The Chairman of the Race Committee may be the Race Officer. If not, he liaises closely with the Race Officer who is the "on-the-water manager".

5.3 **Race Officer** – a Race Officer (RO) appointed or approved by ARYA or the Organizing authority has the overall responsibility for the conduct of all on water racing. The RO should be an experienced sailor with a sound knowledge of the Racing Rules of Sailing. The RO should also have experience in running regional ranking events or equivalent prior to being appointed the RO of a State or National event.

5.4 The RO will have responsibility for all on water race matters and has the authority to make decisions on these matters without the need to consult the Race Management Team. If time or situation allows further consultation the RO may consult the Race

Management Team (RMT) as required.

5.5 **Race Management Team** – the Race Officer and all people responsible for the management of racing. Members of the Race management Team may include, but are not limited to:

- a. Race Officers,
- b. Scoring team,
- c. Starting Judges,
- d. Finishing Judges,
- e. Observers,
- f. Protest Jury Members,
- g. Fleet Board Managers,
- h. Course Layers,
- i. Time Keepers, and
- k. Finishing Recorders.

5.6 In small events there may not be sufficient personnel to fill all the positions and a member of the team may have to perform several rolls. In large events, there may be a number of RO's. In these cases one is appointed as Principle Race Officer (PRO).

6. Exclusion of a Boat or Competitors:

Reference: (RRS 76, NoR 3.1)

6.1 RRS 76.1 details when a competitor entry may be rejected and the procedure to be followed. In addition the ARYA Notice of Race states entry will be denied to anyone who has been expelled or is currently serving a suspension from the ARYA (Inc) or any state or territory RC sailing association affiliated with the ARYA (Inc).

6.2 The Race Committee must consider taking any action to reject a competitor carefully. This should be done at the time of entry and well prior to the competitor arriving at the event.

7. Role of the RO:

Reference: (RRS 63.1, 60.2, A5, Annex G)

7.1 The RO is an on-water-manager, who lets his team get on with their jobs with limited interference. The RO considers the bigger picture and maintains an overview of what goes on around the entire course. A good comparison when considering the role of a RO is to compare him with a police officer in the judicial system.

7.2 The RO is tasked by the Sailing Committee to run an event in accordance with the current rules and procedures. He has no authority to change RRS or introduce "Local Rules" or enforce what he thinks the rule should be. Like the police officer his powers are restricted by the rules he is tasked to enforce. Unless the sailing instruction has increased the powers of the RO, his ability to take direct action against a competitor is limited to cases where the boat did not start or finish correctly.

7.3 If the RO observes a breach of the rules, he may take the matter to protest, but only our equivalent to the courts, the protest committee, may take action which worsens a boats score. The RO may call contact between boats or mark contacts, but has no powers to direct an individual boat to undertake a penalty as this would be considered action which worsened a boats score.

7.4 The primary role of the RO is to co-ordinate the days sailing and supervise other staff members who are assisting him. The size of the regatta and number of volunteers available will influence the size and makeup of the Race Management Committee and some members may have to perform two or more roles.

7.5 The RO duties may include:

- a. Supervise the preparation/cleaning of the sailing area;
- b. Ensuring all competitors register;
- c. Setting of courses;
- d. Conduct initial briefing;
- e. Brief staff ;
- f. Calling boats onto the water;
- g. Starting heat/races ;
- h. Calling Individual and General Recalls;
- i. Supervise the rescue/recovery of disabled boats;
- j. Issuing Protest forms;
- k. Call timeout if required;
- l. Forming Protest Committees and inform scorer of their decision;
- m. Calling contacts (with observers);
- n. Advising finishers/ scorers of boats which did not start (DNS), did not finish (DNF), retired (RET) or retired after finishing (RAF);
- o. Calling finish, (If finisher is not available); and
- p. Enforce policy on behavior is enforced.

8. Setting of Courses:

8.1 The RO is responsible for the setting of courses. He may allocate this task or seek advice from experienced skippers with local knowledge, but the final decision on the course to be sailed is his.

8.2 Setting a course for RC sailing often requires compromise. Location and size of the waterway coupled with local obstacles, wind patterns and current all have to be considered. The following are some points to be considered when planning a course:

- a. A fair start line with approximately 5 degree of port bias;
- b. A start line at least 1.3 to 1.5 boat lengths, depending on conditions, for the number of starters;
- c. When possible, port rounding courses;
- d. When possible, all buoys to rounded on the same side.
- e. The start and finish lines clearly visible from the control area;
- f. Start lines with sufficient water behind them for the number of starting boats to safely maneuver before the start;
- g. All marks set a safe distance from obstructions for boats to round at least five boats abreast;
- h. A long first windward leg;
- i. A course length of 10 to 15 minutes duration for the first boat to sail in the prevailing conditions.
- j. Marks not set at a distance beyond which sail numbers can be identified from the control area. It is better to set a smaller course and have more legs.
- k. Offset marks, if used, located at least 5 hull lengths from the windward mark and sufficiently downwind so that any wind shift will not results in boats having to tack between marks;
- l. Buoys used for windward/leeward courses gates positioned approximately 8 hull lengths apart so either mark is a viable option for the average wind direction. If very large wind shifts are being experienced, a fairer course may be obtained by using one bottom mark;
- m. whenever possible, avoid setting courses which requires the competitors to look directly into the sun, particularly in the afternoon; and
- n. The race finishing on a beat to windward to assist scorers in reading sail numbers.

8.3 A proven and easy method for judging a suitable distance for marks when setting a course, is to have numbers painted on each of the buoys the same size as that is on the sails. It is preferable to have numbers painted in at least two positions on the buoy so they can be seen when the buoy turns. When the RO is setting the course he knows if he cannot read the number on the buoy from the control area it is too far away and he can bring it closer until he can read the numbers. This also allows competitors observers and competitors to identify boats and contacts to be called

8.4 Vertical stripes on each of the buoys can also assist competitors and observers to identify when the mark is turning.

9. Course Board:

Reference: (RRS , E3.3, SSI 1.3, 5.1, 5.2)

9.1 SSI 1.3 amends RRS E3.3 and makes a Course Board mandatory for ranking events. A course board is to be located next to, or within the control area in a position clearly visible to the competitors while racing. The course board is to show:

- a. Initial Course;
- b. One Shortened Course;
- c. Description of the buoys (this is usually their number, or if no numbers, their colour);
- d. Direction and sequence buoys are to be passed;
- e. Control Area; and
- f. Launching and Recovery area.

9.2 Whenever possible buoys should be located in the order of rounding. The buoys are drawn on the course board and the buoys listed in their order they are to be passed. Eg:

Initial course:

start - 1 - 2 - 3 - gate - 1 - 2 - 3 - gate - finish. All top marks to port.

10. RO Signals/ Hailing Requirements:

Reference: (E3.8(b), E2.1, E6.1)

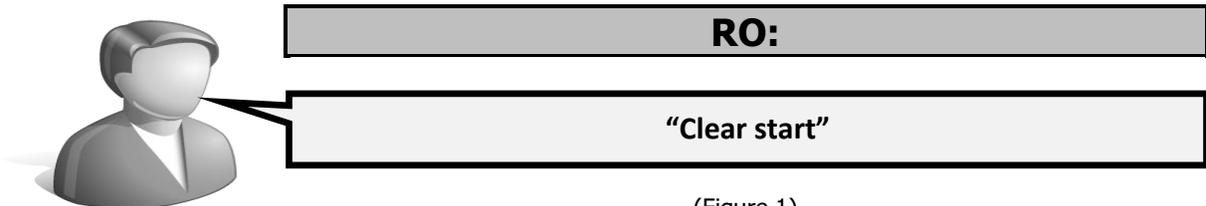
10.1 All RO signals shall be made orally or by other sounds. No visual signals are required unless specified in the sailing instructions.

10.2 The individual digits of a boat's sail number shall be hailed; for example 'one five', not 'fifteen', however, a boat or competitor may not protest for an alleged breach of this rules.

11. Starting and Finishing:

Reference: (E3.4 RRS 22, 26, Annex F)

11.1 The start and finish lines shall be tangent to and on the course side of the starting/finishing buoys. The Starting Judge (if there is one) or the RO shall position himself so as to look directly down the course side of the lines in order to accurately determine if there is a clear start or if an Individual or General Recall is required. If all boats start correctly the RO should identify this by hailing 'clear start' or words to that effect.



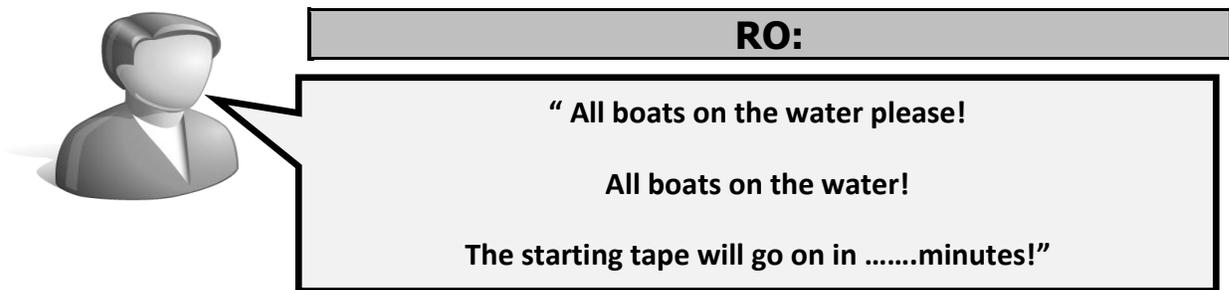
(Figure 1)

12. Starting Procedures:

Reference: (RRS E.3.4, RRS Definitions, RRS 22, Annex F)

12.1 The requirements for starting races are set out in RRS E3.4. As a general rule the RO should set a minimum two minute start tape. RRS Definition states, boats are racing from her preparatory signal. Skippers are there-for subject to the RRS from this time, that is one minute before the start signal. A warning signal is to be given by the RO allowing sufficient time for all boats to get on the water and sail to the start line.

12.2 The starting signal shall be timed from the beginning of its sound signal.

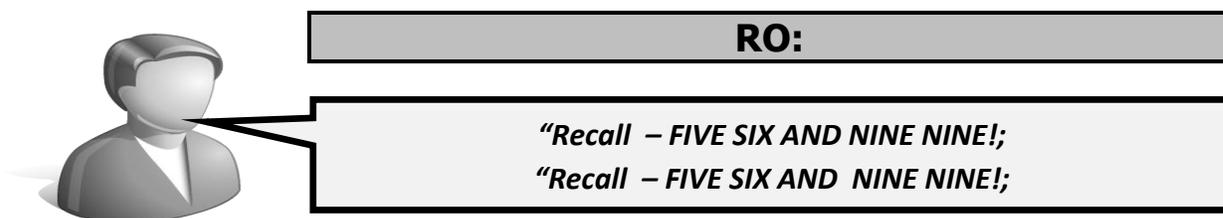


(Figure 2)

13. Individual Recall:

Reference: (RRS29.1, E.3.5, RRS 22, SSI 8.2)

13.1 If there is no designated starter, the RO generally undertakes the responsibility to call Individual or General Recall. If any part of a boat/boats are on the course side of the start line at the starting signal, and can be identified, the RO is to recall them by twice hailing their sail number.



(Figure 3)

13.2 There is no restriction on the number of boat that can be recalled, as long as the RO can identify all of the boats involved. When a boat is OCS at her starting signal, she initially retains all of her rights. However, when she turns back towards the start line she must keep clear of all boats not doing so. A boat may be on the course side of the starting line prior to the starting signal provided it returns fully to the pre-course side of the line before starting.

13.3 A boat may dip the line after an Individual Recall provided it:

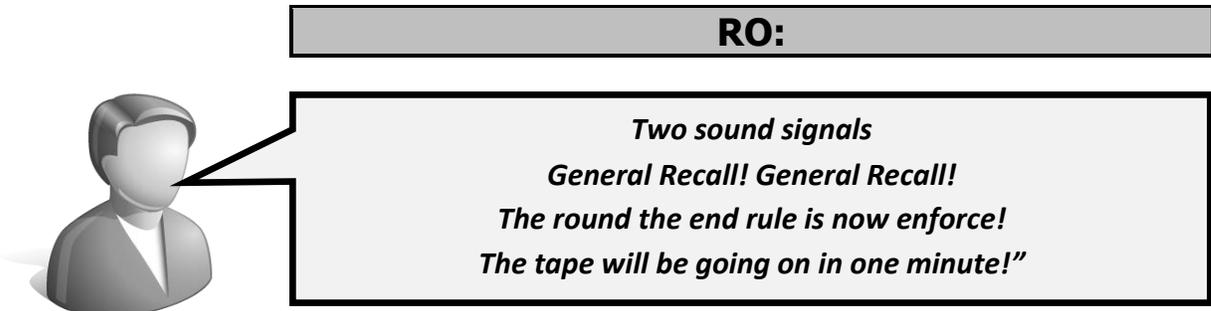
- a. Returns fully to the pre-course side of the line; and
- b. Does not interfere with other boats while returning to start.

14. General Recalls:

Reference: (RRS 29.2, 30.1, 63.1, E3.6, SSI 8.2)

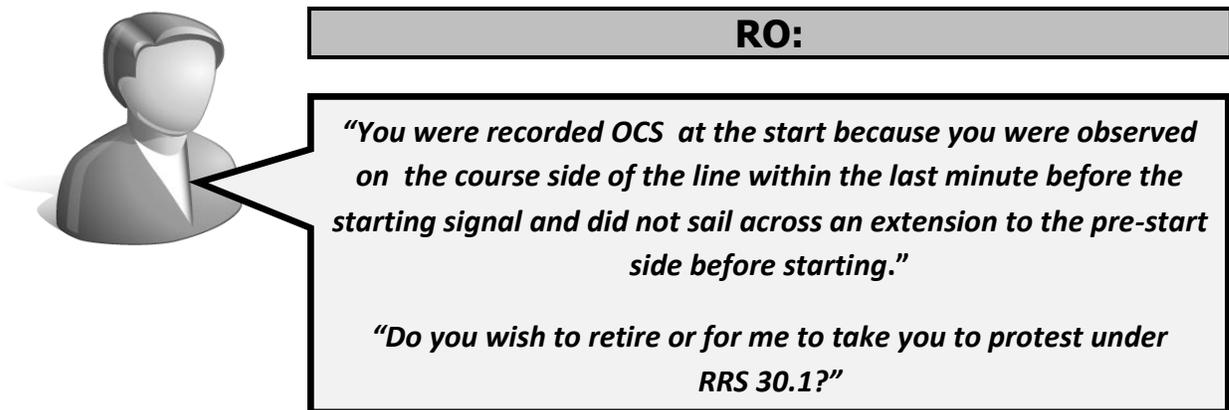
14.1 If the RO is unable to identify all boats that were on the course side of the start line at the starting signal, he is to initiate a general recall by making two sound signals and twice hailing "General Recall".

14.2 After a general recall is hailed, RRS 30.1 (Flag I) is in force. This requires any boat that is over the start line or one of its extensions in the last minute before the next start signal to return to the pre-course side by crossing an extension before starting.



(Figure 4)

14.3 Boats which fail to do this are to be recorded as OCS. This means the boat was on the courses side of the start line and failed to start. The RO has no power to disqualify a boat recorded as OCS. To achieve this he must take the boat to protest. Before protesting the RO should approach the offending boat/boats and advise them that they have been recorded as OCS and ask them if they wish to retire or be taken to protest. In the majority of cases the skipper will choose to retire.



(Figure 5)

NOTE:
The responsibility for calling Individual or General Recall is that of the RO or his authorized representative. There is no provision within the rules for a competitor to call or over ride a RO call for Individual or General Recall.

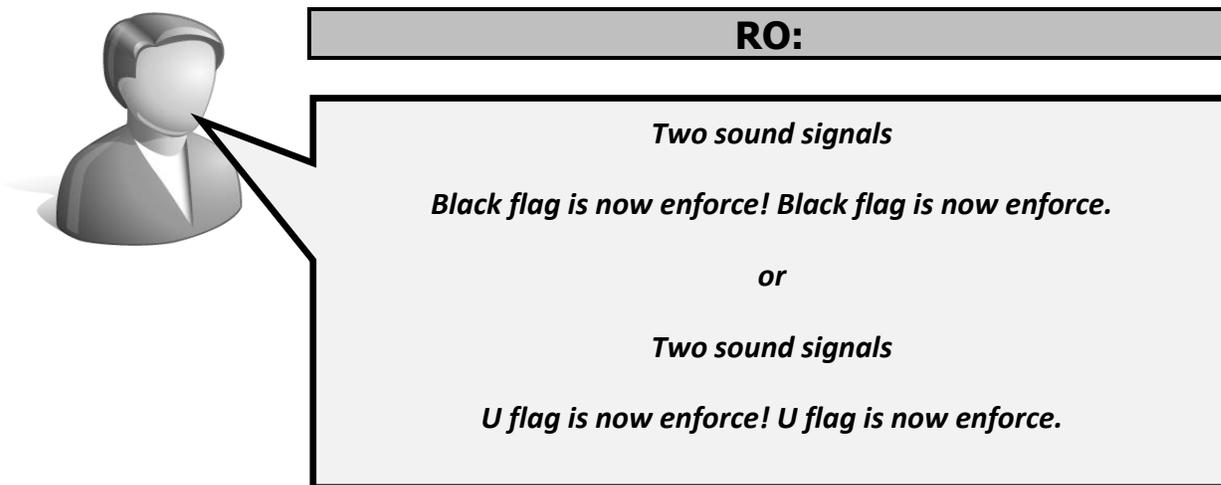
15. U Flag and Black Flag:

Reference: (RRS30.3, 30.4 E3.7)

15.1. Should a fleet have several general recalls, the RO may choose to impose the U or Black Flag rule on the next start. Should this be done, any boat called for being in the triangle formed by the ends of the start line and the first mark, in the last minute before the start is to be disqualified without a hearing, recorded as UFD (Disqualified under rule 30.3 or BFD (Disqualified under rule 30.4). When the race committee advises a boat that it has broken rule 30.3 or 30.4, the boat shall immediately leave the course area.

15.2 If a boat breaks rule 30.3 (U flag) rule and is identified shall be disqualified without a hearing, may to sail if the race is restarted or re-sailed.

15.3 If a boat breaks rule 30.4 (Black Flag) rule and is identified, shall be disqualified without a hearing, not permitted to sail if the race is restarted or re-sailed. The boat may sail if the heat/race is *postponed* or *abandoned* before the starting signal. A boat disqualified under this rule sails in the next restart her disqualification shall not be excluded in calculating her series score.



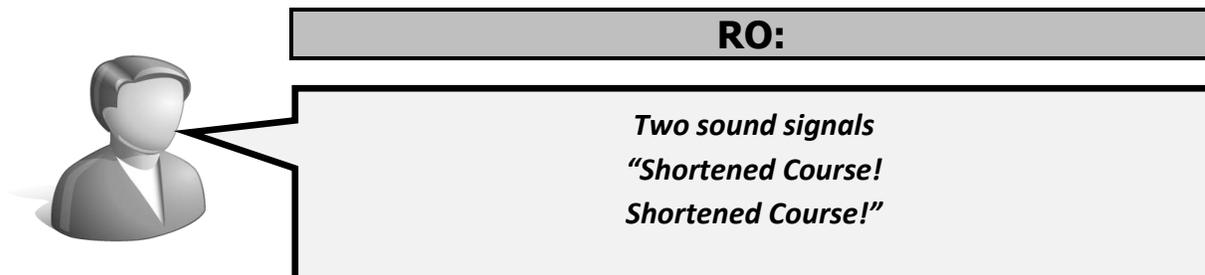
(Figure 6)

16. Shorting or Abandoning a Race After The Start:

Reference: (RRS 32, E3.8 (c) 35, SSI 5.4, HMS Para 2.2)

16.1 SSI 5.4 amends RRS E 3.8 (c) and allows the RO to shorten a course to a prearranged option displayed on the course board. It is preferable to shorten rather than abandon a race.

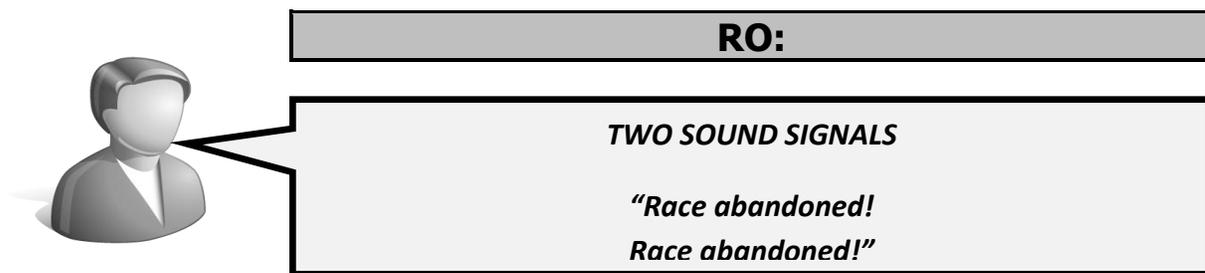
16.2. When the course is to be shortened the RO is to twice hail shortened course. The course is to be reduced to the pre-arranged shortened course displayed on the Course Board.



(Figure 7)

16.3. The course is to be shortened prior to the leading starting the leg on which she will finish after the course is shortened. A course cannot be shortened after one boat has sailed the original course and finished within the time limit.

16.4. A heat/race should only be abandon as a last resort. Reasons for this may include a major wind shift on the first leg which severely disadvantages a portion of the fleet. A rule of thumb used by some clubs is to abandon a race if the leading boats lay the windward mark without the need to tack. This is a judgment call by the RO. There is no requirement under the RRS to abandon a race because the first boats were not required to tack. Any decision to abandon a race should be based solely on whether it was a fair start and if any boats have been disadvantaged. The RO should not abandon a heat/race without first considering how his actions may affect the majority of the fleet. In many cases it is fairer to let the results remain as they are. To abandon a heat/race the RO is to make two sound signals and twice hail race abandoned



(Figure 8)

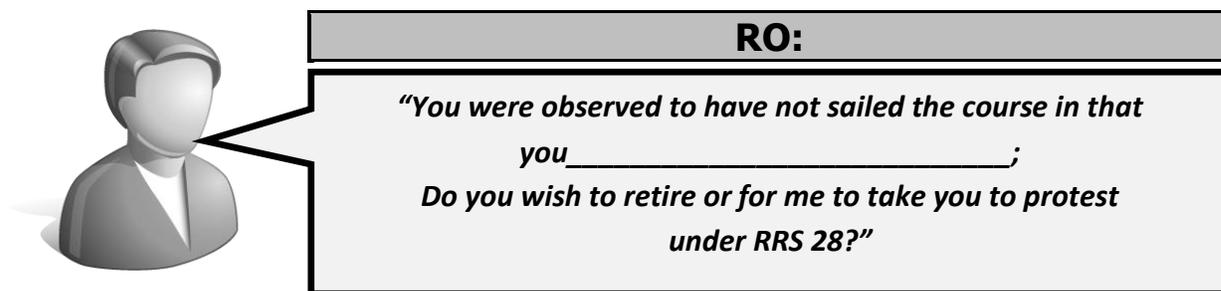
17. Finishing:

Reference: (RRS Definitions, RRS 86.1, Annex F)

17.1. The term finish is listed in the RRS definitions and under RRS 86.1 its meaning cannot be changed by a SI. A boat finishes when any part of her hull crosses a line tangent to and on the course side of the finishing marks in the direction of the course from the last mark. The whole boat does not have to cross the finish line for the boat to be recorded as finished but it is still racing and subject to the RRS until it clears the finish line.

17.2. The Finishing Judge (if there is one) or the RO should position himself so he is looking directly along the finish line. As the boats finish their sail numbers are recorded each time they cross the line. If it does so more than once its correct place can be determined after the heat/race has been completed. Boats that have finished are to stay well clear of the finish line so as not to interfere with boats still racing.

17.3. A boat which has been observed not to have sailed the courses, but finishes in accordance with the definition, must be recorded as finishing and assigned a position. The RO must protest the boat under RRS 28 for it to be disqualified. Before protesting the RO should approach the offending boat/boats and advise them that they have been observed to have sailed the wrong course and ask them if they wish to retire or be taken to protest. In the majority of cases the skipper will choose to retire.



(Figure 9)

18. Time Limit:

Reference: (RRS 35 , SSI 10.1, HMS 2.2)

18.1. The Time Limit is the time the first boat has to sail the course and finish. For ranking events, this time has been set as 30 min.

19. Time Out Limit:

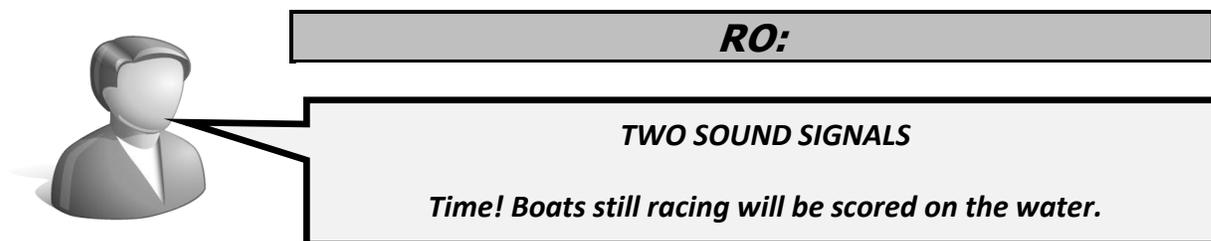
Reference: (RRS 35, SSI 10.2 10.3, 9, HMS 1 2.2)

19.1. The Time Out Limit is the available time after the first boat finishes for the remaining boats to complete the course is 5 min. At the expiry of the Time Out Limit:

- a. If 4 or fewer boats are still racing, they shall be recorded according to SI
- b. If more than 4 four boats are still racing the Time Out Limit shall be extended until only four boats remain racing, at which time the RO shall give two sound signals and call time. Boats shall be recorded DNF, RET, OCS, DNS, in that order. DNF boats still racing will be recorded and scored in accordance with place on the water.

19.2. In fleet racing under HMS there is no time out limit for race one and all boats are to be allowed to finish provided they have started before the first boat finishes.

19.3. If it becomes apparent that boats may be scored on the water, the finisher should record the order these boats round the last mark. This can be referred to if there is any doubt of the boats position when time is called



(Figure 10)

19.4. The scorer shall record the time the first boat finish as this is the starting point for the Time-out-Limit. The time the last boat finishes should also be recorded, as it may be required in determining if a protest or request for redress is valid.

20. Races With Observers:

Reference: (RRS E1.1, E2.1, E5, E5.3, Annex E)

20.1. The RO may appoint Observers to assist him in the calling of contacts. In fleet racing, skippers from another fleet may be used, if suitable personnel are not available to perform these duties. When other competitors are performing the observer's duties they are not considered to be an *Interested Party* as defined in the RRS. (E1.1) The observer's are to be located within the control area while performing their duties and

must not use any aid or device, such as binoculars, which would give them a visual advantage over the competitors. Their role is to assist the RO in the calling of contacts and to note the facts of other incidents. They are not empowered to:

- a. Determine guilt;
- b. Specify rules broken; or
- c. Allocate penalties.

20.2. The observers shall:

- a. Remain within the control area while boats are racing;
- b. Call all contacts between boats;
- c. Call mark contacts;
- d. Observe if a penalty is done for the contact; and
- e. Report unresolved incidents to the RO at the end of the heat/race.

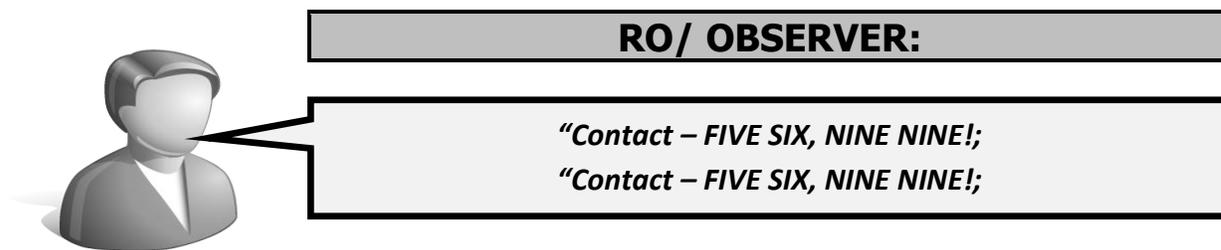
20.3. Observers must not call other breaches nor are they empowered to determine which boat is required to do a penalty. If a skipper questions which boat was in the wrong the observer is to respond by repeating the initial hail.

21. Calling of Contacts:

Reference: (RRS E2.1(b), Annex E)

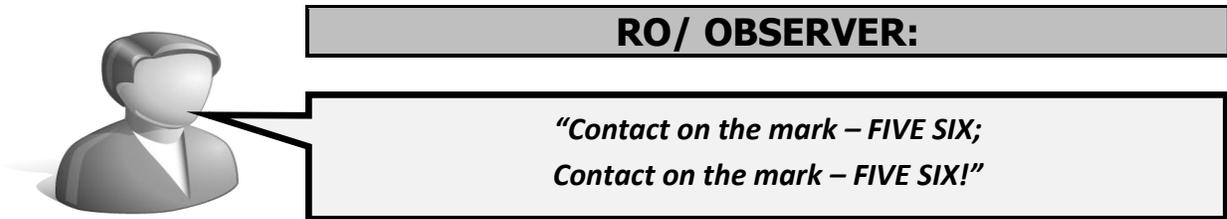
21.1. RO/Observers who see a boat or mark contact shall twice hail the sail number of the boats involved. The individual digits of a boat's sail number shall be hailed: for example 'one five' not fifteen. An observer should only hail when he is positive that contact has been made. If there is any doubt, or if the observer is unable to identify all boats involved in an incident, he should not hail, instead he should leave it up to the skippers to resolve the situation.

21.2. The following is an example of calling a boat contact:



(Figure 11)

21.3. The following is an example of calling a mark contact:



(Figure 12)

24. Protest; Redress;

Reference: (RRS Part 5, Appendix M, E6, SSI Appendix A, SSI 11)

24.1. Protests or Request for Redress are to be conducted in accordance with RRS Part 5. Recommendations for Protests Committee are contained in RRS Appendix M. RRS E6.5 allows competitors 10 minutes from the end of the heat to inform the RO that they intend to protest or request redress. During feet racing this would mean that the next race could not start until this time limit has expired. For ranking events the SSI 11.3 the time has been amended by "as soon as reasonable possible after finishing or retiring and in fleet racing, prior to the preparatory signal for the next race." Every effort should be made to solve all disputes on the water as protest take time especially when fleet racing. If the matter cannot be resolved by the competitors the RO may have to nominate an Arbitrator if applicable or form a protest committee to hear the matter.

24.2. When the RO is advised that a boat intends to protest or request redress, he is to:

- a. Determine if an arbitrator or Protest Committee is required;
- b. Issue a Protest Form;
- c. Write the time the last boat finishes and the time the RO was informed of the protest/redress on the top of the form;
- d. Determine if the protest/redress has to be heard immediately or advise those concerned of the time and place of the hearing;
- e. Select arbitrator/Protest Committee; and
- f. Advise scores of the outcome of the hearing.

25. Protest By The RO:

Reference: (RRS 60.2, E6.2)

25.1. As a general rule, a RO should not get involved with inter-boat issues, these should be left to the skippers to resolve. The RO should limit his protests to incidents he observes where:

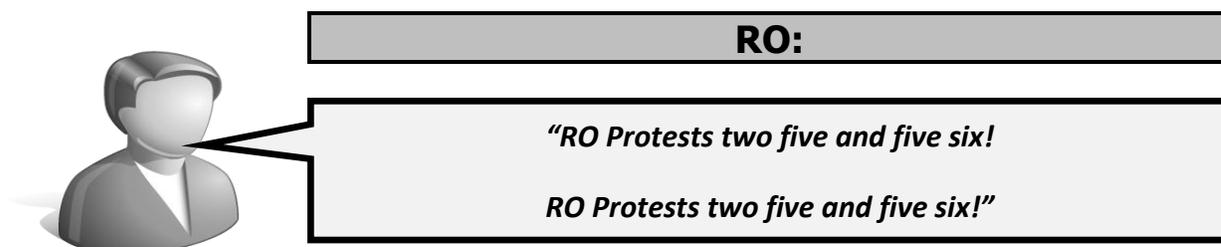
- a. the offending boat gains an unfair advantage on a significant number of competitors;
- b. there is a gross infringement of the rules or;
- c. a contact called by the RO/Observers have not been resolved.

25.2. Since the operative word in RRS 60.2 is 'may' the RO is normally under no obligation to protest a boat when the competitors themselves fail to do so, even when he knows the facts which would justify a protest. A Request for Redress for failure of the RO to enforce a rule should therefore fail, as there has been no improper act or omission by him.

25.3. When observing an incident the RO should consider the following:

- a. Was a valid protest made at the time of the incident?
- b. Did the boat get well clear of the fleet before commencing its penalty turn?
- c. Was the penalty taken as soon as possible?
- d. Did the offending boat gain a significant advantage because of the breach?
and
- e. Was any boat damaged in the incident?

25.4. When a RO protests a boat/s he should prefix his hail with "RO" so it will not be mistaken by a skipper as a protest from another competitor.

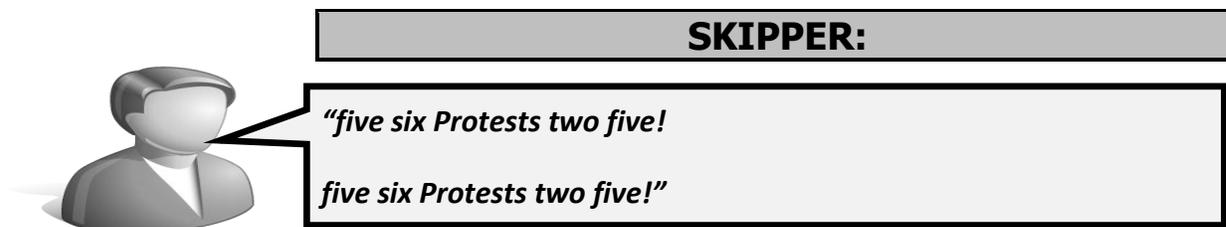


(Figure 13)

26. Protest By One Competitor Against Another:

Reference: (RRS 60.1, E56.1)

26.1. A skipper, involved in an incident where another boat has broken a rule, or when he is not involved but see a boat breaking a rule, and not take a penalty, is entitled to protest by twice hailing his boat number and the other boat number.



(Figure 14)

26.2. A protest alleging a breach of Parts 2, 3, or 4 may only be made by a competitor within the control or launching area and by a boat scheduled to race in the heat/race in which the incident occurred. If a boat makes contact with another boat and does not think it has broken a rule it is not compelled to "Protest". Even if it does "Protest" there is no requirement within the rules which compels him to go through with it. The RRS places the burden on the boat that has broken the rule to do the required penalty. A third boat, which is not involved in the incident but wishes to protest, must hail a valid protest at the time of the incident.

26.3. Skippers involved in an incident may argue between themselves for an extended period of time with the aim that it will all become "too hard" to resolve and result in neither of them doing a penalty. This behavior is against both the intent and spirit of the RRS in general and RRS 2 in particular. The RO should make every effort, which may include protesting both boats, to stop this practice.

27. Taking A Penalty:

Reference: (RRS E4.3, RRS 44.1, 44.2, E4.3 RRS 2)

27.1. A boat may take a penalty by getting clear of the fleet and performing a one turn penalty. The turn shall include one tack and one jibe in the same direction. The turn must be completed "as soon as possible." This implies there is a time restriction for completing a penalty. It requires a skipper to take some form of positive and immediate action to get clear of the fleet.

27.2. If a boat makes contact with another and in the same incident makes contact with a mark it is only required to do one penalty.

27.3. RRS 44 does not prohibit doing a penalty while carrying out another maneuver such as rounding a mark. A boat that is required to do a penalty after they had finished can take the penalty on either side of the mark provided they return completely to the

course side of the line before finishing. The penalty can be performed while re-rounding the mark but must be completed before crossing the line.

27.4. When a boat takes a penalty at or near the finish line, she shall sail completely to the course side of the line before finishing

27.5. Completing a penalty turn does not mean the incident cannot be the subject to a protest hearing. In some cases a turn does not exonerate the incident and a boat or RO may protest because the boat taking the penalty:

- a. Did not get clear or keep clear of other boats before taking the turn;
- b. Did not attempt to do the penalty as soon as possible after the incident;
- c. Did not complete the penalty turn;
- d. Caused serious damage (this may be considered to include damage that prevents a boat from continuing in a heat/race or adversely affects its performance.)
- e. Gained a significant advantage; or
- f. Breaches RRS 2.

27.6. A competitor who hails he is out of control shall be deemed to have retired from the heat/race and shall be considered an obstruction.

28. Disqualification With Out a Hearing:

Reference: (RRS 63.1, A5)

28.1. Unless a SI has extended the powers of a RO, his ability to take action which will worsen a boats score is limited to situations were a boat does not start or finish correctly. In all other cases, action which may worsen a boats score can only be taken by a Protest Committee. The general principle which should be followed by the RO is:

**NO PENALTY TO BE IMPOSED
WITHOUT A PROTEST HEARING**

(Figure 15)

29. Request For Redress:

Reference: (RRS 60, 62, 64.2, A10, E6.6, SSI 11, HMS)

29.1. A Request for Redress may be made by a boat under RRS 60.1(b) or by the Race Committee /RO on a boats behalf under 60.2(b). The request is to be submitted on the standard protest form with the Request for Redress box ticked. The request must be received in the time frame for a protest and shall be based on a claim that a boats score in a heat/race or series has been made significantly worse by one or more of the actions listed in RRS 62.1 as amended by E6.6.

29.2. Decisions on redress are to be made in accordance with RRS 64.2. In fleet racing under HMS, additional restrictions on giving redress are covered.

29.3. There is no prevision within the rules for a boat to protest the race committee/ RO for breaking a rule. A Boat may seek redress under RRS 62.1(a) but is required to show, that through no fault of her own, her score in a heat/race or series has been made significantly worse by an act or omission of the Race Committee/RO. A RO who does not make a mistake does not exist. The fact that there is an improper action or omission by the RO must not automatically lead to redress unless it is clear it was that alone that caused the loss of score. If it is shown that there was only a causal link, the appropriate redress may be to restore the boat's finishing place. In fleet racing under HMS, a boat may receive redress but the finishing place of a boat may only be adjusted if the incident occurred when the boat was on the last leg of the course. This may result in a boat receiving redress in the form of average points or some other form of compensation but still be required to sail in a lower fleet for the next race.

30. Fleet Racing:

Reference: (HEAT MANAGEMENT SYSTEM (HMS))

30.1. The current approved system for the conduct of fleet racing to be used for all ARYA and ranking events is the Heat Management System. A copy of the currently approved HMS together with advisory notes for competitors and race committee can be downloaded from the ARYA web site. If carefully followed, with some additional equipment, such as Fleet Boards, and trained staff, HMS meets all the requirements for the conduct for fair, multi-fleet RC event. Scoring is best done on a computer with free programs readily available. Scoring can be done manually but is time consuming and mistakes easily made. The RO must have a good working knowledge of the system and it is recommended that they have sailed in a few regattas run under HMS prior to running an events. The system is written in plain English and most questions can be answered by carefully reading the HMS document and its advisory notes.

31. Stores List:

31.1. A check list of stores and equipment which may be required by the RO is attached as Annex I. This is intended as a guide only. The stores required for any event will depend on the venue and level of the event.

32. Scoring:

Reference: (RRS 90.3, Appendix A, SSI 12, HMS1.417)

32.1. Scoring is to be conducted in accordance with RRS Appendix A as amended by the SSI and HMS. This function is critical and has the potential to cause the most problems when running any RC event. The RO must assign sufficient resources to ensure the task is carried out correctly. It is difficult for one person to call the finish and write down the places, particularly when several boats are crossing the line together. If a finisher is not available, the RO should call the finish. It is never advisable to attempt to record the results directly on the score sheet or computer as there is no record to refer to, should mistakes occur. The RO does not have to be an expert in the use of the computer, but should have an understanding of the requirements and limitations of this equipment. The operation of the computer is beyond the scope of this guide; however it is recommended that all members who intend to perform RO duties take the time to become familiar with the operation of this valuable aid

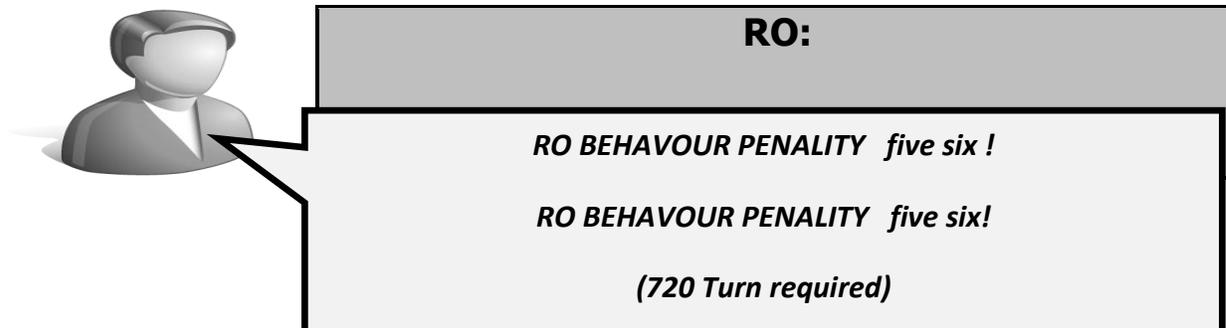
33. Conduct:

Reference: (RRS 2, 69, SSI 17)

33.1. Sailing is a self-policing sport, but the enforcement of rules 2 and 69 is the responsibility of all those involved - competitors and race officials alike. Allowing unacceptable behaviour to go unchecked is the same as condone it and does not protect those sailors who have chosen to compete within the rules. The promotion of fair play and sportsmanship is the responsibility of all those involved in our sport.

33.2. All RC racing is to be conducted under the RRS Basic Principles. All competitors are to abide by the Principles of Sportsmanship and Fair Play detailed in Annex D. The ARYA, QRYA supports competitive racing but does not condone abuse, bullying, or harassing of other competitors or the use of unsavoury language.

33.3. The RO may reprimand an offending member or may offer a competitor or competitors a two turns on the spot penalty to avoid a protest hearing, however the RO is not obliged to make this offer nor is a competitor obliged to accept it, in which case the RO is to protest the boat and a protest hearing shall proceed.



(Figure 16)

33.4. A behaviour penalty does imply that a boat was at fault in a particular incident, only that his behaviour was unacceptable. This penalty does not prevent a skipper from protesting another boat under the relevant rule of the RRS.

33.5. The RO may deem the offending skipper's actions a breach of sportsmanship or misconduct and apply the relevant rules. These may include initiating a rule 2 protest or, depending on the severity of the offence, form a protest committee to determine if a rule 69 hearing is appropriate.

33.6. Following the imposition of any on-the-water penalty, the RO is to critically observe a competitor's continuing behaviour. Any escalation of misconduct, poor sportsmanship or dissent will be penalised again as a separate incident.

37. Conclusion

37.1. The QRYA aims to provide competitive and enjoyable racing conducted to the standards expected at major events. The RO plays a vital role in achieving this aim and their contribution to the efficient running of ranking events plays a leading part in insuring a great event. The QRYA takes this opportunity to thank those members who volunteer to assist in the conduct Major Events by forming the duties RO.

ANNEXES:

Annex: A. ARYA Standard Notice of Race.

Annex: B. ARYA Standard Sailing Instruction.

Annex: C. Arbitration

- Annex: D. Principles of Sportsmanship and Fair Play.
- Annex: E. Guidelines for Observers
- Annex: F. Start / Finish Line Judge
- Annex: G. RO Brief's
- Annex: H. Boat Drivers Brief.
- Annex: I. Regatta Administration and Planning
- Annex: J. Regatta Check Measurements
- Annex: K . Heat Management System



ARBITRATION

- 1 Rule 44.1 is changed to permit a boat that has broken a rule of Part 2, Part 4 or Rule 31 to take a penalty after racing but prior to any protest hearing. Her penalty shall be a scoring penalty equal to a finishing place mid-way between the boat's actual finishing place and the score for a disqualification. Half points shall be disregarded and the points of other boats shall not be adjusted. For fleet racing and the application of HMS 3.3(b), the boat accepting this penalty will be given a finishing place in the heat equivalent to RET. Rule 63.1 is changed such that an arbitrator may allow a protest to be withdrawn.
- 2 An arbitration hearing will be conducted for protests lodged in accordance with Rule 61 which allege an infringement of a rule of Part 2, Part 4 or Rule 31. Such hearings will be held subsequent to the protest being lodged and prior to a protest hearing. For the purposes of the arbitration hearing, Rule 61.2 is amended so that a written protest form is not required.
- 3 The time and place of the arbitration hearing will be decided by the arbitrator and such advice may be given verbally. One representative of each boat will attend the arbitration hearing and no witnesses will be allowed. The arbitrator will decide the manner in which testimony is given.
- 4 After taking testimony, the arbitrator will make one of the following conclusions:
 - (a) The protest does not comply with rule 61 (as amended) and the protestor should withdraw the protest.
 - (b) The matter shall proceed to a protest hearing. This may be because rules not suited to arbitration may be involved or because evidence is too complex or divergent or because injury, serious damage or a significant advantage may have occurred or because of the apparent severity of the alleged infringement or for any other reason decided by the arbitrator. The protestor shall have ten minutes from the conclusion of the arbitration hearing in which to complete and lodge a formal protest form.
 - (c) No rule was broken and the protestor should withdraw the protest.
 - (d) A rule was broken by one or more of the boats involved, the infringing boat(s) may accept a scoring penalty as detailed above and if so accepted, the protestor should withdraw the protest.

- 5 An arbitration hearing shall not be re-opened. No conclusion of an arbitrator shall be subject to appeal or be grounds for redress.
- 6 The decision of the arbitrator is non-binding, and either skipper may elect to progress to a full protest hearing. Protesting skippers shall have ten minutes from the conclusion of the arbitration hearing to complete and lodge a formal protest form.
- 7 Failure to attend an arbitration hearing may, at the discretion of the arbitrator or protest committee, result in an additional points penalty being added to the boat's score for that race.
- 8 Should the protest proceed to a protest hearing then the arbitrator may be a member of the Protest Committee. Any evidence given by an arbitrator during a protest hearing shall be given only in the presence of the parties to the hearing.



Principles of Sportsmanship and Fair Play

1. Introduction:

Sailing is a self-policing sport, but the enforcement of rules 2 and 69 is the responsibility of all those involved - competitors and race officials. Allowing unacceptable behaviour to go unchecked is the same as condone it and does not protect those sailors who have chosen to compete within the rules. The promotion of fair play and sportsmanship is the responsibility of all those involved in our sport.

2. Rule Two - Fair Sailing:

"A boat and her owner shall compete in compliance with recognized principles of sportsmanship and fair play. A boat may be penalized under this rule only if it is clearly established that these principles have been violated. A disqualification under this rule shall not be excluded from the boat's series score."

3. Dealing with Dissent and Misconduct:

Rule 2, Fair Sailing, refers to recognised principles of sportsmanship and fair play. With one exception, 'The Basic Principle', the rules deliberately do not define these principles. It is necessary to take each situation in context.

3.1 Basic Principle

Sportsmanship and the Rules: "Competitors in the sport of sailing are governed by a body of *rules* that they are expected to follow and enforce. A fundamental principle of sportsmanship is that when competitors break a *rule* they will promptly take a penalty, which may be to retire."

3.2 General Principles

The following principles (which are examples and not a definitive list) are published by the RYA and AY. They are generally accepted as examples of the "recognised principles" referred to in Rule two. Any breach of these principles should be considered unsportsmanlike behaviour or misconduct by a skipper and therefore breach of RRS 2 at any Radio Controlled sailing event..

i. Respect for the rules:

Breaches of this principle include:

- a. Knowingly breaking a rule and not taking a penalty.
- b. Deliberately breaking a rule .
- c. Intentionally breaking a rule to gain an unfair advantage.
- d. Collusion with another competitor to ignore rule breaches which may aggrieve or disadvantage other competitors. and
- e. Gamesmanship, defined as behaviour of questionable fairness but not, strictly illegal.

ii. Respect for other competitors:

Breaches of this principle include:

- a. Bullying, intimidating or harassing others.
- b. Verbal abuse, unnecessary shouting or foul language.
- c. Ungracious acceptance of defeat.
- d. Sailing to benefit another competitor to the detriment of own position. and
- e. Deliberately making misleading hails.

iii. Respect for race officials:

Breaches of this principle include:

- a. Use of language which might convey incompetence, prejudice or insult. and
- b. Dissent against a race official decision.

iv. Respect for property :

Breaches of this principle include:

- a. Reckless sailing likely to result in damage or injury.
- b. Abuse of boats or equipment supplied by an Organizing Authority or belonging to a competitor. and
- c. Careless damage to property.

4. RO or Skippers Action:

For clearly unacceptable behaviour, any skipper may protest the offending boat under rule 2 and the matter taken to protest. The race officer may deem the offending skippers actions a breach of sportsmanship and apply the relevant rules. These may include an on-the-water penalty, in accordance with the Sailing Instruction, initiating a rule 2 protest or a rule 69 hearing depending on the severity of the offence. Following the imposition of any on-the-water penalty, the race officer will critically observe a competitor's continuing behaviour. Any escalation of misconduct, poor sportsmanship or dissent will be penalised again as a separate incident.



GUIDELINES FOR OBSERVERS

E3.1 Races with Observers

The race committee may appoint race observers, who may be competitors. They shall remain in the control area while boats are racing and they shall hail and repeat the identity of boats that contact a mark or another boat. Such hails shall be made from the control area. Observers shall report all unresolved incidents to the race committee at the end of the heat.

DUTIES OF AN OBSERVER

- 1 Remain within the control area during the race. It is important your position does not hinder the view of the competitors.
- 2 Do not use binoculars....you should have the same view of the course & environs as the competitors.
- 3 Call any contact between boats or between a boat and a marker buoy and note the details.
- 4 Call all incidents **loudly and clearly twice**,
 - "CONTACT Two Three & Three Five, CONTACT Two Three & Three Five" and wait for an acknowledgement.
 - "CONTACT Four Four and MARK, CONTACT Four Four and MARK" and wait for an acknowledgement.
- 5 Call only if an incident has occurred. If in doubt, **do not call.**

- 6 Call promptly, as it is the responsibility the offending boat to accept a penalty immediately and complete the penalty at the earliest reasonable opportunity.
- 7 Calls must be made so that they are reasonably likely to be heard by competitors (see RRS E2.1a). It is not your responsibility to continuously call, or to chase the offending skipper to let them know.
- 8 Record the completion of penalty turns. A penalty turn consists of one tack and one gybe in the same direction. The offending boat should attempt to sail clear as soon as possible following the incident and commence their turn. Record the completion of a turn, even if you believe the wrong boat has taken the penalty. If you believe that a boat has gained an advantage despite taking a penalty make a note of the advantage gained and report to the Race Officer
- 9 If a boat delays sailing clear to take their turn, make a note of where and when the incident occurred and where and when the turn was started and report to the Race Officer.
- 10 In the event of a boat sailing on the incorrect side of a bouy, you **do not alert** the skipper – just note down which buoy, which lap of the course and which boat was involved and report to the Race Officer.
- 11 In the event of a skipper calling “out of control”, note the sail number or the skipper who made the call. That boat is immediately considered to have retired from the race.
- 12 Use a notebook to record details of any unresolved incidents, incorrect penalty turns or protests you observe. Record the sail numbers of the yachts involved and the circumstances of the incident. Add a small drawing if possible, outlining relevant boat positions, mark location, wind direction and time. You will be able to refer to your notes if called to offer evidence in a protest situation.
- 13 Report any unresolved issues promptly to the race committee (immediately at the conclusion of the race/heat)
- 14 The observer’s duty is to note the incident, it is **NOT** your duty to determine guilt, identify any specific rule infringed or suggest any action or remedy.....but you should be clear in your own mind about these issues.....you may be required to give evidence at a subsequent protest hearing.

- 15 Avoid entering into any argument or conversation with skippers regarding any incident you have observed.
- 15 Record the use of any foul language or un-sportsmanship like behaviour of those competing in the race and report any incidents to the Race Officer
- 16 Observe the course for any debris, drifting marks, changing weather patterns or external factors like power boats, sailing yachts, canoeists or other people who may use the waterway which may affect the fair running of a prescribed race and report those findings to the Race Officer.



START / FINISH LINE JUDGE

References:

- A.** RRS Appendix A.
- B.** HMS. and
- C.** HMS - Advice to Competitors and Race Committee

1. BOATS IN THE WATER

1.1 Your duties form part of the responsibility of the scoring team and as such you come under the control of the Race Officer through the Head scorer.

1.2 In the event that there are fleets, and the HMS is in use, where possible call the sail numbers of the boats which are scheduled to sail in the next heat. It is not your responsibility to ensure the correct boats are on the water, but the onus is on the skippers to ensure they know in which fleet they are scheduled to sail.

1.3 Record the numbers of the boats which enter the race area and record the boats scheduled to sail which do not enter the race area.

1.4 Immediately report any boats which are incorrectly sailing in the start area and other problems or discrepancies to the RO.

2. RULES

2.1 The Racing Rules of Sailing switch on at the Preparatory Signal (One minute prior to the start).

3. START LINE

3.1 Start judging is in conjunction with the Race Officer. You are to:

3.2 Record the time of the start, or set a stopwatch at the start. The race has a time limit (30 minutes) and if the first boat has not completed the course in the time allowed, the RO may decide to abandon the race.

3.3 The start line is taken from the course side of the marks at the ends of the start line.

3.4 Call any boat which is on the course side of the start line at the start. The call must be repeated. Identify the boat by number if possible and repeat the call – for example “recall seven six, recall seven six”.

3.5 Call the hull colour if you cannot see the number, be careful as several boats may be of similar colour. Watch the boat to identify the sail number as soon as possible. If sail numbers can not be identified within a expectable time, a general recall may be required.

3.6 The boat must return to the pre-start side of the line and restart. Once returning to restart, a boat must give way to all boats not doing so. The onus is on the skipper to start the race correctly.

3.7 Document with a notebook, or record on a media device those boats on the course side of the start line at the start signal. Report any boat that does not start correctly to the RO.

4. GENERAL RECALL

4.1 If there are too many boats over the line to identify or there has been an error in the starting sequence, make two loud sound signals, hail “general recall”, repeat the call and restart the tape.

4.2 When directed by the Race Officer, announce that rule 30.1 (“around the ends rule”) is now enforced. When this rule is in place, after a general recall, any boats over the start line in the minute prior to the start must return to the pre-start side of the line by sailing around the ends of the start line.

5. BLACK FLAG

5.1 If the Race Officer decides that there have been too many general recalls, the Race Officer, may call a “Black Flag” start.

5.2 Any boat which sails into the triangle formed by the two start marks and the windward mark, in the minute prior to the start will be asked to leave the race course immediately.

5.3 Record the sail number of any boats which have been asked to leave the course area.

6. FINISH LINE

6.1 Finish judging is in conjunction with the Race Officer and Scorer Assistant.

6.2 The Finish line is the line between the two finish marks on the course side of the marker buoys.

6.3 Your job is to call the sail numbers as they cross the finish line. The Scorer Assistant will record the numbers. Use the tape recorder to tape the calls. This will assist in the event of very close finishes. In the event of discrepancy the tape recording is to take precedence.

6.4 Record the time at which the first boat to crosses finish line. There is a time limit for the remainder of the fleet to finish (5 minutes).

6.5 Record the time the last boat crosses the line. This may be used to determine if a protest is submitted within the required time frame

6.6 Where possible, the use of a video camera set up on the finish line will assist in identifying the correct finishing order, in the event of particularly close finishes.

6.7 Record the number of every boat that crosses the finish line – even a boat which appears to cross the line twice. That boat may have had to complete a penalty on the course side of the line prior to finishing.

6.8 A boat's finish is when the bow crosses the finish line, but the boat is still racing until it has cleared the line. If an infringement occurs after the boat has finished, but before it has completed racing, it still needs to exonerate itself in the event it is in the wrong.

6.9 Notify the RO of any outstanding problems.

7. SCORING

7.1 Assist scoring and updating fleet board as required under the direction of Head Scorer.

7.2 Any other duties as delegated by Race Officer or Head Scorer.



RO BRIEFING.

At the Skippers Briefing, address the following topics:

1. Welcome, Thank Sponsors
2. Location of Regatta Headquarters, Official Notice Board, Scoreboard, Fleetboard and Course Board
3. Location of Staging area, Launching area, Control area
4. Start procedure. Sound signals for warning skippers.
5. Fleet procedures. Number of promotion and relegation positions
6. Introduce Officials
7. Rescue boat procedures
8. House keeping – toilet facilities, sunscreen, water etc
9. Time for racing to conclude.
10. No smoking in control area.
11. Time for first heat to commence.



BOAT DRIVER'S BRIEF

1. INTRODUCTION

- a. As a Boat driver, you are under the guidance of the Race Officer.
- b. Do not take instruction from Skippers.
- c. You should be on standby and attempt to recover or untangle boats as soon as practicable.
- d. Except when a boat is in immediate danger of damage or sinking, ensure your actions do not interfere with boats still racing.

2. PRE CHECKS

Prior to the start of each day's event you are to:

- a. check there is sufficient fuel available, or the battery is fully charged.
- b. check there are sufficient lifejackets available;
- c. check presence of oars/paddles and a bailer;
- d. check all buoys for any damage, sharp edges, correct weights and lines
- e. test run motor; and
- f. report any difficulties or problems found to the PRO.

3. SAFETY

The following safety precautions are to be observed:

- a. At all times in the boat, you must wear a life jacket.
- b. Care is to be taken when entering and existing the boat;
- c. Ensure you are familiar with the operation of the motor before caring out any duties, especially the use of the "kill switch" when operating a petrol driven outboard.
- d. Whenever possible, there are to be two crew in the boat when recovering boats or positioning buoys;
- e. Only authorized personnel are to operate the boat; and
- f. There is to be no smoking in the boat.

4. COURSE LAYING

Only take guidance from the PRO or his assigned representative when laying/change a course and:

- a. Where possible, have the use of two-way radios to assist in communication between the RO and boat driver.
- b. When positioning the marker buoys, try to orient the boat so that you can see the RO, and watch for the "drop" signal.
- c. When shifting a mark – there will be some movement of the buoy before there is movement of the weight at the bottom. The distance that the weight moves will be the distance that the buoy moves. This means that you have to shift the mark further than it seems, to allow for drift.
- d. If you drag the mark, but don't shift the weight, the buoy will just drift back to its original position. and
- f. When laying marks, drop the weight and allow it to settle to the bottom prior to releasing the buoy. Avoid throwing the buoy and weights into the water at the same time.
- g. Always approach buoys into the wind to prevent the chance of the line wrapping around the boats propeller. Place the engine in neutral when lifting marks into the boat.

5. BOAT RECOVERY

When recovering a disabled boat take great care not to do further damage. You should:

- a. Where possible approach a stricken boat from the leeward side.
- b. For A Class boats, it is probably better to tow them back to the pontoon rather than attempting to lift them into the boat. Use a towing string on the transom of each boat for this purpose.
- c. When retrieving a vessel, a good practice is to try and retrieve a vessel from the top of the keel where it meets the hull, this gives you greater control of the vessel and reduces the damage to the boat and sails compared to lifting a vessel from the mast.
- d. If you do attempt to carry a boat inside the rescue craft, be really careful of the rudder of the yacht – they are prone to damage from hitting the side of the dinghy.

- e. If retrieving a boat prior to the start of an event, you are to never adjust a boats equipment or turn a boats electrical instruments on or off. Your duty is to return the vessel to the competitor and have them make the necessary changes as required.
- f. In the event of a boat sinking, make an attempt to rescue the vessel in an efficient but safe manner, if possible have a spotter assist you and if the boat sinks use the spotters location to drop a buoy if available in the last known position to allow for the possible retrieval of the vessel at a later date.
- g. In the event of a boat out of control, try to use common sense as to when to approach the disabled boat. The boat will be less of an obstruction on the course than the dinghy.

6. DEBRIS

If you happen to see some debris floating in the water and can remove it without too much difficulty – please do so.



REGATTA ADMINISTRATION AND PLANNING

The purpose of this document is to assist Committees planning a major event by providing a list of the requirements to host the regatta.

VOLUNTEERS

Some positions may be able to be covered by the same individual, however the following positions should be considered:

Race Officer	Assistant Race Officer
Scorer	Start / Finish recorder
Boat Driver	Observers
Protest Committee Chairperson	Measurer / Measuring team

INFRASTRUCTURE

Major items which are required to ensure the regatta operates effectively, even in bad weather.

Event Headquarters	Toilet facilities
Shade structures	Launching Ramp
Overnight Storage	

ON-WATER EQUIPMENT

Items which are required to ensure the regatta can operate efficiently – on water.

Rescue Boat	Motor
Battery / Fuel for motor	Life Jackets
Boat wind indicator	Spare oars
Course Buoys	Spare buoys / weights / tackle

Walkie Talkie set	Fuel container / spare fuel
Battery Charger / Spare battery	

ON-LAND EQUIPMENT

Items which are required on the shore, to ensure efficient operation and management of the regatta

Notice Board	Course Board
Fleet Board	Scoring Computer
Printer	Power Source – generator
Tables and Chairs	Control area markers
Starting Equipment – countdown timer	PA system
Magnetic labels for fleet board	Observers Bibs
Australian Flag (Nationals)	Promotional Flags
Eskies	Rubbish Bins
Measurement Scales	Measurement equipment
Finishing Video Recorder	Padlock for storage / regatta office

CONSUMABLES

Items which are consumed in the process of running the event

Ice	Drinks
Sunscreen	Insect repellent
First Aid Kit	Paper for printer
Spare ink Cartridge for printer	Rubbish Bin bags
Name Tags & Pouches	Pads for Observers
Pens / White Board markers	Fuel for Boat motor
Fuel for Generator	

PUBLICATIONS

Printed material which is required for reference or use

Notice of Race	Sailing Instructions
Protest Forms	Finishing record sheets
Event Program / List of competitors	Heat Management System
Racing Rules of Sailing Book	Case Book
International Class Rules	Equipment Rules of Sailing
Unavailable Certificate Declaration	System for reducing Protest hearings

Race Management Manual	
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ENTRY, REGISTRATION and MEASUREMENT
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Preliminary items

Website / Online Entry	Competitors List
Welcome Pack	Measurement Venue
Measurement Procedure	Stamp for marking fins, rudders, batteries etc.

CATERING / SOCIAL

Decide whether you will be providing meals for participants:

Lunches	Person to collect lunches
Presentation Function	After sailing drinks
Social Function	

OTHER

Many items go towards making a regatta successful. The following should be considered:

Finance – Budget	Sponsorship
Merchandise – Event shirts / hats etc	Perpetual Trophies
Individual Trophies	Thank-you gifts for Volunteers
Social event for wives / partners	Annual General Meeting (Nationals)
Event promotion - local	

This is to be used as a check list and will vary with venues and level of the event. There may be additional items not required and other items necessary for your event.



REGATTA CHECK MEASUREMENT

- The following lists describe the measurements which ARYA consider might be checked at a ranking regatta. Some of these items are suggestions only. Some elements are considered to be mandatory. Mandatory items are marked with **Bold red X's**.
- The more "X"s which are placed alongside a check measurement, the more important it is for the regatta measurer to scrutineer that item.

International One Meter Class	Regional	State	National	Action for non-compliance
Verify Registration Certificate with boat number on hull.	xxxxx	xxxxx	xxxxx	Complete form, provide copy within 1 week
Confirm all sails are signed, dated and have ARYA stickers (sails after 2014)	xx	xxxxx	Xxxxx	Skipper to consult local measurer
Weigh boat with each rig in dry state	xx	xxxx	Xxxxx	Counter weights
Weigh keel	x	xxxx	Xxxxx	Reduce weight
Check bumper measurement			X	
Check sail markings for compliance		xxxx	Xxxxx	Rectify
Check deck limit mark		Xxx	Xxxxx	Place mark on hull
Float and check draft			Xx	Rectify
Check LOA			Xxxx	Rectify
Weigh rudder			xx	
Weigh batteries			xx	

International Marblehead Class	Regional	State	National	Action
Verify Registration Certificate with boat number on hull	xxxx	xxxx	xxxx	Complete form, provide copy within 1 week
Confirm all sails are signed, dated and have ARYA stickers	xxxx	xxxx	Xxxx	Skipper to consult local measurer
Check draft of boat using template			Xxx	Rectify
Check that limit marks comply with certificate		x	Xxx	Rectify
Check bumper measurement			X	

Check sail markings for compliance		Xxx	Xxx	Rectify
Float and check draft			X	
Check LOA		x	Xx	

International Ten Rater Class	Regional	State	National	Action
Verify Registration Certificate with boat number on hull	xxxx	xxxx	Xxxx	Complete form, provide copy within 1 week
Check measurement forms for Sail 1, Sail 2 and Spars with same hull number.	x	Xxx	Xxxx	
Check Master sail has been measured, signed, dated and have ARYA stickers.	x	xxxx	Xxxx	Skipper to consult local measurer
Check a randomly selected sail measurement		x	Xxxx	Rectify
Check all sails to be used fit inside the Master sail		xx	Xxxx	Rectify
Confirm all additional sails are signed & dated	x	xx	Xxx	Rectify
Check that LWL limit marks comply with certificate			Xx	Rectify
Check bumper measurement			X	
Check sail markings for compliance		x	Xxxx	
Float and check draft			X	
Check LOA			X	

International A Class	Regional	State	National	Action
Verify Registration Certificate with boat number on hull	xxxx	xxxx	Xxxx	Complete form, provide copy within 1 week
Confirm all sails are signed, dated and have ARYA stickers.	xxx	Xxxx	Xxxx	Skipper to consult their State measurer
Check "J" measurement marks comply with certificate		xxxx	Xxxx	Rectify
Check a randomly selected sail measurement		x	Xxxx	Rectify
Check bumper measurement			Xx	
Check sail markings for compliance		Xx	Xxxx	Rectify
Check Owners flag		xxx	Xxxx	Rectify
Weigh boat		xx	xxx	Rectify
Check A, B and I measurements			xx	Rectify