



RACE MANAGEMENT GUIDELINES

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General Race Management Guidelines

Please note these are guidelines for the Race Management Team, not policies. Failure to observe these guidelines are not grounds for redress.

1. General Principles

- 1.1. The objective of these guidelines is to provide efficient, competent race management which is consistent across all of our racing areas to allow competitors and all those involved maximum enjoyment and a fair competitive environment, whilst minimizing the risks to the safety of the competitors, volunteer officials and boats as far as is reasonably practical.
- 1.2. Specific guidelines follow for Mixed Keelboat classes, Mixed Dinghy classes and One Design Class racing. These should be read in addition to these foregoing guidelines that apply to all.
- 1.3. This is not intended to be a manual of how to run yacht races, as it is expected that all Club race officers will have done an Australian or World Sailing accredited race management course at either a club, state, national or international level, and had considerable practical mentoring and assessment by more experienced race officers.
- 1.4. A shortage of time or races completed should not permit deviation from these guidelines.
- 1.5. First priority will always be safety and the preservation of life, with preservation of boats and other property as a secondary priority for all race officials both on and off water.

2. Definitions

- 2.1. **Principal Race Officer (PRO)** – an accredited Race Officer appointed by RFBYC responsible for the conduct of racing on all course areas.
- 2.2. **Course Race Officer (CRO)** – a race officer appointed by RFBYC. The Course Race Officer will be responsible for managing the Race Management Team on their course area.
- 2.3. **Race Management Team (RMT)** – the Principal Race Officer, Course Race Officers and all on water volunteers responsible for managing racing.

3. Times / Timing / Changes in Schedule

- 3.1. Times will be based on GPS time.
- 3.2. Starts will not be delayed for competitors to reach the race area if they could have arrived with reasonable diligence.
- 3.3. A postponement of a scheduled start time will be for no longer than one and a half hours maximum after which racing may be postponed to another day, unless it is One Design Fleet racing, in which case it is the CRO and/or PRO's decision.
- 3.4. Postponement of racing to another day will be co-ordinated by the Rear Commodore Sail (or Dinghies), the Yachting Operations Manager (YOM) and the CRO and/or PRO.

4. Decision to Conduct Race

- 4.1. The race will be started at the scheduled time if the wind conditions are within the parameters outlined in these guidelines. Waiting for 'better' conditions may be unfair and will be avoided.
- 4.2. The CRO should not wait for the wind to "stabilise." Sailors can compete in "shifty" conditions. The course shall be selected or set to the average or prevalent wind direction.
- 4.3. The start may be postponed if a major wind shift is expected based on a known pattern or other reliable information (e.g. sea breeze can be seen in the distance and is expected to fill in).

Otherwise the CRO will start the race. The wind shift may not occur, the course can be corrected or the shift may occur after the race is completed.

- 4.4. Average wind speed and direction will be determined over at least a five minute period.
- 4.5. Should the wind speed exceed 20 knots in that period and is expected to be in that range or higher during the racing period, the CRO will display flag Y with one sound signal at the earliest opportunity before racing. This flag will continue to be displayed for the duration of the racing period. This does not apply to off the beach boats (ie dinghies) who are required to wear lifejackets at all times while afloat.
- 4.6. Races will generally not be started in less than an average of 5 knots of wind established over the entire course area. This wind speed may vary for different classes.
- 4.7. Races will not be started in excess of an average 25 knots. Once a race has been started and winds exceed 25 knots the race will continue unless the CRO perceives a danger to life, boats or equipment. These limits may also vary depending upon sea conditions, current and gusts.
- 4.8. Races will be post-poned and boats advised to stay in their pens or on shore should lightning be nearby or be strongly predicted.

5. Starting

- 5.1. The Orange flag will be displayed no later than 5 minutes before the display of the first warning signal.
- 5.2. Races will normally be started using flag P in accordance with RRS 26.
- 5.3. Should a General Recall have been signalled to a fleet, the next start for that fleet will display flag U as the preparatory signal. This is at the discretion of the CRO and/or PRO.
- 5.4. If a General Recall is signalled when flag U has been used, the next start for that fleet will display the black flag. This is at the discretion of the CRO and/or PRO.
- 5.5. The orange Start Line flag will be removed without a sound signal at the expiration of the start time window unless there is a reason for it to continue to be displayed.

6. Sighting the Line/Timing/Signalling/Recording

- 6.1. Any line sighter will use a hand-held voice recording device and record, without stopping, from at least 60 seconds before the first starting signal for each start, and should continue until (a) a clear start is called, (b) all OCS boats have returned, or (c) the X flag is removed at its proper time. A commentary of anything of interest will be recorded initially such as date and time, where the recording is being made, weather (including visibility) and wind conditions, course(s) chosen, etc. In pre-start the class(es) starting should be identified and comments made of anything that may be helpful to a Jury, such as boats getting close to the line, bunching, etc. OCS boats, including all those returning, should be clearly identified and noted on the recording.

7. Calling OCS

- 7.1. The CRO will make every effort to identify all OCS boats. If it is not satisfied that all OCS boats have been identified, the Race Management Team will signal a General Recall and not permit a race to continue.
- 7.2. When the CRO is satisfied that all OCS boats have been identified, an Individual Recall will be signalled unless flag U or the black flag has been used.
- 7.3. An individual recall will include both flag X and one sound. Both signals will be made as soon as possible after the starting signal. In no circumstances will an individual recall be signalled later than 5 seconds after the starting signal.
- 7.4. In order to avoid interfering with other boats, the CRO may notify OCS, UFD and BFD boats via VHF radio where all boats are required to undertake a listening watch. UFD and BFD boats so

notified are required to retire from the race. If the CRO chooses to put this into action, it must be noted in the Sailing Instructions.

8. Postponing A Race During the Starting Procedure

- 8.1. The CRO will postpone a race during the starting procedure in response to adverse outside effects depriving boats of an equal chance of a good start.
- 8.2. The CRO will postpone the race during the starting procedure if the mean wind shifts more than 10 degrees or in the event other influences cause boats to bunch at one end of the Start Line.
- 8.3. If a wind shift occurs before the starting signal - even in the last minute before the start - such that it significantly increases the risk of a general recall, a postponement will be considered.
- 8.4. If the positions boats are manoeuvring for the Start Line indicate a line bias in the minds of the competitors, an adjustment of the line will be considered and if necessary, a postponement will be signalled.

9. General Recall

- 9.1. When the CRO is not satisfied that all boats over early have been identified, a general recall will be signalled.
- 9.2. In the case of a late postponement, general recall or early abandonment, it is good practice if possible, to have a small boat on standby at the pin with these flags on sticks so they can motor around the front of the fleet displaying the appropriate flag to send the fleet back for a re-start as soon as possible. This should only deploy after direction to do so from the CRO.

10. Changing the Course (Applies to courses around inflatable buoys only)

- 10.1. Changing the direction or the length of a leg due to a change in wind, even the final leg, may be done as specified in RRS 33.
- 10.2. Change in leg lengths will not be made to reduce a leg to less than 50% or increase a leg to more than 150% of original leg length.
- 10.3. The Race Management Team will attempt to minimize the number of changes in leg length to achieve target time.
- 10.4. Shortening the course will be done as per RRS 32 or Sailing Instructions.

11. Finish Line / Finish Procedures

- 11.1. Unless the orange flag is already displayed, this will be done without a sound signal when the first boat rounds the last mark (if in sight) or comes into sight.
- 11.2. For Boat finishes:
 - a) The blue flag will be displayed (without a sound signal) at the same time.
 - b) The Finish Line will be approximately 60 metres in length, set square to the direction from the last mark. This may be shorter for some dinghy fleets.
 - c) Laser range finders will be used (if possible) to establish the length of the Finish Line.
- 11.3. The blue & orange flag will be removed without a sound signal upon the earlier of:
 - a) expiration of the time limit, or
 - b) immediately after the last boat finishes.
- 11.4. Each line sighter will use a hand-held recording device to record the order of finish including

detail of any boats noted finishing after time-out time where possible. Finishing order of the line sighter on the Race Committee boat will take precedence over the Pin End.

- 11.5. At least two written records of the finishing order will also be maintained.
- 11.6. A “silent clock” time keeping method is preferred as it minimises the possibility of recording errors.
- 11.7. All written records must be cross checked and the voice recording used to resolve any inconsistencies.

12. Abandonment

- 12.1. After the starting signal the CRO may abandon the race:
 - a) Because of foul weather;
 - b) Because of insufficient wind making it unlikely that any boat will finish within the time limit;
 - c) Because a mark is missing or out of position;
 - d) for any other reason directly affecting the safety or fairness of the competition.
- 12.2. When there is a perceived danger to life the CRO will abandon the race. The number of boats available for rescue (ie those not currently involved in rescue) will be considered. The decision will also take into account the wind speed upper limits and the river conditions.
- 12.3. If possible, the CRO should consult the PRO before abandoning a race. After one boat has sailed the course and finished, the race shall not be abandoned without considering the consequences for all boats in the race or series.

13. Corrections Due to Scoring Errors / Requests for Redress

- 13.1. The RMT will adjust posted finishing places if it is satisfied that, based upon its records or observation, it has made a scoring error.
- 13.2. If the RMT believes it may have made any other error affecting the outcome of the race for which redress may be available, the CRO may request redress on behalf of the potentially affected competitor(s).

14. Race Committee Protests

- 14.1. Since the primary responsibility for protesting breaches of the rules rests with competitors, the Race Management Team will not normally protest a competitor.
- 14.2. The Race Management Team may protest a competitor in the following circumstances:
 - a) A breach of a sailing instruction that may not be protested by another competitor
 - b) An apparent breach of good sportsmanship (Rule 2);
 - c) Failing to take a penalty after knowingly touching a mark and not being protested by another competitor;
 - d) Failing to sail the course (Rule 28).
 - e) In the event, the ‘Y’ flag has been displayed and boats sailing under Part 2 of the safety regulations are not wearing life jackets and not being protested by another competitor.

15. GPS

15.1. All race management boats (signal, pin, finish and mark boats) will be equipped with a GPS.

15.2. All GPS units will be set up to display as follows:

- a) Distance in nautical miles (nm)
- b) Time to local time zone in 24-hour format
- c) Compass bearing in magnetic
- d) Latitude and longitude in degrees and decimal minutes (example: 32° 27.928' South, 115° 17.464' East)
- e) Map Datum WGS 84

Race Management Guidelines

Mixed Keelboats

Please note these are guidelines for the Race Management Team. Failure to observe these guidelines are not grounds for redress.

1. Application

- 1.1. These additional guidelines apply specifically to mixed keelboat fleet racing.
- 1.2. It is acknowledged that RFBYC has separate Saturday Start Boat, Saturday Start Box and Mid Week Start Box RMT. This policy applies to those teams.

2. Decision to Race and PFD's

- 2.1. It is expected that Start Boat and Start Box CROs operating at similar times will communicate and jointly make decisions such as average wind direction, use of flag Y, abandonment, postponement or shortening, courses to be sailed, etc., so that consistency is achieved.

3. Postponing A Race During the Starting Procedure

- 3.1. A postponement may be displayed at any time during the starting sequence, but Race Management Teams should be reluctant to make this decision within the last minute of the sequence as most boats may simply start and go anyway.

4. Shortening the Course

- 4.1. Shortening the course to be sailed will be done according to that prescribed in the Sailing Instructions.
- 4.2. As most fleets sail around different marks, or because it is impractical due to personnel available, shortening as specified in RRS 32 is not possible.

5. Abandonment of a race

- 5.1. Mixed fleet keelboat races will not normally be abandoned after the start.
- 5.2. Although the CRO must take into account RRS 32.1 the more common occasions when abandonment may be considered:
 - a) The wind drops out to such an extent that any boat will not finish within the time limit, or if boats who may have had a chance of a podium placement after their handicap is applied will be disadvantaged.
 - b) The weather conditions change to such an extent that life and safety is threatened.
- 5.3. When an abandonment is displayed, the RMT should notify affected fleets via VHF. Any support boats should also be advised and asked to hail and advise racing sailors if possible. Support boats should follow the fleet back to RFBYC.

6. Courses

- 6.1. Consideration will be given to prevailing and forecast wind conditions for at least thirty minutes before the display of the orange flag.
- 6.2. In deciding to choose a shortened course option, the anticipated race time of the slowest boat in the fleet should be taken into account.

7. Start Line – Sections 7 through 10 apply to Mid River races only.

- 7.1. The Start Boat and line will generally be set in accordance with Appendix A, with slight variations for the prevailing wind.
- 7.2. A line length of approximately 200 metres works best for normal Club racing, however a longer line may be required for larger sized fleets such as the Windward / Leeward Race days.

8. Finish Line

- 8.1. The Finish Boat and line will be located according to Appendix A.

9. OCS, UFD or BFD

- 9.1. The numbers of boats identified as being OCS, UFD or BFD will be recorded and clearly marked on finishing sheets, but not displayed.

10. Support Boats

- 10.1. Three member-owned power boats are rostered for every Saturday race to provide safety support. They are allocated to an area A1 – A3 by the Club Bosun as detailed in Appendix B, and supplied with their duty guidelines, a handheld VHF radio and a large SAFETY banner which they are instructed to display.
- 10.2. They are required to do a radio check with Tam Thompson when they are in position. Often, they mistakenly make this call to the Start Box, in which case it should be acknowledged and then relayed to Tam Thompson when possible.
- 10.3. When Tam Thompson's on water duties finish before the Start Box closes, control of and communication with support boats should be handed over by radio from Tam Thompson to the Start Box.
- 10.4. These support boats are primarily to act as observers and radio any trouble they observe to Tam Thompson for advice and further action if required.
- 10.5. There may be occasions when they can be considered able to assist in a rescue, such as providing a tow back to the Club for a disabled yacht or providing assistance for a yacht that has run aground.
- 10.6. They should stay in their respective areas until directed elsewhere, or stood down for the day, by Tam Thompson or the Start Box. A record should be kept of the time that this communication was made.

Race Management Guidelines

Mixed Off the Beach

Please note these are guidelines for the Race Management Team. Failure to observe these guidelines are not grounds for redress.

1. General

- 1.1. As most dinghy sailors are not adults, RMTs must exercise an appropriate duty of care.
- 1.2. All dinghy sailors are covered by Australian Sailing Special Regulations 5.01.1 for off the beach boats (category 7 races) so that a lifejacket meeting Australian Standards is required to be worn **at all times while afloat**, and inflatable lifejackets shall not be used.
- 1.3. At this time it is acknowledged that dinghy racing is normally conducted from a Start Boat around inflatable buoys. On occasions, racing is started from the Start Box using fixed or inflatable marks, or a combination of both.

2. Decision to Race

- 2.1. Races will not be started in excessive wind speeds as per the table below.

Fleet	Maximum Wind Strength
Optimist and O'pen Skiff Open	23 knots
Optimist and O'pen Skiff Intermediate	18 knots
420, Mirror, Laser	25 knots
Wasp	23 knots
29er	20 knots

3. Start Line – Applies to Start Boat only

- 3.1. Start Lines will generally be set square to the average wind direction. A line length of approximately 60 metres works best for normal Club racing, however a longer line may be required for larger sized fleets.

4. Support and Coach Boats

- 4.1. Support and Coach Boats should be equipped with working VHF radios. If this is not the case, a hand-held VHF is to be borrowed from the Dinghy Sailing Administrator. A radio check must be made with the RMT when leaving their berth.
- 4.2. Personnel on Coach Boats must, and on Support Boats are encouraged, to wear life jackets or vests and the kill switch cord.
- 4.3. Coach Boats must immediately undertake rescue duties when requested to do so by the CRO, even if it is not their allocated fleet.
- 4.4. Positioning and duties of support boats will be at the direction of the CRO, and they should not simply follow their child(ren) around the course.
- 4.5. At the conclusion of racing, they should shadow or tow the tail enders back to the beach, and not stand down until all competitors have safely returned.

Race Management Guidelines

One Design Class Racing

Please note these are guidelines for the Race Management Team. Failure to observe these guidelines are not grounds for redress.

1. Application

- 1.1. These additional guidelines are specific to One Design Class racing and championships generally conducted on courses around inflatable buoys.

2. Adjusting the Course

2.1. Change in wind direction

- (a) With a persistent wind shift of 10° or less the course will not be changed unless necessary to adjust for current or to provide a square run.
- (b) Between 10° and 15° consideration will be given to adjusting the course to the new wind provided that the CRO is confident that the shift is likely to persist.
- (c) In excess of 15° the CRO will change the course to the new wind direction when possible.
- (d) In excess of 45° the CRO will consider its influence on the race. The CRO may either change the course if possible, or abandon the race if a fair outcome cannot be foreseen.
- (e) Under the circumstances of frequent and violent changes in wind direction and strength, the RMT may not be able to adjust the course sufficiently or quickly enough to maintain a race of the required standard. In this case the race may be abandoned.
- (f) Changes in current or a difference in the angle of the current relative to the wind may justify variations from these guidelines.

3. Courses

- 3.1. The course length will be set to give the first boat of each fleet the best chance of achieving the target time.
- 3.2. If a leeward gate is used, it will be laid after the start when possible
- 3.3. Where a windward separator mark is used, this should be laid directly upwind of the middle of the bottom gate, with the first windward mark offset the required distance to its side.
- 3.4. Gates and windward separation marks will be approximately 10 hull lengths wide and set square to the average wind. Variations in width and angle may be appropriate to adjust for specific class characteristics, or for current or other prevailing conditions. Laser range finders will be used to determine the width of gates.
- 3.5. Wind speed and direction will be measured from drifting boats.

4. Start Line

- 4.1. The RMT will use a pin Start Line boat where-ever possible.
- 4.2. Start Lines will generally be set square to the average wind. Current, favoured side of the course, expected wind shifts and other variables may justify variation from this guideline.
- 4.3. The RMT will use the following guide to set the length of the Start Line. A larger multiplier may be used in strong winds or heavy seas.

Class	Boat Length (m)	Multiplying factor
420	4.2	1.25
29er	2.9	1.5
49er	4.9	1.5
BW8	8.0	1.25
Contender	4.9	1.5
Dragon	8.9	1.25
Etchells	9.3	1.25
Flying Fifteen	6.1	1.25
Foundation (BW36)	11.0	1.25
Laser	4.2	1.25
Mirror	3.2	1.25
O'pen Skiff	2.8	1.25
Optimist	2.4	1.25
Waszp	3.4	1.75

- 4.4. Sail numbers or bow numbers (if applicable) of boats recorded as OCS, UFD or BFD will be posted on the start boat after boats have finished the race.

5. Start

- 5.1 For races with more than ten competitors, flag U may be considered as the initial preparatory signal, in accordance with RRS 30.3.
- 5.2 There will be a Race Officer at one end of the line and, where possible, a member of the Race Management Team at the other end, sighting the line from each end. Both boats should be anchored.

6. Abandonment

- 6.1 On the first half of the first leg the CRO may abandon in the event of a major, persistent, wind shift (more than 45 degrees). After that, the CRO will let the race continue unless the change is so significant that it makes the race unfair.
- 6.2 The CRO may abandon the race when it is unlikely that the leading boat will complete the course within the overall time limit even if a new wind were to arrive. The further into the race, the less likely it is that the race will be abandoned.
- 6.3 The CRO should abandon the race when the arrival of a new wind causes the fleet to invert.
- 6.4 Where there are frequent and violent wind shifts, the RMT may not be able to adjust the course sufficiently or quickly enough to maintain a race of the required standard. In that case the race should be abandoned.

7. Finish Line / Finish Procedures

- 7.1 The Finish Line will be set before the first boat starts the final leg. The RMT will make every effort to use two finish boats.
- 7.2 The blue flag (and also orange if necessary) will be displayed (without a sound signal) as the first boat rounds the last mark before finishing.
- 7.3 In the case of a late course change for the last run the blue flag will be displayed as soon as possible after the Finish Line has been set.
- 7.4 The Finish Line will be approximately 50 - 60 metres in length, set square to the direction from the last mark, or square to the average wind direction for upwind or downwind finishes. Laser range finders will be used to establish the length of the Finish Line.
- 7.5 The blue flag will be removed (without a sound signal) upon the earlier of: (i) expiration of the time limit, or (ii) immediately after the last boat finishes.
- 7.6 There will be at least one-line sighter and scribe on each finish boat. Each line sighter will use a hand-held recording device to record the order of finishing.
- 7.7 A written record of the finishing order will also be maintained by each finish boat.
- 7.8 Competitors may listen to the voice recording(s) and review the written records of their finishes if requested within the protest time limit.
- 7.9 After all boats have finished, lists of finishing places from the Finish and Pin boats should be compared and any discrepancies resolved, using voice recorder back-ups if necessary.

Race Management Guidelines – Mixed Keelboat Only – Saturday PM

Appendix A – Mid River Start and Finish Line Placement

HALLMARK START AREA DATA

Assumed co-ordinates as given are correct.

Hallmark 41A S 31.59.60 E 115.49.31

- Distance to Dolphin West 42A 448m 307° (127°)
- Distance to Nedlands Baths 41C 174m 194° (014°)
- Distance to Nedlands 41B 354m 072° (252°)

Nedlands Baths 41C S 31.59.509 E 115.49.337

- Distance to Nedlands 41B 300m 281° (101°)

Nedlands 41B S 31.59.541 E 115.49.524

- Distance to Dolphin West 42A 380m 177° (357°)

Dolphin West 42A S 31.59.746 E 115.49.537

- Distance to Hallmark 41A 448m 307° (127°)

Start Boat position S 31.59.653 E 115.49.384 Waypoint 253

- Distance to Initial pin position 200m bearing 135°00'57"
- Distance to Dolphin West 42A 296m bearing 125°37'50"
- Distance to Hallmark 41A 152m bearing 310°10'52"
- Distance to Nedlands 41B 302m bearing 046°40'17"
- Distance to Nedlands Baths 41C 277m bearing 344°31'37"
- Distance to Dalkeith Spit 28 to be measured bearing approx 275° (085°)

Initial pin position (1) S 31°59.7292 E 115°49.4738

- Distance to Start boat 200m bearing 315°00'57" (135°)
- Distance to Dolphin West 42A 105m bearing 107°24'10"

Other pin position (2) S 31°59.72 E 115°49.463

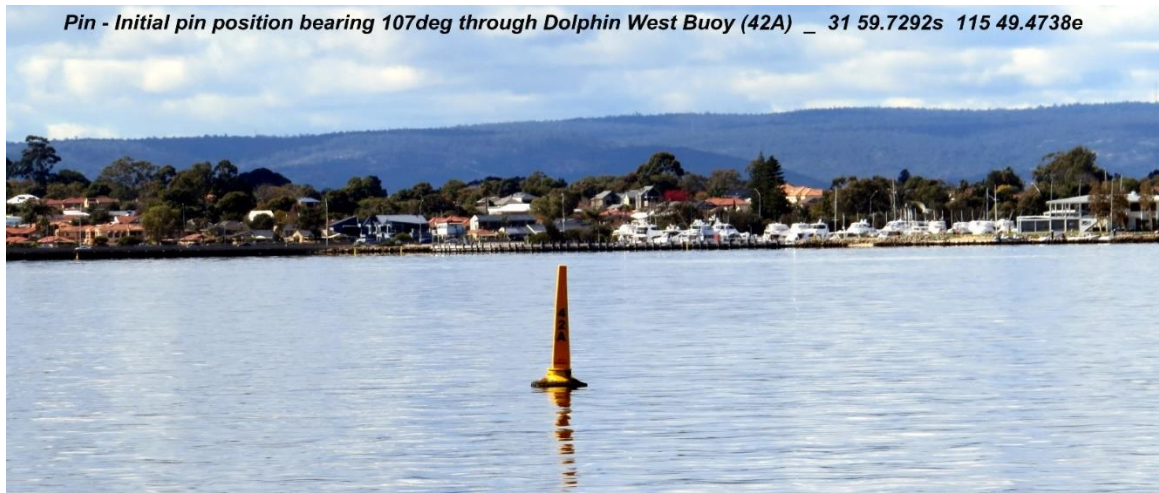
- Distance to Start boat 176m bearing 315°00'02" (135°)
- Distance to Dolphin West 42A 126m bearing 112°30'12"

Other pin position (3) S 31°59.715 E 115°49.457

- Distance to Start boat 176m bearing 315°02'29" (135°)
- Distance to Dolphin West 42A 138m bearing 114°33'21"

Locating photos for Hallmark Start Line

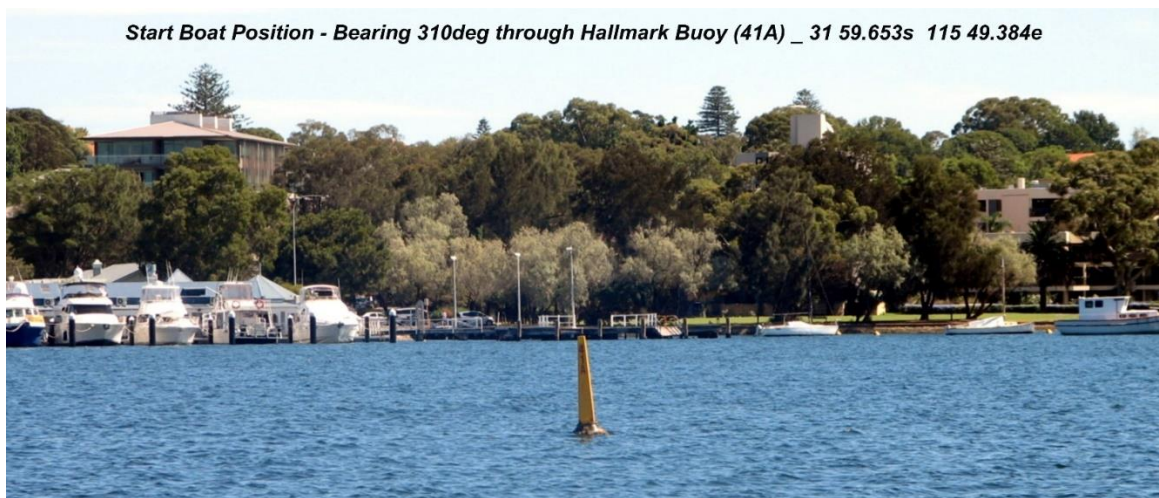
Pin - Initial pin position bearing 107deg through Dolphin West Buoy (42A) _ 31 59.7292s 115 49.4738e



Start Boat position - bearing through Nedlands Buoy (41B) 047deg _ 31 59.653s 115 49.384e



Start Boat Position - Bearing 310deg through Hallmark Buoy (41A) _ 31 59.653s 115 49.384e



MID RIVER FINISH POSITION 1 - FOR COURSE 1

Location between Attadale Spit and Lucky Bay Buoy

32° 00.958 s 115° 48.509 e

Finish boat location bearing 135° – 184 metres to Attadale Spit.

Finish boat location bearing 287° – 571 metres to Lucky Bay Buoy.



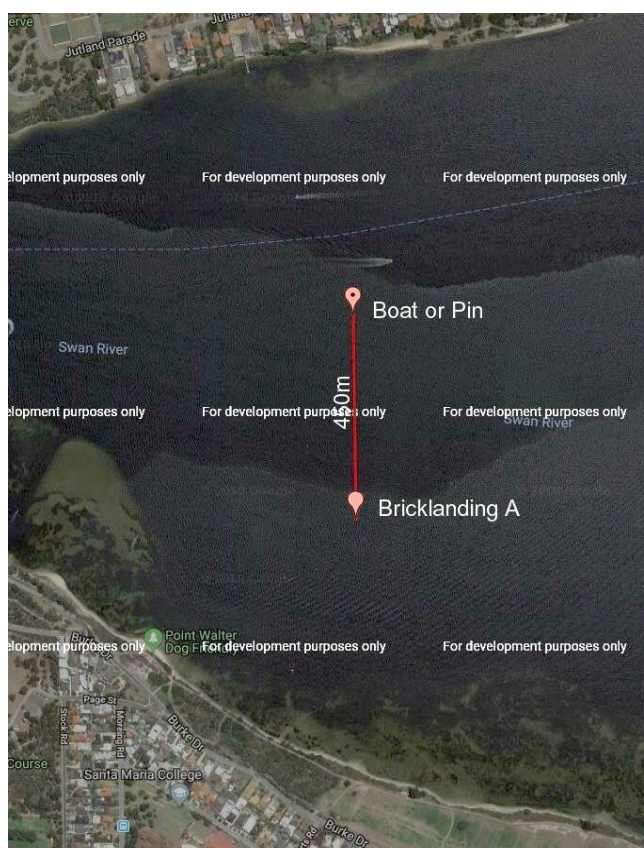
Start Line in the vicinity of Dome Buoy is **generally for Easterly or Westerly** courses 2, 3, and 4.

The images below depict the Start Line as being directly 450m North of Bricklanding A and 204m in length, the Start Line as shown between boat and pin runs North/South 000°. Final pin position is as directed in accordance with wind direction by the Race Officer of the day.

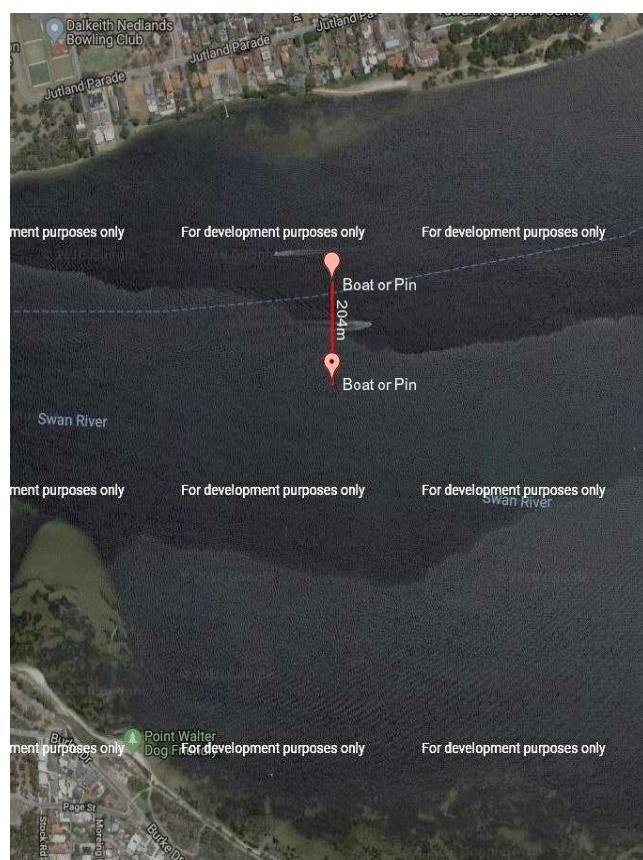
Initial Co-ordinates

Boat or pin 32° 00.51s – 115° 48.00e

Boat or pin 32° 00.40s – 115° 48.00e



Google Image A of Dome Start Area



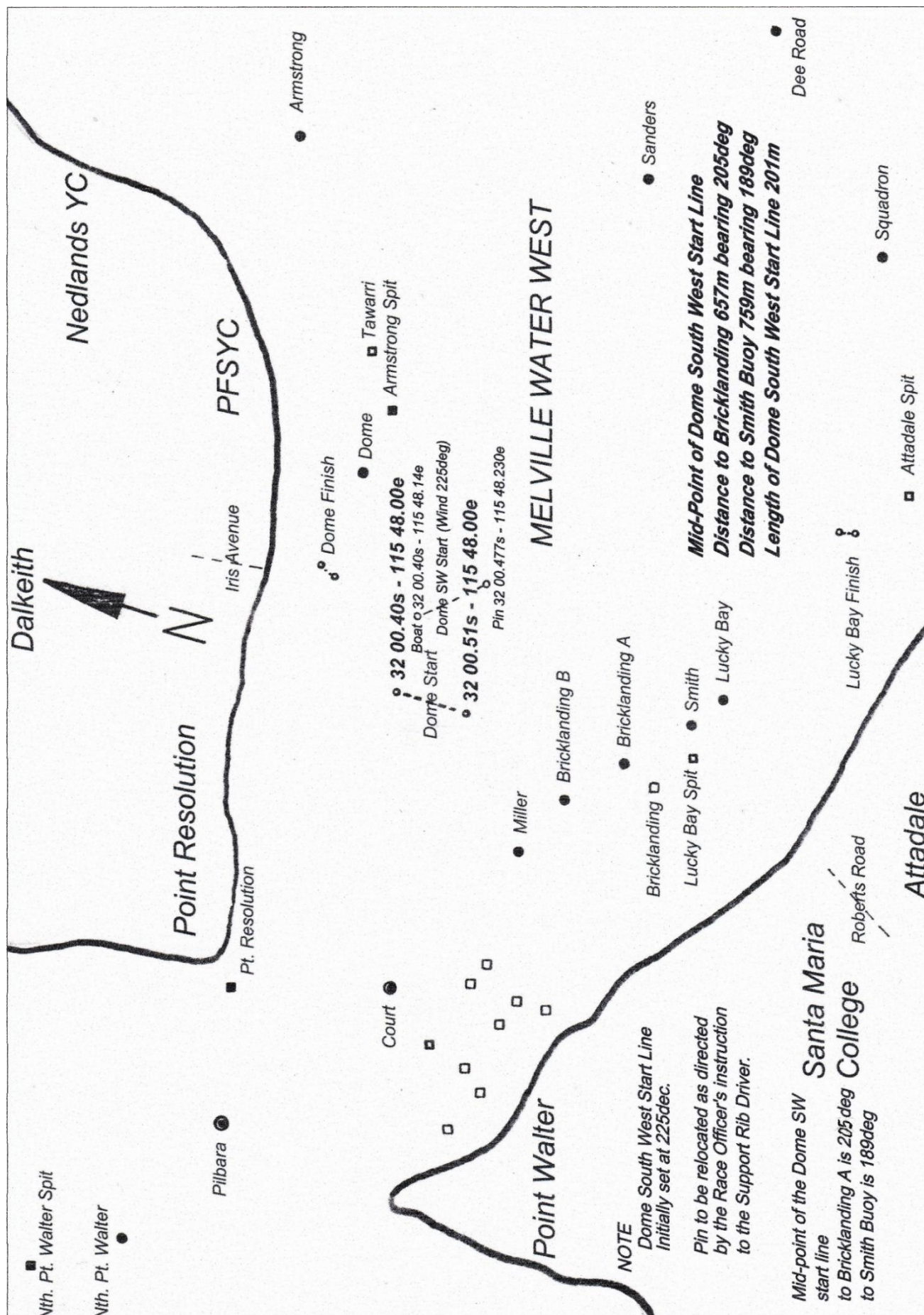
Google Image B of Dome Start Area

The mid-point of the Start Line is 32° 00.450 – 115° 48.000e

Below is a table of distances and bearings from the mid-point of the Start Line

Dome Buoy	060°	644m	Squadron Buoy	118°	1741m
Dolphin West Buoy	062°	2739m	Bricklanding B	200°	458m
Bond Spit	085°	2312m	Miller Buoy	217°	485m
Sanders Buoy	094°	1568m	Nth Pt Walter Buoy	280°	1642m
Dee Road Buoy	100°	2078m	Roe Buoy	296°	2674m

This page is a guide only to assist the Race Officer of the day



MID RIVER FINISH POSITION 2 – FOR COURSES 2, 3, & 4.

Location South of Iris Avenue Dalkeith

32° 00.260 s 115° 48.180 e

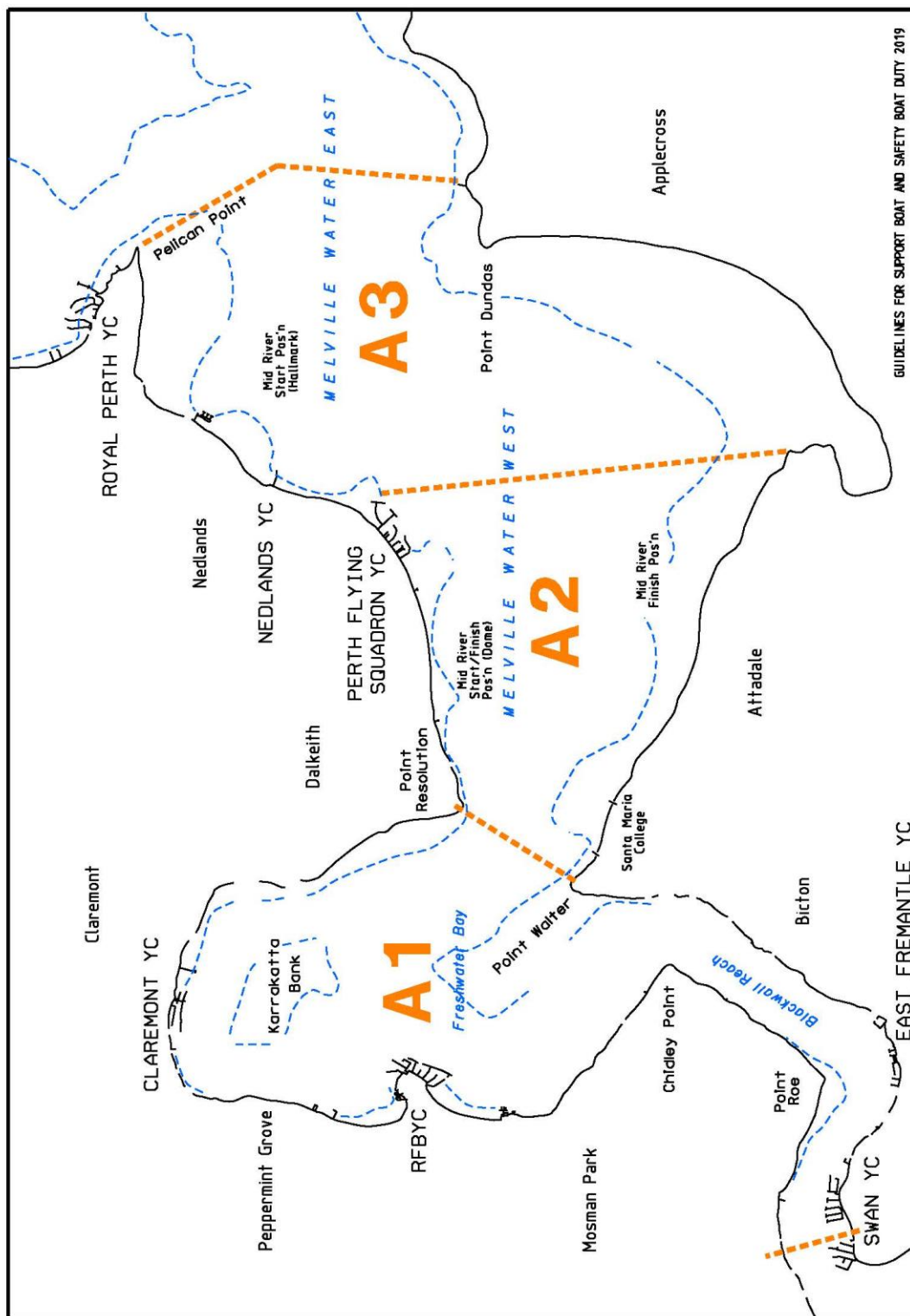
Finish boat location bearing 96° – 276m to Dome Buoy.

Finish boat location bearing 112° – Dee Road Buoy 1902m



Race Management Guidelines – Mixed Keelboat Only – Saturday PM

Appendix B – Rostered Support Boat Areas



Race Management Guidelines

Appendix C – Administration & Result Processing

1.1 Pre-Race

- a) RO or representative to collect bag from Sailing Office prior to going to the Start Box or Start Boat. Bag contains the RO file holding the start times, list of competitors, SIs, Courses, Support Boat Roster, Boat Register,
- b) Review the weather forecast
- c) Brief the Start/Finish team on the days race schedule
- d) Turn VHF Radio on to Channel 77
- e) Carry out radio checks with support boats (if applicable)
- f) Decide on course for each fleet
- g) Team members to prepare flag mast for start sequences.
 - Code flags to be attached are AP, X and 1st Substitute, and these are generally located on halyards at the end of the deck furthest from the start box.
 - The Orange flag is attached to the halyard which is on the high pole next to the top of the stairs.
 - The various class flags are then attached in order of their scheduled starts on the halyards between the orange flag-pole and the start box.
 - The course for each fleet is indicated by the relevant numeral pennant beneath the class flag, and if the short course option has been chosen for that fleet, code flag S is attached beneath the course pennant.
 - Saturday Mid River Starts - If there are a lot of fleets starting at the mid river line, then flags for later fleets may have to replace flags for fleets already started.

1.2 Pre-Start

- a) Spotters to call fleet and sail number preceded by the prefix.
- b) Recorders identify boats in the starting area clearly on the starters sheet. When identifying division boats, note the class flag on the backstay or starboard shroud.
- c) Sail numbers for division boats will have the prefix RF or AUS or as per the home club for visiting boats.
- d) If a boat appears in more than one list, i.e. sports boats also in Division One, the boat must only be recorded on one list.
- e) Any starter not printed on the list should be highlighted at the bottom of the fleet list and included in the total number of boats sailing that day.

1.3 Start Sequence (Races started in accordance with RRS 26)

- a) Race Officer (RO) to sight the line in use, two recorders, three flag pullers and a time-keeper (who also sounds the horn).
- b) The recorders note the course to be sailed for each fleet, the wind strength and direction, the starting time, the sail numbers of any boats identified as being OCS at the start, and any other information of relevance.
- c) RO to use a voice recorder from the lowering of the preparatory signal.
- d) Time-keeper only to call time for fleet warning, preparatory signal and postponement flags.
- e) RO to call course number, individual and general recalls, postponements and also advise the time-keeper when to commence continuation or restarts.
- f) Whilst the 'P' flag is up, the time-keeper is to check with the recorders the number of boats in each fleet. Time-keeper to advise the RO.
- g) Team to count number of boats crossing the start line against the total number of boats identified by the recorders. Immediately notify the RO of any discrepancies.
- h) Breaches of Sailing Instructions are to be recorded on the list of starters and the penalty sheet showing the appropriate breach.
- i) RO and time-keeper to check and confirm start time, wind speed, direction and course number.

- j) Finalise the list of all starters and penalty sheet, checked by the RO and take a photograph and send to the Sailing Office either by text message or email.

1.4 Finishing

- a) RO continues to monitor the race-course whilst the race is underway and prepares the team for impending finishers.
- b) Spotters identify and call class and sail number of approaching boats.
- c) Finish time-keeper to call the time as boats approach and finish. Sound signal is given for the first boat in each fleet.
- d) RO sights the line and calls the sail number and time of each boat as it crosses the line. The recorders write down the sail number and the time called by the Race Officer on the manual finish sheet.
- e) Recorders should cross check with each other when all boats have finished to ensure accuracy of the finish times and to check that each boat that started has been accounted for. Boats that are either DNF or RET should also be listed to make up the total number that started. The tape recorder should be reviewed in instances where a discrepancy in recorders finish times occurs.
- f) Boats noted as OCS must be recorded clearly on the finish sheet with their finish time.
- g) Boats failing to finish later than the time limit need to be recorded as a DNF.
- h) Radio Operator/RO to request support boats:
- Saturday Keelboat Racing – in Areas 2, 3 & 4 to follow the tail end of the fleet downriver as they progress towards the finish.
 - Dinghy Racing – to follow all fleets safely back to the dinghy foreshore.
 - One Design Racing – to follow fleets to the finish.
 - Once all boats having finished racing Support boats to be thanked for their assistance and advised they can stand down.
- i) The RO should review the finish times on the manual sheets at the end of the race and sign off on before they are submitted to the Sailing Office for preparing the results. The result sheet to be photographed and sent through to the Sailing Office for processing.