



MEDWAY YACHT CLUB

Guidelines for MYC Race Management Team 2022

Saturday Sailing Program

1. Introduction

- 1.1. These notes have been prepared to assist the RACE MANAGEMENT TEAM.
- 1.2. The RACE MANAGEMENT TEAM (RMT) will consist of the Race Officer (RO) and Safety/Patrol Boat Crews (SBC). A RO may engage a line helper and may ask for assistance from the Officer of the Day (OOD).
- 1.3. The RMT needs to report for duty by **11.30 am** Saturday and dress is smart casual with jackets.
- 1.4. In order to manage close quarter interaction please adhere to Covid policy.
- 1.5. The Race Officer (RO) has overall responsibility for Racing and safety on the water.
- 1.6. The RO needs to liaise closely with the **OOD** who is responsible for club functioning and safety ashore.
- 1.7. On the day of duty, the RO should, if necessary, seek advice from Flag Officers, Class Captains or other experienced Members of the club.
- 1.8. The RMT should remain on duty until the race program is completed and all competitors have returned safely or are accounted for, and any Protest Committee or Arbitration has been arranged.
- 1.9. THE MEDWAY YACHT CLUB INDEMNIFIES MEMBERS ACTING AS RACE OFFICER AGAINST ANY CLAIM MADE AGAINST THE MEMBER RESULTING FROM THEIR ACTIONS IN CARRYING OUT THEIR DUTY.

2. Race Box systems

- 2.1. Open the race box using code xxx. Largely only the RO and line helper should enter the racebox.
- 2.2. Open shutters using keys usually hung above and right to the computer amongst files.
- 2.3. These keys also open the equipment cupboard under the desk. Importantly the timing clocks and binoculars should be stored here.
- 2.4. Switch on the computer using password.

- 2.5. Power switch for the race control equipment is located on the wall beneath the document rack.
- 2.6. Check that the main radio(should be on channel 37or M1) and supplementary light and sound signal system (LSSS) are working. Make yourself familiar with the system. Please see instructions alongside the LSSS.
- 2.7. Signing on, Start and finish sheets are located in the document rack.

3. Safety

- 3.1. Establish expected weather conditions, using the computer if required.
- 3.2. If above force 3 fly Y flag from the line.
- 3.3. Establish expected commercial shipping movement. Contact Medway Ports Ltd (MP) control room (Medway VTS) for shipping movement on the river for the day–Tel:0151 949 6650, or 0151 949 6148 or Channel 74.
- 3.4. If required postpone starting times to allow shipping through.
- 3.5. Write shipping movements for the day on the board by changing rooms.
- 3.6. Meet safety boat crews at **11.45h** ensuring they are present. Where crew fail to report please establish the class responsible for the duty and request that class to fill in via the class captain.It is their duty to fulfil this and is not 'voluntary'.
- 3.7. Ensure SB crews are competent for conditions. RIBS are to be driven by members holding a Safety Boat Certificate, or have extensive experience. No children under aged 16 allowed to crew unless they hold an RYA PB2 certificate. Normally carry 2 crew but in extreme conditions 3 may be necessary
- 3.8. Ensure SBC have serviceable craft.
- 3.9. Meet with Class Captains at **12.30h** to establish courses and brief as to safety considerations. If the conditions are unsuitable the RO must postpone, restrict sailing areas or abandon racing. This should be done in consultation with class captains. The RO should ensure, especially when weather conditions are marginal, that class captains explain to their classes the limitations of safety cover competitors and are fully aware of: RRS Fundamental Rule 4 – *"It shall be the sole responsibility of each yacht to decide whether or not to start or continue the race"*
- 3.10. Hold a briefing meeting with SB crew **at 1300h**. Ensure SBC have necessary equipment to manage the race on the water.
- 3.11. A box/barrel containing a safety boat manual, flags, a first aid kit; a kit for shortening courses. The SB barrels should be at the back of the race box.

- 3.12. Allocate SBC back up handheld radios.
- 3.13. Brief crews as to courses, conditions, movement of shipping and contingency plans.
Usually, the ribs will look after dinghies and displacement the keel boats. The displacement boat should aid the trot boat before racing starts.
- 3.14. Before racing can commence Safety Boats must be in operation on the water.
- 3.15. Check Radio communications before the start of racing with the boat crews.
- 3.16. Allocate handheld radio to OOD.
- 3.17. Obtain the race signing on/off sheets and attach to the labelled clip boards. Secure on hooks positioned by the changing rooms.
- 3.18. Most occasions, events run smoothly; it is when the unexpected happens that decisions become difficult.
- 3.19. IN CASE OF EMERGENCY THE OOD AND RO AND SBC MUST COORDINATE.
- 3.20. The Trot Boat may be used as an additional Safety Boat.
- 3.21. First aid equipment to be found in the club house and in the drawers of race hut.
- 3.22. MPA Operations Room at Sheerness (01795663025) may be contacted for assistance
Ambulance, Coastguard or Police can be contacted by dialling 999.
Non-emergency police number dial 111
- 3.23. Other Sailing Clubs can be contacted for assistance e.g. Wilsonians call sign "Blockhouse"
- 3.24. The OOD and RMT should remain on duty until the emergency is resolved.
- 3.25. Please refer to MYC Racing Policy Document covering incidents and Emergencies.
- 3.26. Please contact flag officers via club steward.

4. Race Management

- 4.1. Racing Rules 2021 -2024 obtain.
- 4.2. Please familiarize with the updated MYC In River Sailing instructions.
- 4.3. Ensure that the necessary flags are flown or available to be flown.
- 4.4. Meet the Class Captains to determine courses. The RO will make the final decision on courses based on conditions. Ensure that any "special course instructions" are effectively circulated.
- 4.5. Contact WSC- (call sign "BLOCKHOUSE") to gain information as any competitors that might be sailing with MYC racing.
- 4.6. Familiarise yourself with the procedures for postponement and recalls.
- 4.7. Preload the rotational manual start signal flag system in front of the Race Box but facing away

from the river for the time being.

- 4.8. Remember the course to be sailed should also be displayed on the holder on the front of the race box.
- 4.9. The LSSS needs to be activated 6 minutes before the first start.
- 4.10. Record starters and starting time.
- 4.11. Display manual starting signals as per RRS 2021-2024.
- 4.12. Numeral Pennant 8 should be flown on the Line after the last start and until such time as all entered boats have returned safely or are accounted for and the safety Boats are no longer required.
- 4.13. Cross check signing on/off sheet and starters. Competitors not signing on are to be given a penalty of 20% (rounded down) of class competitors sailing in the race.
- 4.14. Maintain radio contact with SBC establishing weather conditions, safety requirements, shipping movements and the need to change or shorten course.
- 4.15. The RO will make the decision and coordinate any change of course (C over R) or shortening of course where necessary. The SBC will effect a finishing on the river, recording finishing positions and times.
- 4.16. In the event of a racing vessel going aground and not be immediately recoverable, the skipper of the vessel is ultimately responsible for the safety of himself, his crew and vessel. Should the skipper and crew decide to remain with the vessel the OOD and Safety Boat crew will ensure that they have water and suitable means of communication (mobile phone and VHF radio). The OOD will inform VTS and Thames Coast Guard of the name of the vessel, persons aboard and location. VTS – 0151 949 6650 or 0151 949 6148. Thames Coastguard 020 8312 7380.
- 4.17. Record finishing times and positions when racing boats cross the line.
- 4.18. Ensure that crews have been taken off racing yachts before advising SBC to stand down.
- 4.19. Co-ordinate the search in the event of missing boats or crew. Boat owners who volunteer their services as additional cover should report to the RO. The OOD will inform VTS and Thames Coast Guard of the name of the vessel, persons aboard and approximate location. VTS – 0151949 6650 or 0151 949 6148. Thames Coastguard 020 8312 7380.
- 4.20. Collect signing off forms. Cross check signing on/off sheet and starters. Competitors not signing off are to be given a penalty of 20% (rounded down) of class competitors sailing in the race.
- 4.21. Organise protest committees and arbitration as required. Please note
- 4.22. The RO must be informed of the intention to lodge a protest within 30 minutes of the

finish of the race.

- 4.23. The protest form submission time limit is 90 minutes after the last boat has finished the last race of the day or the race committee signals no more racing today, whichever is the later
- 4.24. The RO should assemble a protest Committee of three persons.
- 4.25. The protest should be heard after the race or at a later date to be arranged by the RO.
- 4.26. The RO must offer arbitration to the competitor and make arrangements as required; There is a list of MYC Club arbitrators in the race box.
- 4.27. Protest forms to be returned to the office after the hearing is complete.
- 4.28. Complete the results sheets. Make electronic copies and email – Please see attached guidance.
- 4.29. Race results and signing /off forms to be stored in doc rack.

5. End of Duty

- 5.1. Complete Officer of the Day forms with the OOD and ensure they are placed through the Office door
- 5.2. Ensure the following
 - 5.2.1. OOD armband to Race Hut
 - 5.2.2. Radios/transmitters to Race Hut—place on chargers.
 - 5.2.3. Ensure safety boat are locked and containers are returned.
 - 5.2.4. Ensure safety boats keys have been returned to Nissan Hut.
 - 5.2.5. Race box equipment returned to cupboard and locked.
 - 5.2.6. Computer, LSSS, and radio turned off.
 - 5.2.7. Shutters dropped and race box locked.

MYC Sailing Committee 2022