



Assistant Race Officer Guidelines

These are brief guidelines to help you in your role as Assistant Race Officer (ARO).

Please be aware that in addition to your duties on the Committee Boat, you may be asked to get into a Support Boat to assist with changing or shortening course or finishing. You should bring appropriate clothing and be sure you are familiar with these procedures - an appendix is attached to help in this respect. If you have concern about your physical or other ability to do this, you should inform the PRO in the week prior to the duty.

Below are the key roles for an ARO:

1. TIME KEEPER

Call out the time to the person managing the flags and hooter. Keep all the race management team aware of the time to the start, and to what will be happening next e.g. 5 mins to display the Swallow class flag, 1 minute to the P removed etc.

- At 2½ minutes to the start count down in 30sec then at 1min to start count down in smaller intervals
- Coming up to the start, count down the last 10 seconds
- After the start, record the actual start time and the course for each Class and the wind conditions
- It is a good discipline for other members of the team to repeat the time to indicate they are paying attention! (but not at the start)

2. FLAGS

- Prepare and display flags on bandstand to signal the starting area location for the committee boat. (ask PRO which flags are required)
- Prepare all flags on committee boat
- Hoist the Orange Flag - once the committee boat is on station ready to start a race. (Starting Line is between the orange flag on the committee boat and the outer distance mark flying an orange flag).

THE START

Remember it is the flag that counts, if the hooter stops working it does not matter. The **ONLY** time a sound signal is mandatory is when the individual recall flag is hoisted.

5 minute before the start: Warning Signal (CLASS FLAG) displayed - one hoot



*The course must be displayed before the Preparatory signal and no course changes can be made after this signal. Make sure that all members of your start line team are aware of the Preparatory signal in use **and** it's implications. (see SI 8.3 -this amends the RRS 27.1)*

4 Minutes before the start: Preparatory Signal displayed (P, I, Z or black) - one hoot



1 Minute before the start: One Minute Signal Preparatory flag removed - one long signal  ↓

0 The Start: Class flag removed - one hoot  ↓

There are 2 alternative Recall signals (flags on bamboo sticks)

'X' Individual Recall 

- Identify all boats on the course side (OCS) of the start line at the starting signal - PRO will normally call out these numbers.
- Display flag within 2 to 4 seconds after the starting signal with a SIMULTANEOUS sound signal.
- Check all boats on course side return and start correctly. The flag is removed when the last boat re-crosses the start line to the pre-course side.
- If some boats continue to race, the 'X' is left on display for a period of 4 minutes, or 1 minute before the next signal whichever is sooner
- It is removed without a sound signal.

1ST Sub' General Recall 

A General Recall is not mandatory. A Race Officer uses it when he believes that the start is unfair and infringing boats CANNOT BE IDENTIFIED.

Alternative preparatory flags

I flag 

Known as 'round the ends rule' – any boat that is over the start line or its extensions must return to the pre-start side across the extension of the line. (ie round the committee boat or the outer distance mark) . This requires careful monitoring

Black Flag 

All boats that are OCS become Disqualified (DSQ) from that race and any re starts of that race (unless it is abandoned or postponed before the start).When re-starting the race, this signal is removed 1 minute before the warning signal of the recalled class.

U Flag 

All boats that are OCS are Disqualified (DSQ) from that race without hearing but not if the race is restarted or resailed.

Finish line

'BLUE' flag - Hoist to indicate Committee Boat is on station at the finish. 

SHORTEN COURSE - this flag replaces the blue flags at a finish 

3. RECORDER

- As boats approach starting area, tick sail numbers on the left of the 'starters/finishing' sheets.
- At the warning signal and start, check the total on your start /finish sheet and that it agrees with the number of boats seen to ensure they are all accounted for.
- Transfer the sail numbers ticked into a list of boats competing.
- Draw a line in the results column opposite the last boat. This shows the number of boats that must be accounted for.

- Record retirements on the class sheet, record them as DNF
- Where appropriate, record boats finishing each lap.
- At the finish, create a 'Running Record' ie record the boats in order as they finish, regardless of class this is very important as this 'running record' will be used in the event of a protest. ~Times should also be taken when possible. When there is an opportunity the results can be transferred to the class results sheets
- Strike through the starters ticks in first column as each boat finishes so you can see quickly at a glance which boats are left.
- Record if any boat is flying a protest flag (red flag).
- Send the results to the office by mobile phone so that they can be published quickly.

OTHER TASKS SHARED ON THE COMMITTEE BOAT

4. USING THE VHF

This is an example of a call – keep any calls as short as possible

- **COMMITTEE BOAT:** GOLF LIMA - GOLF LIMA –BETIVUKA OVER
- **SUPPORT BOAT** BETIVUKA - GOLF LIMA - OVER
- **COMMITTEE BOAT** GOLF LIMA –BETIVUKA STAND BY THE UPTURNED BOAT - OVER
- **SUPPORT BOAT** BETIVUKA – GOLF LIMA – MESSAGE UNDERSTOOD – OUT

5. DEALING WITH EMERGENCIES (Followed by all on duty)

**Does the casualty require immediate professional medical or paramedic intervention?
If YES, treat as a Serious Incident; if NO treat as a Less Serious Incident.**

Serious Incident

The primary duty of anyone at the scene of an accident or incident is to take immediate action to save life, give help to those injured or to limit damage. The first boat on the scene will take control of the situation and will call the Coastguard on Channel 16 using a MAYDAY call as follows:

MAYDAY, MAYDAY, MAYDAY, This is (name of vessel repeated 3 times)

MAYDAY, (name of vessel spoken once)

MY POSITION IS (give your position using Navigational marks not racing mark)

I AM (state problem),

I REQUIRE IMMEDIATE ASSISTANCE

NUMBER OF PERSONS REQUIRING ASSISTANCE

OVER

Wait for Coastguard to respond. If there is no response with 15 seconds, call 999 on your mobile phone and ask for the Coastguard.

If there is a suspected spinal injury do not move the casualty unless the casualty is in further immediate danger.

The Coastguard will ask for more details of the casualty and respond with the action it intends to take to render assistance. It is essential that you remain in communication with the Coastguard on Channel 16, or 67 if ordered by them. You must remain with the casualty. The Coastguard will provide advice on how to care for the casualty until help arrives. The Coastguard/rescue helicopter will instruct you on what action to take to indicate your position to the rescue services. The rescue helicopter will instruct you on how to prepare for the casualty evacuation using Channel 16. You may be asked to take a casualty to a landing point to be met by an ambulance. The PRO should be informed as soon as possible, after the initial action has been taken. Betivuka maintains a listening watch on Channel 16.

As a guide, the normal response time for a rescue helicopter or the inshore lifeboat to reach an incident in the harbour is about 15 minutes. The harbour patrol boats, which maintain a listening watch on Channel 16, will be alerted to the incident and will respond.

Less serious incident

Administer first aid to the casualty, keep the casualty warm and provide reassurance. Take the casualty back to Itchenor SC where there are trained first aiders, who can care for the casualty and can decide if further medical assistance is required. Inform the Office the situation and the action which you are taking.

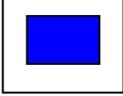
No two emergency situations will be the same. It is impossible to plan and anticipate every situation, but you must be familiar with these procedures. It helps to have thought about what might happen given the weather, tide and racing conditions on the day.

I hope these notes have been helpful and thank you for supporting the club and giving time to do your duty as ARO.

George Rice – Sailing Manager 2018

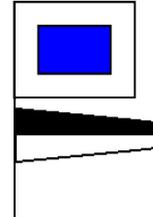
How to shorten a course

You can shorten a course (finish) at any rounding mark.

Display Flag S  with 2 sounds.

If other classes are coming round the mark that are not finishing then you must fly S Flag and the Class Flag/s which you intend to finish.

It is important that the class flag is below the S Flag as shown here for the Mirror class.



Position your boat at right angles to the course from the last mark they rounded, and about 20 - 50 metres from the buoy.

Be ready to write the sail numbers and give a sound signal as they finish.

How to change a course (C flag)

You can change a course at any rounding mark.

Display **Flag C** and the **class flag** below with repetitive sounds as shown here for the Swallow class.



Display clearly on a board the next mark/s.

You need to be in a position where **all** boats can clearly see you.

- About 100 metres before the mark
- Windward of the boats

