



# Assistant Race Officer Guidelines

These are brief guidelines to help assist you in your role as Assistant Race Officer (ARO). The Principle Race Officer has a PRO set of guidelines and has overall responsibility for all ISC Club racing on the day except Open Meetings.

Below are the key roles for an ARO :

## 1. TIME KEEPER

- Runs the starting sequence
- Calls out the time to the flag and hooter persons.
- Calls must be audible over background noise
- Requires concentration!

Write out a list of the times of the sound signals.

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 the Swallow class flag, 1 minute to the P flag down etc.

PRO and Flag person should repeat the time (checks they are paying attention!)

At the start count down from 10 seconds e.g. 10 seconds to Swallow start. 5.4.3.2.1 Go. After the start record the actual start time and the course for each Class.

## 2. FLAG PERSON

This role is the preparation of all flags on committee boat and includes before going afloat the flags on the bandstand to signal the starting area location for the committee boat. (ask PRO which flags are required)

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.

The orange flag must be hoisted 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).

## 3. THE START

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

**4 Minutes before the start:** Preparatory Signal hoisted (Choice of Flags P, I, or black)) - 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 flag procedure chart)*

**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 Recall signals (these flags are on bamboo sticks)

### **'X' Individual Recall**

- Identify all boats on the course side of the start line at the starting signal.
- X flag should be displayed within 2 to 4 seconds after the starting signal with a SIMULTANEOUS sound signal.
- All boats return and start correctly. The flag is removed when the last boat re-crosses the start line to the pre-course side.
- Some boats continue to race. The 'X' is left on display for a period of 4 minutes, or 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 THEY CANNOT BE IDENTIFIED.

When the **'Black'** flag has been used the Race Officer MUST RECORD ALL THE BOATS THAT ARE

OCS as they are DSQ from that race and any re-starts of that race.

When ready to re-start the race this signal is removed 1 minute before the warning signal of the recalled class.

### **Finish line**

'ORANGE' flag - is displayed on the mast on the Committee Boat that is used as the end of the Finish line.

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

## **4. RECORDER**

You are responsible for producing results and account for every boat in the starting area.

As boats approach starting area tick sail numbers on the 'starters/finishing' sheets.

At the warning signal of a class count how many numbers you have and check that this agrees with the number of boats seen. Do a final count at the start.

On starter/finishing class sheets draw a line at the number of starters in the results column (this makes it easy to account for number of boats still racing)

Listen to radio and record retirements on the class sheet above the drawn line and note which support boat notified you. Tick when you see them going past on the way home.

At the finish, record the boats in order. Note the time of the first boat of each class. It is helpful when there is time to strike through the starters ticks in first column when each boat finishes so you can see quickly at a glance which boats are left.

If there is more than one class and they are finishing close together you might need to write all sail numbers in one list and transfer them to the class sheet when there is a lull.

Record if any boat is flying a protest flag (red flag).

**If there is time before returning call the office on the mobile with results so that they can be Published quickly.**

On returning to the club, help the race officer to check all class sheets results are clear and additional information on the top of each sheet completed and return to the office.

## 5. RADIO PERSON

One member of the team should be allocated to use the radio. However it is useful that **everyone** knows the correct radio procedure.

- Call the other boat twice GOLF LIMA - GOLF LIMA
- Identify yourself "BETIVUKA" OVER
- Then the instruction GOLF LIMA-BETIVUKA - OVER
- The reply BETIVUKA - GOLF LIMA - MESSAGE UNDERSTOOD - OUT

## 6. EMERGENCIES

**Dealing with Emergencies-** These procedures are 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 PRO and 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.

Your PRO has a comments form to fill in for the day and we would appreciate feedback as your role as ARO as well.

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Carolyn Brigg, RCS 2011