



Race Duty Crew Briefing Pack:

1. Organisational Overview

Darwin Sailing Club conducts a comprehensive sailing program including:

Off-Shore

- Arafura Short Offshore Series
- Darwin Saumlaki Race

Inshore

- Harbour Series
- Classic Series
- Twilights

Off The Beach

- Point Score Series
- Classic Series
- Green Fleet

Match Racing

- Australian Maid Trophy (International Grade 3)
- Darwin Open Match Racing Regatta (Grade 4)

In addition, DSC conducts club, regional, national and international class regattas.

Who What Where

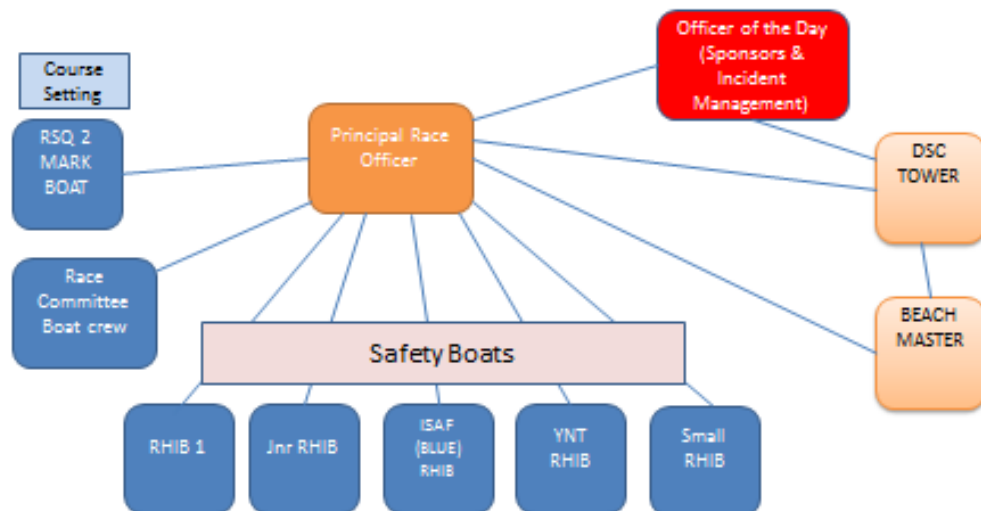
- i. The DSC sailing program is dependent on members and other volunteers, for success. There are roles for a variety of skill sets and interests. Race officiating can be a rewarding path from club level to officiating at the highest level, including world championships and Olympic Games.

DSC facilitates training for race and safety officials to assist them in their roles. The club also recognizes the importance of volunteer officials in several ways, including:

- Providing drinks snacks and meals while officiating
- Recognition at presentations
- Uniform shirts (for regular volunteers)
- Discounted membership (for regular volunteers)



DSC RACE DAY ORGANISATIONAL STRUCTURE



ii. Sailing Office

The Sailing Office:

- Prepares Sailing Instructions and posts to the DSC web-site
- Receives race and series entries and loads to the results system
- Prepares Race Management team cases, including documents, equipment etc.
- Ensures there is adequate fuel on hand
- Liaise with bar and Waterfront Bistro to prepare drink/snack/meals coolers

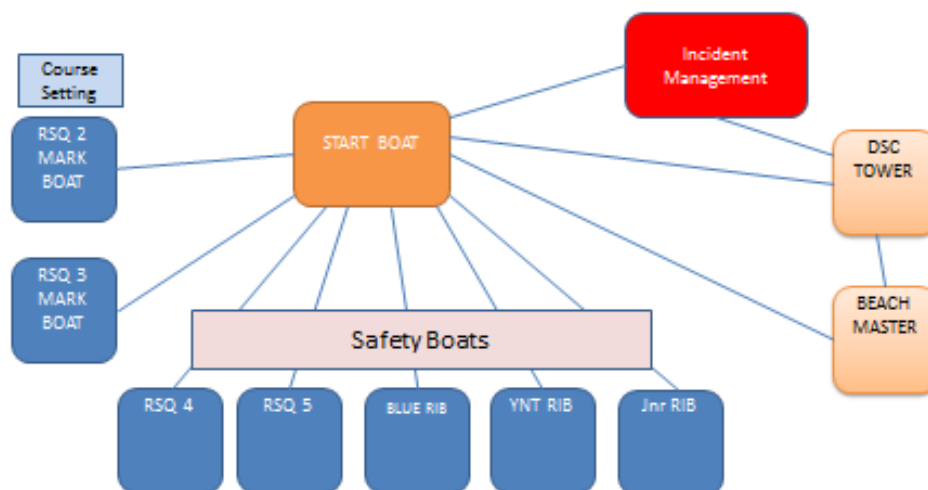
iii. Race Day Management Roles:

1. Flag Officer of the Day
2. Race Officer
3. Mark Layers
4. Safety Officer
5. Safety Boat Crew
6. Results
7. Beach Master/Tower



b. Radio Net

DSC RADIO-NET VJD293



c. Race Entry

- i. DSC (Full) Club members are not required to pay for race entry BUT are required to enter each series or race in which they compete. DSC utilizes an on-line race entry system. This is an online portal and is the ONLY method by which a valid entry can be made.
- ii. Entrants are required to complete all appropriate entry procedures described in the Notice(s) of Race, in order to be validly entered. It is not the responsibility of the Sailing Office or Race Committee to ensure an entry is valid. Invalid entries will not be accepted and will not be entitled to awards or prizes.

d. Race Results

- i. Darwin Sailing Club uses the TopYacht results system for conducting most racing. This system works very well, however, as in all things, the accuracy of entered information both from entrants and race managers, is essential.
- ii. DSC conducts ORC, yardstick (AS Yardstick) handicap (PHS), and class racing. For individual events please consult the Year Book, or Notice of Race, as applicable.

2. All Positions

a. Expectations

- i. To provide a high standard of racing and safety management.



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b. Benefits

- i. (Non-alcoholic) drinks while volunteering
- ii. Bar drinks after racing and pack-up.
- iii. The gratitude of racing sailors and the club.

3. Flag Officer Of The Day

- a. Flag Officers are elected positions within the Darwin Sailing Club
- b. The Flag Officer of the Day:
 - i. Liaises with the duty Race Officer
 - ii. Hosts sponsors at the presentation
 - iii. Conducts the presentation with support from the Race Officer
 - iv. Is the ONLY DSC spokesperson in the event of a significant incident.

4. Race Officer

a. Qualifications

- i. Race Officer is a responsible position and Race Officers should be qualified as such, both to ensure a good standard of race management and for risk management requirements. There are four levels of race officer qualifications:
 1. Club Race Officer
 2. State Race Officer
 3. National Race Officer
 4. International Race Officer.

b. Duties

- i. The Race Officer is responsible for the conduct of racing and safety support. This includes race results. Whilst many tasks can and should be delegated, the responsibility remains with the Race Officer.
- ii. All race management actions **MUST** be in accordance with the Notice of Race and the Sailing Instructions. Deviation from these can result in upset competitors (the customers) and potential applications for redress, by on or more entrants.

c. Resources

- i. The Race Officer will have overall control of all resources required to conduct racing for the event.
- ii. Race Officers should arrange their race management team to manage the foreseeable risks and ensure sailing is as fair as possible, under the Rules.

d. Time line

- i. Start – 10 days Ensure the require duty positions are filled (in consultation with the Sailing Manager)
- ii. Start – 1 day Check Sailing Instructions (Sailing Office to post on website and Notice Board)
- iii. Start – 2.5 hours Arrive at Club.
 1. Collect Race Case from Sailing Office. Case contains:
 - a. Sign On sheet for placement under tower.



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- b. Folder with: Sailing Instructions, Minute By Minute forms, Finish recording forms, Wind plot forms
- iv. Start – 1:45 Brief Volunteers
 - 1. Boats required to be launched
 - a. Check fuel!
 - b. Bungs
 - c. Drinks – Ice and any soft drink required collect from bar – NB the bar opens at 0830. Prepare an Eski for each Race management/Safety boat. Most people are happy with a filled water bottle, however some, including the Mark Boat regulars want soft drink as well.
- v. Start – 1:20 Ensure ferry vessel to Mary Woodrow is loaded with: Race Case, Drinks Eski, Spare Flag roll, 2 X hand held VHF's and get Mary Woodrow crew to board, ready for departure.
- vi. Start – 1:15 Conduct OTB briefing, if required.
- vii. Start – 1:05 Ferry leaves beach
- viii. Start – 1:00 Arrive at Mary Woodrow and depart mooring area for race start area. (See Mary Woodrow operation notes in Race Case).
- ix.

5. Race Committee Boat

a. Race Officer

- i. Overall responsibility for race management and safety
- ii. Should hold at least a Club Race Officer qualification
- iii. Hold VHF Radio Operator Certificate, or higher qualification.
- iv. Decides course and placement of marks
- v. Regularly checks wind speed and direction
- vi. Orders AP (2 hoots) if there are issues with flags, timing, line or course before the start (can be at last second!)
- vii. Calls OCS boats and whether there is an Individual Recall (X flag) or General Recall (1st Substitute)
- viii. Decides which preparatory flag is used. Generally "P", but "U" or "Black" may be used where the fleet, rather than the race management/line/tide is creating OCS.

b. Time Keeper

- i. The large format clock on the Mary Woodrow should be used for all timing. If possible, synchronise this to internet (GPS) time.
- ii. All race starts should use the fleet minute by minute sheets (Race Case, or on the Club website Volunteer Resources page). This gives a clear outline of what actions are to be undertaken. It is MUCH easier if the reference time is a whole minute. To avoid confusion, use a separate sheet for each run of starts.
- iii. The Time Keeper should turn the Auto Hoot on at the appropriate time turning the rotary switch clockwise at 5:10 before the first race start.



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- iv. Time keeper should keep all on the start boat informed of the next action each 30 seconds and count down to the action (10 seconds)

c. Flags

- i. The Flag Officer should ensure that all the required flags are on deck at least 15 minutes prior to the first scheduled start. Generally these are: Orange Flag, 1, 3, 4, 5, 6 Numeral Pennants, AP Pennant, X Flag, 1st Substitute Pennant, N, A, H, C, Red & Green Flags, Blue Flag.
- ii. Flag Officer raises/lowers flags on timing from Time Keeper, or at instruction from Race Officer.

d. Scribes

- i. Scribe is responsible for recording the facts of the race.
- ii. Wind Data – Using the wind data sheets record the wind strength and direction at 5 minute intervals to provide a “picture” of the wind conditions and likely course axis. Data to come from the Race Officer and Mark Boat.
- iii. Record the race start times for each division and finish times for each boat on the Race Finish Sheets. Times must be in chronological order and in 24 hour format. Do not sort into Divisions.
- iv. It is important to ensure that any queries or issues in results recording are resolved before the sheets are passed on to the Results person.

e. Results

- i. Results will be processed by someone with training in using the results program. Generally this will be ashore. You may be requested to email a photograph of completed Race Finish Sheets to sailingmanager@dwnsail.com.au

6. Mark Boat

a. Skipper

- i. Should hold, at least AS Power Boat Handling Certificate. Safety Boat Certificate is encouraged and preferred.
- ii. Hold VHF Radio Operator Certificate, or higher qualification.
- iii. Mark Boat skippers and crew usually have some training in their duties, including GPS operation. The Australian Sailing on-line Mark Laying course is a good start, while working with experienced mark layers also assists in building competence and confidence.

7. Safety Boats

a. Skipper

- i. Should hold the AS Safety Boat Certificate and VHF Radio Operator Certificate, or higher qualification. Experience as a racing OTB sailor is highly regarded

b. Crew

- i. Preferably an experienced OTB sailor and prepared to get in the water to assist in recovery of sailors and boats



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8. Shore/Beach/Tower Coordinator

- a. An important safety role.
- b. VHF Radio Operator Certificate or higher qualification.
- c. Advises the Start Boat of the number of OTB boats signed on, by class.
- d. Assists with any retired boats returning to the beach
- e. Advises the Start Boat of any retired boats which have returned to shore
- f. Posts the "Protest Time Limit" on direction of the RO