



Core Race Team Briefing Pack

This document provides some details of the expected roles and responsibilities of members of the Core Race Team. The Core Race Team provides Chew with a more consistent and easier to organise race team for club run open meetings.

The majority of success in open meetings comes from good preparation in advance of the day / weekend, it is hoped that some of the useful activities that will help here are detailed in the sections below.

There should only be a need to read the section specific to your role, but further reading might provide some useful background for those new to the team.

Any suggested updates to be provided to Sailing Secretary (sailing@chewvalleysailing.org.uk).

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1. Event Co-ordinator

1.1. ~2 months before event

- Confirm duty in Dutyman as far in advance as possible / request swap with same duty at another event if unavailable.
- Liaise with fleet captain to check:
 - Prizes;
 - Entry fees (in conjunction with Sailing Committee and alongside Class Association if applicable);
 - Whether there is a professional photographer (find club member if not. Pro photographer takes precedence and will require a boat to be in);
 - What we are offering wrt catering (include Antonia & Ben Antoniasdeli@protonmail.com in this discussion). Options include pre-paid breakfast roll and hot drink, social evening meal, and pre-paid hot drink and cake with prizegiving.

If there is no dedicated fleet captain either a suitable replacement is required or Co-ordinator takes on roles of fleet captain as well.

1.2. ~1 month before event

- Contact all members of Core Race Team rostered to confirm availability. If unavailable ask them to swap with a CRT member doing another event. If still insufficient available members then contact Duties sec (duties@chewvalleysailing.org.uk) to consider arranging replacements. Reconfirm all availability 1 week before event. Identify 1 CRT member to act as dedicated first aider.

1.3. ~2 weeks before event

- Check in Dutyman who is on general club duty and make contact with the 1st OOD as a minimum (OOD + club duty team may not have realised there is an open meeting, or what that entails). Quite useful to get them to organise parking if not being covered by someone else, usually delegated to the 2nd OOD. Impress on them the importance of being early and of marshalling the first few cars and boats if a reasonable number of visitors is expected. Ensure they are aware that their responsibility will likely continue beyond when open event racing is finished (it's easy for this to get confused).
- Liaise with a flag officer for providing an introduction at the competitors briefing welcoming them to the club (to include: Clean Check Dry, club rules wrt fishermen, campervan arrangements, promote Galley). Also request attendance at prize giving to hand out prizes. Be prepared to carry these roles out if no suitable alternative available.
- Liaise with Nick Martindale (nick_martindale@hotmail.com) to see if someone can open up the bar for the afternoon / evening as required. Access behind the bar may be required to find the tablecloth for prize-giving.



1.4. 1 week before event

- Liaise with RO to confirm CRT are all available, time of team briefing at event and responsibilities for contacting each member with arrival instructions.
- Send entry details to Bill Chard (results@chewvalleysailing.org.uk for pre-population of Sailwave if possible), team in charge of parking (if applicable), Antonia & Ben.

1.5. Day of the event

- Arrive at club >2 hours prior to first warning signal or as indicated by RO. Liaise with RO as soon as both on site.
- Ensure there is a sufficient supply of Entry Forms, Medical Declaration Forms, Junior Sailor Forms and copies of the NoR and SIs printed out. Pin up a copy of the Sis in the dedicated Race Office (likely to be the training room, so suggest this is attached to one of the windows such that it can be read from outside).
- Check the location and battery light of the defibrillator.
- Confirm with fleet captain arrangements for prize giving.
- Throughout the event remain in radio contact with the Race Officer acting as shore liaison. Regularly check in with OODs to confirm content.
- Be general poc over the weekend, including all shore based decisions, (e.g. final say on pulling people off the water if required), overall responsibility for event safety, emergency coordination. Act as beachmaster for smaller events (large events will need dedicated beachmaster, but you may need to assist here).
- Set up table for prize giving (usually kept behind the bar).
- Write a short report and send it to the Sailing Secretary (sailing@chewvalleysailing.org.uk) detailing what went well and what went badly.



2. Fleet Captain(s)

2.1. ~2 months before event

- If a joint event liaise with other Fleet Captains. Combine with liaising with event Co-ordinator to check all bases are covered.
- Liaise with RO / PRO for class specific requirements / preferences for the event (e.g. number of races, course types, timings etc) to be published in the NoR / SIs as applicable.
- Arrange advertising via Association website, ensuring the date is on the Class fixture list. Contact local clubs and previous visitors where appropriate.

2.2. ~1 month before event

- Organise prizes for the fleet (liaise with any other fleet captains: joint purchase might help). Currently Craig Harris (vtzsch@hotmail.com) makes some great engraved acrylic trophies which have been well received.

2.3. ~2 weeks before event

- Ensure trophies present and cleaned for the event.
- Ensure Class Flag available.
- Make any unusual arrangements for parking of cars or boats that may be required such as large fleets, visitors wishing to bring boats the day beforehand, boat washing etc.
- In conjunction with Co-ordinator, arrange cover for the bar after 5pm and any social event.

2.4. Day of the event

- Liaise with Co-ordinator and RO on arrival.
- Assist Co-ordinator with prize giving if required.

2.5. Immediately after event

- Write report of the event for the Club website, Association website (if applicable) and Yachts and Yachting.
- Make an account of entry money taken, less cost of prizes, and give this to the Treasurer/Sailing Committee.

3. PRO

3.1. ~2 months before event

- Responsible for producing NoR and Sis in conjunction with RO, fleet captain and class association as applicable.



4. RO

4.1. ~2 months before event

- Confirm duty in Dutyman as far in advance as possible / request swap with same duty at another event if unavailable.
- Assist in producing NoR and SIs with PRO, fleet captain and class association.

4.2. ~1 week before event

- Liaise with co-ordinator 1 week before event to confirm duty team are all available, time of team briefing at event and responsibilities for contacting each member with arrival instructions.
- Obtain a weather forecast for event. Liaise with PRO, event co-ordinator and fleet captain if forecast is looking unsuitable for running the event.

4.3. Day of the event

- Arrive at club >2 hours prior to first warning signal.
- Liaise with Co-ordinator and Fleet Captain(s) on arrival.
- Bring Committee Boat alongside jetty.
- Complete risk assessment for the days sailing.
- Hold briefing for both club duty team and Core Race Team. RO is responsible for sailing on the lake on the day. Briefing to both club duty team and CRT to cover as a minimum:
 - Introductions and roll call;
 - Radio call signs;
 - Specific duty allocation for RIBs / Dory;
 - Identification of nominated first aider, evacuation point and any fleet specific risks;
 - Code Red procedure;
 - Only the event Co-Ordinator to call 'stand down' at day's end;
- CRT briefing to then cover individual roles for the key team members (boat helms and Committee Boat team).
- Hold briefing for competitors.
- Dress appropriately for weather. You will be outside all day with little shelter from rain / sun.
- Regularly send results back ashore to populate in to Sailwave if possible.
- Regularly contact co-ordinator throughout day for updates (e.g. To warn galley of expected finish time or results team for prize-giving).
- Record finish times / positions using dictaphone / mobile wherever possible.



5. DRO

5.1. ~2 months before event

- Confirm duty in Dutyman / request swap with same duty at another event if unavailable.

5.2. Day of the event

- Arrive at club 2 hours prior to first warning signal or as indicated by RO.
- Locate Co-ordinator and RO to confirm arrival.
- Dress appropriately for weather. You will be outside all day with little shelter from rain / sun.
- Once Committee Boat is alongside check all required flags / equipment are on board and preferably set up before leaving shore:
 - Flags:
 - Class flags;
 - ORANGE & BLUE;
 - 'P', 'I', 'U', Black;
 - 1st Sub, 'AP', 'N', 'X';
 - 'A', 'H', 'L';
 - 'S';
 - Others specific to event.
 - Other equipment:
 - Pole with 'X' vs 1st Sub;
 - Sound Box, Whistle. Etc etc;
- Once afloat, role is to:
 - Assist RO with course setting and communication with Dory / RIBs (where required);
 - Raising / lowering starting signals;
 - Time keeping (both at start and in recording mark roundings / finishes).



6. Recorder

6.1. ~2 months before event

- Confirm duty in Dutyman / request swap with same duty at another event if unavailable.

6.2. Day of the event

- Arrive at club 2 hours prior to first warning signal or as indicated by RO.
- Locate Co-ordinator and RO to confirm arrival.
- Dress appropriately for weather. You will be outside all day with little shelter from rain / sun.
- Locate recording sheets (ensure enough for at least 2 people to record all results) and pens. Deliver to committee boat.
- Once afloat, role is:
 - Raising / lowering starting signals;
 - Time keeping (both at start and in recording mark roundings / finishes).



7. Rib/Dory Helms

Generic

7.1. ~2 months before event

- Confirm duty in Dutyman / request swap with same duty at another event if unavailable.

7.2. Day of the event

- Arrive at club 2 hours prior to first warning signal or as indicated by RO.
- Locate Co-ordinator and RO to confirm arrival.
- Get changed in to suitable kit (as per Duties Booklet you should be prepared to enter the water in a rescue role).
- Launch RIBs and dory as required (following Duties Booklet. You are responsible for your boat, check fuel, anchor, radio etc accordingly).
- Assist in recovering Committee Boat to pontoon as required by RO.
- Ensure boat has a working radio. Note, the handhelds in the Secretaries Office often pick up speech much more clearly in windier conditions.
- Marks:
 - Locate required marks (as instructed by RO). Starting point for mark distribution and roles given below. However, this is subject to RO preference.
 - Check how inflated large orange marks are (noting that the mark store is generally cold and the marks will expand a bit in the sun).
 - Take marks down to RIB pontoon and attach to RIBs as required. Each mark to have single set of tackle which is to be kept in a plastic bucket whenever onshore or in a boat (reduces likelihood of damage to surfaces). Check tackle is securely fastened to marks.
- Roles during racing are given in specific sections below.
- After racing assist with packing committee boat away (RO may be ashore) and follow reverse procedure of morning for recovering equipment and boats.

Specific

7.3. Dory

Role:

- Control of finish mark (location will depend on course sailed) and outer distance mark.
- Station off Pin at start – approx. 10 metres outside line – report OCS as instructed by RO.
- Record at least one list of Mark Rounding numbers.
- Station off finish line and record finishers until relieved.



- Liaise with RIB 2 for snuffers of 2 pins and lifting/store of Finish Pin.

Aboard / Equipment:

- Outer Distance Mark (i.e. Pin end) - Dan buoy with orange flag.
- Mark Rounding Forms, Finish forms. Writing gear and Weather writer.
- Working Radio.
- Dictaphone (or mobile phone with voice recorder app).

7.4. RIB1

Role:

- Control of Marks 1 and 1a (Windward and Spreader).
- Placement of windward marks.
- Regular reporting of wind and wind shifts to committee boat.

Aboard / Equipment:

- Windward mark (large orange inflatable) and spreader (if using, usually smaller orange inflatable).
- Working Radio and a wind indicator/burgee.
- Anemometer (if owned).
- Paper, Pencils. Mark Rounding Forms.

7.5. RIB2

Role:

- Assisting Committee Boat (and Dory) with positioning of the Start and Finish Lines.
- Control of Mark 2 (the 'wing' mark of Triangle or leeward mark of W/L) AND Mark 3.
- Advising competitors of Mark movements.

Aboard / Equipment:

- Marks 2 and 3 (large orange inflatables).
- Red/Green flag pole, +/- boards, Whistle, Pole with 1st Sub and 'AP' flags.
- Paper, Pencils.
- Finish mark (Dan buoy with blue flag).



8. RIB/Dory Crews

8.1. ~2 months before event

- Confirm duty in Dutyman / request swap with same duty at another event if unavailable.

8.2. Day of the event

- Arrive at club 2 hours prior to first warning signal or as indicated by RO.
- Get changed in to suitable kit (as per Duties Booklet you should be prepared to enter the water in a rescue role).
- Assist in launching of RIBs / dory and locating marks.
- Follow instructions of RIB / Dory helms and RO as required.
- Follow reverse procedure of morning for recovering equipment and boats.



9. Registration / Results / Beachmaster

Generic

9.1. ~2 months before event

- Confirm duty in Dutyman / request swap with same duty at another event if unavailable.

9.2. Day of the event

- Arrive at club 2 hours prior to first warning signal or as indicated by RO.

Specific

9.3. Registration

- If a registration role is required then ensure there will be someone on site who can open the bar for the card machine. Sailing Secretary (sailing@chewvalleysailing.org.uk) can assist with finding someone here.
- Position in race office (likely training room) and be prepared to take entries / camper van payments on competitor's arrival. Avoid use of cash - use card machine where possible (usually held in the bar). Note down all payments taken in order to provide info to Treasurer.

9.4. Beachmaster

- This role may not be required (e.g. For small double handed opens). For other events collecting trolleys and assisting with getting sailors off the shore will be required to minimise delay to racing. Try to indicate to sailors where their trolley will be for when they come back ashore. This role also applies to major double handed events and where the Southern pontoon is being extensively used.
- The event co-ordinator may be able to provide assistance here.

9.5. Results

- Input results in to sailwave as they arrive from the race team during the day.
- Review results with RO to check content and no obvious errors.
- Print off results (1 copy for club board, 1 for prize giving and 1 for RO).
- Help with prize giving setup.