



GOOLWA REGATTA
YACHT CLUB INC.

Established 1854

GOOLWA REGATTA YACHT CLUB

RACE MANAGEMENT PLAN

Updated: December 2019

Contents

1. Preamble.....	1
2. Principal Race Officer (PRO) Responsibilities	1
3. Race Personnel Responsibilities.....	1
4. Race Personnel and Accreditation	1
5. Weather	2
6. Course Setting Guidelines.....	2
7. Safety Requirements for Competitors Boats	3
8. Types of Emergency Incidents	3
9. Providing Assistance.....	3
10. Medical Emergency	3
11. Safety Boats	4
12. Media Contact.....	4
13. Police/Emergency Services Contact	4
14. Emergency Contact Phone Numbers	4
15. ATTACHMENT 1: PRINCIPAL RACE OFFICER DUTIES	5
16. ATTACHMENT 2: REGATTA 1 CREW DUTIES	5
17. ATTACHMENT 3: REGATTA 2 AND REGATTA 3 CREW DUTIES.....	6
18. ATTACHMENT 4: BRIDGE CHECKLIST.....	0
19. ATTACHMENT 5: BRIDGE PERSONNEL DUTIES	0
20. ATTACHMENT 6: EQUIPMENT CHECK LIST FOR SAFETY BOATS	3

1. Preamble

This document provides a Race Management Plan ('RMP') for participants in Goolwa Regatta Yacht Club (GRYC) Events.

The primary objective of the RMP is to provide a safe on water environment for competitors and to ensure the optimum deployment and utilisation of race support boats and personnel.

The RMP will be reviewed annually prior to the start of the summer season and all support personnel will be given a copy.

2. Principal Race Officer (PRO) Responsibilities

The PRO is in control of all resources and personnel associated with the running of a race, and has the right to:

- Inspect, or have race personnel inspect, competitors and their boats for compliance to safety, sailing instruction and race requirements.
- Alter the course/s, stop divisions from racing, shorten courses for all or individual divisions, stop individual boats from racing and alter the manner in which the race will be run to suit current and forecast weather conditions and available support personal and equipment.
- Request competitor to provide assistance to a boat and crew requiring assistance
- Abandon a race, before it has started, due to actual and/or forecast weather conditions
- Postpone / delay the start of a race due to forecast conditions
- Abandon a race, after the race has started, due to adverse or deteriorating weather conditions.
- Instigate actions to maximize the safety of the competitors, minimise foreseeable incidents and legal liability.
- Designate backup safety boats from the pool of competitors.

The PRO may seek advice from the Flag Officers in relation to any of the above but retains the right to make the final decision.

3. Race Personnel Responsibilities

All race personnel are under the direct control of, assist the PRO and required to:

- Prepare support boat/s for operation
- Check that all required equipment is on board and operational (see equipment checklist)
- Wear PFD's at all times in support boat/s
- Set course marks as indicated on the course map, or as altered by PRO
- Report via VHF to the PRO regarding actual and anticipated change/s in weather conditions, risk incidents, retirements and competitors requiring assistance.
- Assist competitors as required or as directed by PRO
- Pack up support boat and equipment
- Report any boat / equipment damage or maintenance requirements to the PRO
- Perform any reasonable task as directed by the PRO
- In the event of an incident, complete and submit an incident report to the Club Manager

4. Race Personnel and Accreditation

Principal Race Officer (PRO):

- Boat Operators Licence, First Aid Certificate, VHF Radio Operators Certificate of Proficiency (ROCP), Race Officer Certificate, Safety Boat Operator's Certificate

Regatta 1 crew (Minimum of 2 people):

- Boat Operators Licence, VHF ROCP (recommended), First Aid Certificate (recommended); Race Officer Certificate (recommended), Safety Boat Operator's Certificate (recommended)

Regatta 2 crew (Minimum of 2 people):

- Boat Operators Licence, VHF ROCP (recommended), First Aid Certificate (1 required, the other recommended); Safety Boat Operator's Certificate (recommended); Race Officer Certificate (recommended)

Bridge Personnel (Minimum of 3 people recommended):

- experience with TopYacht Software (recommended), VHF ROCP (recommended); Race Officer Certificate (recommended)

Club Manager:

- First Aid Certificate, VHF ROCP

5. Weather

On the morning of the race the PRO should review the Bureau of Meteorology Goolwa Forecast, SA Coastal Waters Forecast – Gulf Waters and South-Central Coast and the Radar Images.

If the forecast is for 38degrees or greater during the time boats will be on the water participating in a race, the PRO may exercise their discretion and abandon the race.

If a Gale Warning is in place on the day of a race, the PRO may exercise their discretion and abandon the race.

If one hour prior to the scheduled start of the race:

- In relation to trailable yachts and Flying 15's, the current or forecast wind strength for the race area during the race exceeds 25 knots average or 30 knots in the gusts, the PRO may exercise their discretion and abandon the race.
- In relation to OTB classes, if the current or forecast wind strength for the race area during the race exceeds 20 knots average or 25 knots in the gusts, the PRO may exercise their discretion and abandon the race for that division.

In assessing weather conditions for a race, a critical component will be the current and forecast maximum wind strength and gusts. It is noted that wind gusts have been known to vary from minimal to extreme depending on the wind direction and landscape surrounding parts of the race area. The following should be used as a guide.

- Observation of average and maximum wind gusts on the Hindmarsh Island BOM site.
- Observation of wind direction, average wind strength and maximum wind gusts on the water where the race is anticipated to be held
- Forecast for the South-Central Coast of maximum wind direction, strength and gusts and radar imaging from BOM
- The use of wind strength indicator on the water where the race is anticipated to be held

6. Course Setting Guidelines

Flying 15 and Trailable Yachts

These classes will sail under Category 7 conditions and the course set by the PRO may extend into unprotected waters. At least one support boat must accompany this fleet and stay within reasonable proximity of all boats. Due to the range of different boat speeds involved, it will not always be possible to remain in close proximity to all boats. All boats in these classes are encouraged to carry a VHF radio (either

fixed or handheld) so that they can request assistance from the support boats on Channel 72 (repeater 84) or from Sea Rescue on Channel 16 in an extreme emergency.

Off the Beach Dinghies/Catamarans

These classes will sail under Category 7 conditions and the course set by the PRO will be in protected waters only. At least one support boat must accompany this fleet and stay within reasonable proximity of all boats. The PRO will exercise their discretion on the day, but it is recommended that, if there is only one support boat available for dinghy fleet surveillance, the course should be limited to the waters between the bridge and the Goolwa Barrage. If two support boats are available, the PRO may, at their discretion, and depending on the weather, extend the course as far as Laffin Point.

If only one support boat is available for the combined fleet, the above conditions obviously imply that all fleets will sail between the bridge and the barrage.

7. Safety Requirements for Competitors Boats

When a skipper signs a race entry form for a race organised by the GRYC they are agreeing to comply with the Racing Rules of Sailing which includes the Special Regulations and the GRYC Sailing Instructions.

For extended races with limited safety boats, the PRO may designate specific competitors to act as backup/support boats. These boats will be designated with a pink flag.

8. Types of Emergency Incidents

A medical emergency incident occurs when a competitor is injured in some way.

A tow emergency incident occurs when a boat has suffered damage and is unable to make its own headway but the crew are uninjured.

A single boat emergency incident occurs when an individual boat and crew requires assistance due to capsize or major gear failure/damage and crew may or may not be in the water but are uninjured.

A multiple boat emergency incident occurs when several boats have been significantly affected by adverse weather conditions resulting in capsize or significant boat damage and persons are in the water but uninjured e.g. storm or wind front passing through the fleet.

9. Providing Assistance

The PRO has overall control and directs support boats and crews and may direct competitors to help other boats and crews. Safety boat crews are also able to make decisions on whether to assist competitors where immediate communication has not been made with the PRO.

In the event of an emergency incident, the support boat crew's first priority is to assist personnel before providing assistance to right a capsized boat or take a disabled boat under tow. Persons assisted from the water may be transferred back to their boat, to another safety boat, to shore, or to another boat depending on the number and type of incidents occurring at that time and the availability of other boats. Under some circumstances, if all the crew from a capsized or sunken boat are taken on board a safety boat, they may not be transferred back to retrieve their boat until after the race has finished.

Boats requiring a tow by the safety boat during a race may be towed to a safe place and anchored or moored. The PRO will decide and advise the safety boat if a disabled boat is to be towed back to the GRYC. This will depend on whether there are multiple incidents or a single incident.

10. Medical Emergency

When urgent medical treatment is required, the support boat crew should radio the PRO and request an ambulance be called to a specified location. If the support boat crew is not able to contact the PRO, they may use other means to contact an ambulance. eg. by mobile phone, or by radio contact with G Base or Sea Rescue. The support boat should transport the patient to the nominated location, or, if this is not possible, contact Sea Rescue.

Where the medical treatment is non-urgent, the support boat crew may transport the injured race participant to GRYC where the PRO, Club Manager, or other person/s will arrange transport to a medical treatment facility.

Competitors should be made aware that the cost of ambulance and medical treatment is the responsibility of the injured person.

11. Safety Boats

Regatta 1 acts as start & finish boat and as a safety boat during the race. This is a boat capable of retrieving personnel from the water, towing a disabled boat and transporting up to 8 people to shore quickly.

Regatta 2 and Regatta 3 are smaller boats with good stability, capable of retrieving up to 2 people from the water with ease and able to tow dinghies and small boats.

12. Media Contact

Only the Commodore is to have contact / interviews with the media in relation to race incidents. Requests from the media for race and club personnel to provide comments are to be referred to the Commodore.

13. Police/Emergency Services Contact

The PRO is to instigate and may authorise race personnel or club officials to contact the relevant Emergency Services for assistance and provide information in relation to an incident.

14. Emergency Contact Phone Numbers

The following phone numbers and radio channels should be prominently displayed on the bridge.

All emergency services should be contacted on 000 if the situation is serious or life threatening.

Police	131 444 or 000
Sea Rescue Emergency Radio Channel	VHF 16
Goolwa Ambulance	000
Goolwa Medical Centre	8555 2404
Victor Harbor Hospital	8552 0500

Bureau of Meteorology Internet address <http://www.bom.gov.au/weather/sa/>

15. ATTACHMENT 1: PRINCIPAL RACE OFFICER DUTIES

- a) To be familiar with this Race Management Plan
- b) Check current weather forecast and note warnings for expected race times
- c) Decide which divisions will be capable of participating in the race
- d) Ensure support craft personnel and bridge personnel are assigned.
- e) Select course(s) for all divisions, draw on race board or print out copies
- f) Direct start boat crew as to race course area and position of marks
- g) Advise support craft of any special requirements regarding course area or competitors
- h) Conduct Race Briefing
- i) Conduct the start sequence for all divisions
- j) Monitor weather conditions during the race and take necessary action if required i.e. shorten the course or abandon the race
- k) When all boats have completed the race, arrange for all marks to be retrieved.
- l) Confirm that all incidents have been properly dealt with and that all personnel involved are safe. Lodge incident report.

- m) Take any action required to complete the GRYC duty of care and inform concerned parties.
- n) Check results
- o) Arrange presentation
- p) File the race results and post a copy on the notice board.

ATTACHMENT 2: REGATTA 1 CREW DUTIES

Check Fuel & Oil levels

Pump out bilge

Entry in Log Book

Check safety and support equipment as per Attachment 5

Radio check 'G' Base

PRO

Regatta 2

Radio check with other known support craft either on the water or on standby

Obtain a copy of the course(s) and starting sequence

Check Signal flags, race clock and starting horn operation

Confirm copies of GRYC Sailing instructions, RMP and YA RRS on board

Verify that all crew are wearing PFD's

Lay course(s) and lines as required

Conduct starts and be on standby to render assistance

Take finish times if required and deliver to Bridge after the race

Retrieve marks at conclusion of race

Note any deficiencies in equipment or breakages and report them to the PRO
Clean and leave the vessel ready for emergency use

17. ATTACHMENT 3: REGATTA 2 AND REGATTA 3 CREW DUTIES

Check Fuel & Oil levels

Entry in log book

Check safety and support equipment as per Attachment 5

Radio check 'G' Base

PRO

Regatta 2

Radio check with other known support craft either on the water or on standby

Obtain a copy of the course(s) and starting sequence

Verify that all crew are wearing PFD's

Follow divisions or yachts as directed by PRO, Regatta 1 or 'G' Base and render assistance as required

Offer towing assistance to F15's and Dinghies before and after race if required

Clean and leave the vessel ready for emergency use

18. ATTACHMENT 4: BRIDGE CHECKLIST					
NO TOP YACHT (min crew of 2)	CHECK	NO TOP YACHT (min crew of 3)	CHECK	WITH TOP YACHT (min crew of 3)	CHECK
DOOR SIGN Replace door signs with Bridge Signs		DOOR SIGN Replace door signs with Bridge Signs		DOOR SIGN Replace door signs with Bridge Signs	
BRIEFING The Caller should listen to the Briefing The PRO will brief the race management team at 1700hrs on the bridge. The Caller must understand the course and procedures for shortening.		BRIEFING The Caller should listen to the Briefing The PRO will brief the race management team at 1700hrs on the bridge. The Caller must understand the course and procedures for shortening.		COMPUTER LOG ON White laptop computer only to be used Sign in as TopYacht Users – this will allow you to use TopYacht and access Bridge documents on GRYC One Drive Password – grycbridge	
FLAG: Remove any other flags Finish flag (solid dark blue) raised		FLAG Remove any other flags Finish flag (solid dark blue) raised		BRIEFING The Caller should listen to the Briefing The PRO will brief the race management team at 1700hrs on the bridge. The Caller must understand the course and procedures for shortening.	
RADIO Radio Regatta 1 and advise them where to place the finish flag on the water, for clear visual line from the bridge Monitor radio		RADIO All Support Boats should initiate a radio check as they leave the marina If they have not radioed in 10 minutes before Start Procedure; initiate radio check Radio Regatta 1 and advise them where to place the finish flag on the water, for clear visual line from the bridge Monitor radio Record critical radio exchanges		FLAG Remove any other flags Finish flag (solid dark blue) raised	
RECORDING Bring up club racing clock Get out recording sheets, pens/pencils etc Record times		RACE ENTRIES Collect and collate forms, after being checked by Race Officer Sort into Divisions:		RADIO All Support Boats should initiate a radio check as they leave the marina If they have not radioed in 10 minutes before	

<p>Both Timesheets times checked</p> <p>Make notes of any anomalies or time variances of more than 1 seconds and advise PRO/RO/Flag Officer</p>		<p>Div 1:Riverboat -/R Div 2:Trailerables non spinnaker [blank] Div 3:Trailerables with spinnaker - /T Div 4:Monohull off-the beach Div 5:OTB Cats AS Yardstick < 100 Div 6:Large multihull</p> <p>No. of boat entries and sailors counted</p> <p>Final check of no. of boat entries in each Division after the start of the race when Regatta 2 radios no. across the start line</p>		<p>Start Procedure; initiate radio check</p> <p>Radio Regatta 1 and advise them where to place the finish flag on the water, for clear visual line from the bridge</p> <p>Monitor radio</p> <p>Record critical radio exchanges</p>	
<p>FILING</p> <p>File all required paperwork in pedestal cabinet under the bridge desk</p>		<p>RECORDING</p> <p>Bring up club racing clock</p> <p>Get out recording sheets, pens/pencils etc</p> <p>Record times</p> <p>Both Timesheets times checked</p> <p>Make notes of any anomalies or time variances of more than 1 seconds and advise PRO/RO/Flag Officer</p>		<p>RACE ENTRIES</p> <p>Collect and collate forms, after being checked by Race Officer</p> <p>Sort into Divisions:</p> <p>Div 1:Riverboat -/R Div 2:Trailerables non spinnaker [blank] Div 3:Trailerables with spinnaker - /T Div 4:Monohull off-the beach Div 5:OTB Cats AS Yardstick < 100 Div 6:Large multihull</p> <p>No. of boat entries and sailors counted</p> <p>Final check of no. of boat entries in each Division after the start of the race when Regatta 2 radios no. across the start line</p>	
<p>DOOR SIGN</p> <p>Return Office Signs to door</p>		<p>VOLUNTEERS:</p> <p>Write names of Bridge and Support Crew on Volunteer sheet and hand to Club Manager</p>		<p>Check series and race have been created in TopYacht</p>	
		<p>END OF SERIES VOUCHERS:</p> <p>Type up and print when requested</p>		<p>Enter details into TopYacht to form a list of entries</p> <p>NOTE: First time entry in Series; Mixed Class HC is entered as 1.100</p>	

FLAG Taken down after last boat crosses the Finish Line		Check against TopYacht entries for Divisions, Skippers and Sail nos.	
FILING File all required paperwork in pedestal cabinet under the bridge desk		No. of boat entries and sailors counted	
DOOR SIGN Return Office Signs to door		Final check of no. of boat entries in each Division after the start of the race when Regatta 2 radios no. across the start line	
		RECORDING: Bring up club racing clock Get out recording sheets, pens/pencils etc Record times Both Timesheets times checked Make notes of any anomalies or time variances of more than 1 seconds and advise PRO/RO/Flag Officer	
		VOLUNTEERS: Write names of Bridge and Support Crew on Volunteer sheet and hand to Club Manager	
		END OF SERIES VOUCHERS: Type up and print when requested	
		FLAG: Taken down after last boat crosses the Finish Line	
		FINISH TIMES ENTERED INTO TOPYACHT: TopYacht times checked against the manual recorded Timesheet	
		PROCESS RACE: For Handicap results check current race AHC matches the CHC of last previously competed	

<p>race for that particular boat</p> <p>Any queries/anomalies advise PRO/Flag Officer</p> <p>Once approved by PRO/Flag Officer; print off for YS and HC</p>	
<p>FILING:</p> <p>File all required paperwork in pedestal cabinet under the bridge desk</p>	
<p>POST RESULTS and BACKUP:</p> <p>Post results to GRYC webpage</p> <p>Do a backup using the current date</p>	
<p>DOOR SIGN:</p> <p>Return Office Signs to door</p>	

ATTACHMENT 5: BRIDGE PERSONNEL DUTIES

OBJECTIVE:

To take the times and sail nos. (or some other identifiable mark) accurately of each yacht as it crosses the Finish Line regardless of any questions relating to DNF, DNC, OCS or shortened course.

Note:

Recording finish times takes precedence over all other tasks.

Identification of boat and finish time are crucial and can only be performed at the actual moment a boat crosses the line.

ROLES:

The Bridge Crew operates most effectively with the following personnel (a minimum of three) under the management of the PRINCIPAL RACE OFFICER (PRO):

- Race Caller: to call out boats as they cross the finish line and press the hooter button to signify the first boat across for each division
- Two Timekeepers/recorders. Minimum of two, preferable, to enable checking of accurate time recording
- TopYacht operator. This person may also do the recording of times

Timekeepers to observe and assist, if required, to help identify entrants or any other racing matters e.g. boat withdrawals, unusual manoeuvres, issues on the water

TIMING CLOCK: **THIS IS A ESSENTIAL TASK – MINOR DIFFERENCES CAN MAKE LARGE DIFFERENCE AFTER RATINGS AND PERSONAL HANDICAP ADJUSTMENTS**

There are two Bridge Samsung Clock. One for the Bridge and one for Start Boat. Check that they are synchronised. Start and finish times entered into TopYacht will be these times only and not the computer time

BRIEFING:

- The Caller should listen to the Briefing

FLAGS:

- When Bridge is to record Finish Times, the Finish Flag (rectangular BLUE flag) must be flown from the flag pole outside the Bridge window, until the last boat across finish line
- Take down flag after last yacht crosses the Finish Line; signifying the race has ended

RACE FORMS:

Saved in Bridge Documents. Printed spare copies in suspension file in pedestal drawer under bridge table

- Bridge Crew Duties
- Bridge Crew Checklist
- Time Sheet x 2
- Log Sheet
- Sail no. Change
- Alternate Skipper
- GRYC Volunteer Thank You

RACE ENTRY FORMS:

- Collect and collate forms, after being checked by a relevant Flag Officer
- Enter details into TopYacht to form a list of entries
- **Any anomalies leave form aside for TopYacht Checker to enter. Continue with normal process. Ensure the boat's time is recorded on the manual timesheet**
- Race Entry Forms sorted into Divisions and no. of entries counted as well as no. of persons on water; to help cross-check
- When all TopYacht entries completed, a Sign Off Form printed
- Race Entry Forms checked against TopYacht entries for no. in Divisions, Boat skippers and sail nos

- Goal is to have entries confirmed by race start time

Final check of no. of entries will occur after the start of the race, when Regatta Two will radio in no. of boats across the line in each Division to clarify actual starters and divisions

RADIO CHECKS:

Support Vessels should radio as they launch onto the water

If they have not made contact ten (10) minutes before the scheduled race the bridge should radio all support boats; Regatta 1, Regatta 2 and any others as informed by the PRO

EXAMPLE for G Base to Regatta One:

'G'Base:

- REGATTA ONE (Station being called, spoken once only) THIS IS 'G' BASE, ' G' BASE (Station calling is spoken twice), HOW DO YOU READ ME? OVER

Regatta One replies:

- 'G' BASE THIS IS REGATTA ONE RECEIVING (either loud and clear or a description of poor receiving), OVER

'G'Base replies:

- REGATTA ONE THIS IS 'G' BASE; CAN YOU GIVE ME THE NAMES OF THOSE ON BOARD? OVER

Regatta One replies:

- 'G' BASE THIS IS REGATTA ONE WE HAVE (names of persons) ON BOARD, OVER

Any other required communication

Transmission is ended:

- REGATTA ONE THIS IS 'G' BASE, UNDERSTOOD, 'G' Base OUT (indicating end of communication)

GRYC BRIDGE LOG SHEET: THIS IS AN ESSENTIAL TASK

- Record all relevant radio communications during the race

VOLUNTEERS:

Names of Bridge and Support Crew Volunteers to be collated for presentation; and entered onto 'GRYC Volunteer Thank You' sheet and handed to the Club Manager.

END OF TWILIGHT SERIES VOUCHERS:

For the last race of the Twilight series, presentation vouchers need to be printed.

Check with PRO or relevant Flag Officer.

CALLING:

- NO CALL MEANS NO RESULT
- Caller to be provided with Sign Off Forms listing all entrants by race start time
- Callers should familiarise themselves with boats.
- When able to view boats, monitor their progress
- View boats coming up to finish line and predict/advise names, where possible. Seek assistance from other Bridge personnel to identify, if possible
- Call sail no., boat name, colour of hull or sail. Best possible identification
- Be alert to first boat across finish line for each Division and press hooter
- Call – 'coming up', 'coming up' (as required) and 'now' when first part of boat crosses the finish line. Note: this may be a bowsprit on some classes
- **Where finishes are tight or sail no. not identifiable, it is imperative to call 'now' and obtain a time.** Identification can be determined afterwards.

RECORDING FINISH TIMES

- NO TIME MEANS NO RESULT
- Two people to record details
- **Time and other identification of boat e.g. Sail no., class, boat or sail colour are crucial**

- Individual sheets to be signed and dated by person recording
- Times to be checked against each other. Any anomalies to be reported to the PRO or relevant Flag Officer for determination
- Once confirmed, times to be entered into TopYacht

ENTERING FINISH TIMES AND PROCESS RACE/S IN TOPYACHT:

- After entering into TopYacht, verbally check times against manual recorded sheet
- Process race
- Any concerns seek advice from TopYacht Administrator
- Pass Result Sheet/s to PRO and/or relevant Flag Officer for scrutiny

FILING:

File all required paperwork in pedestal cabinet under the bridge desk, in order of:

- Course Map
- Race entry forms
- List of entrants (Sign Off form) from TopYacht
- Timesheets x 2
- Bridge Log sheet
- Race Results

20. ATTACHMENT 6: EQUIPMENT CHECK LIST FOR SAFETY BOATS

Fuel
Life jackets
Fire Extinguisher
In date Flares & V Sheet
Radio/s for communication with PRO and other support boats
First Aid kit with Thermal Blanket and pocket mask
Sharp knife
Screw drivers
Wire cutters
Pliers
Hacksaw
Whistle
Retriever float or similar with rope attached
Floating tow line
Operational water proof torch
Suitable anchor/s
Paddles
Bucket with line attached
Inflator - Regatta 2 only