



Patterson Lakes Radio Model Yacht Club

Guidelines for Class Coordinators and Sailing Race Officers (28 Jan 2021, Rev1)

SUMMARY

- **Class Coordinators are to be established to oversee the race management of each class;**
 - **Central to the race management process is the creation of a Race Management Roster, that will nominate a Sailing Race Officer for each event;**
 - **The primary role of the Sailing Race Officer is to manage the racing, the recording of results, the collection and return of the rescue boat, the proper use of the venue and equipment.**
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Background

The Committee at PLRMYC wish to establish a Class Coordinator for each class that has races scheduled on the PLRMYC calendar. This initiative is based around the desire to:

- give the Class racing the responsibility of managing their events, and
- promote a spirit of sharing race day tasks amongst the competitors.

Class Coordinator's Role

The primary function of the Class Coordinator (CC) would be to contact sailors and formulate a Sailing Race Officer (SRO) roster (Race Management Roster; RMR) to cover each relative Class event listed on the current year's racing calendar. The Class Coordinator would also do the ongoing roster management and substitution of SRO's should that be required throughout the year. Ideally, experienced Class sailors should have a few shared turns at being the rostered SRO. The Race Management Roster (RMR) will also indicate which members have a tow and/or a current powerboat license.

It is also envisaged that the CC will establish and maintain the racing handicaps for the Class fleet (with input from SRO's). The Committee will provide the CC with a contact list of current members that race in their Class. It is important that all sailors in the class have the contact particulars of their CC.

It is also anticipated that the CC will have a close relationship with the Club's Race Officer (RO) and the Club's Deputy Race Officer (DRO) for racing results and racing rule queries.

CC's are also expected to ensure new members have the current access code for the NWSC electro-mechanical cantilever boom gate and are conversant with how that gate operates. CC's are to also assist new members with racing, tuning and rules aspects. If required, this may involve assigning a separate willing class member as a mentor.

Sailing Race Officer Role

The Sailing Race Officer (SRO) role would include:

- setting-up the competitor sign-on list and race results form,
- overseeing competitor sign-on and doing the competitor briefing (prior to racing),
- arrange for the course setting, unpacking/setting-up of equipment, including Covid-19 items (enlist assistance as required),
- ensure the starting radio is operating, is ready for use on site and that the spare battery is accessible,
- collect and record race results (and have them listed on both the Club's Facebook site and the Club's website), and where appropriate,
- arrange the collection, manning and return of the rescue boat, checking of fuel level, etc.....

To achieve the assigned SRO should be at the NWSC at least 30 minutes before the scheduled start.

It is expected that the rostered SRO would start and record the first heat and from there, that activity would be shared, so that all attending would have a turn at race starting/recording and plenty of racing. At the end of racing, competitors should assist the rostered SRO to pack-up the race equipment and return the rescue boat. That expectation could be publicised at the briefing. Pick up and return of the boat should not be carried out by the SRO alone – it is a manual handling task that is better with two or more people.

There is a second battery for the starting radio. This is located in the sailing equipment plastic box that is kept in the rescue boat. When the starting radio battery goes flat, it should be replaced with the second battery. The charger for the starting radio battery is also located in the sailing equipment plastic box there in its own clear container. If the spare battery needs to be installed, the SRO can take the discharged battery home to recharge it and promptly return it to the rescue boat or can contact the CC to work out how this can best be done, to ensure the recharged battery is ready, in case needed at the next event.

Access to the NWSC Secure Compound

With support of Parks Victoria, the Club has been able to attach a key hide to the outside of the Parks Victoria NWSC maintenance shed. This hide contains the keys that open and lock the NWSC Compound and the Club's container. The key hide has a digital push button face and the current number code is available from CC's.

The NWSC Compound is a secure area and Parks Victoria has asked that the NWSC user groups ensure the compound gate is locked. This means that after the rescue boat is taken from the compound, the gate padlock must be locked and the keys returned to the key hide. This assists the PLRMYC as if there is an emergency, the compound keys can be easily found as they haven't left the site.

Our padlock should be threaded through the spare end of the gate chain and locked to the Melbourne Water silver coloured padlock. Our padlock is the brass one used by all the NWSC user groups and is the only one operable by the registered key (yellow plastic indicator) from the key hide. Linking the padlocks in this fashion will enable Melbourne Water, Parks Victoria and all the authorized user groups to get access.

In addition to the registered key (yellow plastic indicator), the key hide contains a key for the container padlock (bright chrome finish) and a silver crescent key (used for the Park Victoria emergency padlock that is fitted to the boom gate when the electro-mechanical sliding cantilever boom gate malfunctions).

Access to the Club's Container and Rescue Boat

The PLRMYC shipping container stores the Club rescue boat, BBQ, folding gazebo, steel jerry can and other Club items, necessary for the conduct of radio sailing events.

The shipping container is fitted with a shielded padlock. The key that operates the shielded padlock is the flat bright chrome finish one obtained from the key hide. The underside of the shield box has a lug with a hole. The padlock should be secured by passing its staple through the hole in the shield lug and then the holes in the container door handle and container handle location lugs. This may take some practice for those not used to securing shipping containers.

A piece of white PVC pipe has been tied to the shipping container door. This is to be pushed into the side of the shield box and over the padlock staple, to stop the staple from moving upwards while the padlock is being pushed close. Check that the shield box, handle and container handle location lugs have been secured by the padlock before leaving.

No need to lock the container while the rescue boat is out of it and at the radio sailing area. Just lock the gates to the secure compound and return the keys to the lockbox, for safe keeping while sailing.

At the entry to the container, there are several interlocking checker plate heavy steel ramps (ensure the container keys are not dropped down in the gaps between the checker plate sections - those sections will be nearly impossible to move). The checker plate ramp doesn't quite meet the floor of the container. After the container doors are open, place the two timber wheel ramps on the checker plate, around the door lug cut-outs. This will enable a smooth entry and exit for the rescue boat trailer wheels. The rescue boat trailer can now be moved from the container by hand. Only move it so far as placing the trailer jockey wheel at the bottom of the checker plate ramp. From there, the jockey wheel can be adjusted and the trailer hooked to the tow vehicle. When the rescue boat trailer is clear of the checker plate ramp, stop and check the fuel in the outboard and in the red plastic jerry can in the boat. If either need a top-up there is a red steel jerry can in the container. Report it to the RO or DRO, if more fuel is required or go and fill the red steel jerry can at the nearest petrol station and provide the receipt to the Treasurer for reimbursement. The outboard fuel is **Standard Unleaded**. You will notice that the outboard has been parked in the upright position. This is to aid transit to and from the waterside and to allow the trailer to fit inside the container.

Getting the rescue boat back into the container is the reverse to getting it out only make sure that the outboard motor and the jockey wheel are both in the vertical position prior to unhooking the trailer

from the tow vehicle. The jockey wheel aids positioning the boat and trailer centrally within the container and against the trailer wheel stops. Removing the rescue boat from the container and replacing it back in there, is generally a two-man operation.

Use of the Club's Rescue Boat

The rescue boat is to be only operated by an experienced member who **holds a current Victorian Marine Licence** and who is conversant with the operation of these small craft. The maximum occupancy of the rescue boat is one operator and one passenger. Both occupants must wear one of the provided life jackets.

At the waterside, unload the race equipment from the rescue boat (do not remove the marine safety equipment or fuel container), tilt the motor and insert the leg tilt pin and untie the rescue boat hold down ropes (starboard side). It is a good idea to sanitise the outboard motor, with a disinfectant wipe (in the Covid-19 Equipment box), prior to launching. Enlist the assistance of a number of other Club sailors to assist with the launching and retrieval of the boat (two either side observing social distancing is good). When retrieving the rescue boat from the water, the reverse process applies (that is the boat is to be launched and retrieved with the motor in the tilt position, to avoid damaging the prop on the bank edge). When launched, use the black bow line to secure the rescue boat to the existing waterside green galvanized stand pipe.

Note, the outboard only has forward gear but is able to be rotated 360 degrees to assist with reverse operation, if necessary.

Before starting, ensure the petrol is turned on and the tank breather is open and **the gear level is in the neutral position**. Park the hand throttle in the Start indicated position, engage some choke for a cold start and pull the starting chord T-handle. To stop the motor, push the red button at the end of the man overboard stop. Always leave the outboard in the neutral position. Never remove any of the safety gear from the rescue boat. If you are not conversant with the controls, ask as there will be a member who can assist.

Remember that the NWSC is a public space that we share with other water-based clubs. We need to understand this and ensure that the rescue boat is operated respectfully and in accordance with marine laws.

Handicap Racing

Handicap events conducted at the NWSC, use the time delay handicap system. Every boat on the club register is given a handicap number that equates to seconds behind scratch. So, a boat with a 0 handicap starts at scratch (when the start countdown gets to zero) and a boat with a 40 handicap starts on the count-up at the 40 second call. For each class, each boat has a magnetic button or strip with either the sail number or skippers name and sail number on it. These are located on the sailing plastic box that is kept in the rescue boat.

The magnetic strips for the IOM's are contained in a green clipboard folder. The strips generally have the respective handicap number marked on the back.

The magnetic sail number buttons for each DF65 and DF95 are located in an A4 translucent plastic document box, along with a page showing the assigned handicap numbers.

Prior to the start of a handicap event, the skippers that have signed-on, have their button or strip placed on the handicap magnetic whiteboard (also stored in the rescue boat) corresponding to their handicap starting time. After each heat, the SRO will increase the handicaps of the better performing boats of the heat (generally first finishing third of the fleet). If the collective handicaps increase throughout the heats and there is too much of a delay after scratch, the SRO can reduce the adjusted handicap of all boats.

After handicap racing, it is important that all magnetic strips and buttons are replaced exactly where they were found so that they are easily retrieved the next time.

If CC's and SRO's have difficulty with the handicap racing system or assigned handicaps, these queries can be referred to the Club's RO.

Racing Results

For both handicap and scratch racing, across all classes, it is mandatory for all competitors to complete all the detail on the Covid-19 sign-on forms. These forms are now double sided and the result sheet is on the back. If additional sheets are required, please inform the Secretary.

At the start of the day, the SRO may require skippers to be rotated through the SRO starting and scoring function, for the sequence of heats. The results are to be logged on the result sheet for each heat, these can be scored by the SRO, Class Coordinator or forwarded to another for scoring, by prior arrangement. The scorer is required to post the provisional results on the Club's Facebook page and provide a copy of the scored results to the webmaster and the Club's RO, for recording. A copy of the completed sign-on form/s is to also be forwarded to the Club Secretary for secure storage.

The following classes use the following scoring applications:

- IOM: SHRS, HMS or arcSail
- RG65: arcSail
- RCLaser: Afleet
- DF95: arcSail
- DF65: arcSail

Some of these systems can be a bit tricky. If CC's or SRO's require information on these systems, this can be obtained by contacting the Club's RO, or the club members that are conversant with the respective systems. It should be noted that the ARYA require championship or ranking events to be scored via SHRS or HMS.

Refer to the club's Sailing Instructions for more detail on discards and the minimum number of boats required to constitute an event plus applicable racing rules of sailing.

PLRMYC Covid-19 Safety Plan

The PLRMYC Covid-19 Safety Plan was initially devised by the Committee to guide, instruct and support sailors participating in the foreign activity of Recreational Sailing and, importantly, discourage those who were not well or who were in high-risk groups, not to attend radio sailing during the pandemic. The Safety Plan broadly outlines these objectives. As a secondary goal, the circulation of the Safety Plan aims to increase the Covid-19 awareness for all members and provide an understanding of the Restrictions and the implications of a person's non-compliance. We need to recognise that we sail in a public environment and our actions are under scrutiny. Being able to sail in very challenging times must be respected and or actions must demonstrate that privilege.

The current version of the Safety Plan places compliance on the shoulders of the participant, with the Club providing support, in the form of signs, sanitising spray, sanitising wipes, sanitising handwash, witches' hats for sailing stations, etc... Versions may even involve mask wearing or mask carrying.

If the SRO doesn't believe participants are complying with the Safety Plan, the Committee empowers the SRO to shutdown sailing. To date, where Safety Plan measures have not been fully observed by individuals, a word to all participants, between heats, to explain what is happening, has seen compliance. This is a new competition environment and we are all human and changes may take time to adjust to.

It is mandatory that all skippers that participate into PLRMYC events, and members observing on the day, sign and complete the details on the Sign-on form, so we can respond to the CHO should contact tracing be necessary.

The observance of social distancing, whilst skippers are allowed to walk the bank, is an area of risk that has been identified. The SRO may need to focus on this. However, participants should now be totally conversant with the need to abide by social distancing, in all forms of their life, including at the NWSC.

All members are aware of the Club Rules and now, the Safety Plan. If sailors do not conscientiously observe the Rules and the Safety Plan requirements, those actions may affect other members and the Club's reputation. The Committee doesn't want SRO's put into confrontation with those who do not abide by these requirements, so SRO's are encouraged to discuss any awkward situations with the CC or the Commodore.

The Committee will keep abreast of the Covid-19 restrictions imposed by the Victorian Chief Health Officer (CHO) and enforced by the police. That may mean future easing or tightening of Restrictions and may affect how we go sailing. CC's and all members will be kept informed of any adjustments to the current PLRMYC Safety Plan. We can only wait and see.

The current version of the PLRMYC Safety Plan is always available from the Commodore and the CC.

Approved by the Commodore and Race Officer

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