



Capricornia Cruising Yacht Club

Duties of a Principal Race Officer (PRO)

General Duties

- A member of the Sailing Committee's decision making process.
- Acts as communication link between competitors, Sailing Committee, Handicapper and Protest Committee.
- When setting a course, the PRO should take into account the sailing conditions (wind direction, wind speed, swell and tide) and will attempt to set a course as fair as possible for all entrants. Each course shall consist of both windward and running leg(s).
- Where practicable, the course for Division 2 may be shorter to enable all yachts to finish as closely together as possible.

Specific Duties

1. *Pre Race*

- a. Consult with Starter several days prior to the event.
- b. Review Sailing Instructions.
- c. Conduct briefing at the clubhouse at 09:30 unless Sailing Instructions state otherwise.
- d. Organise equipment and launching of the "Deirdre P".

2. *Competitors' Briefing*

- a. Introduce officials (Starter, Finisher etc).
- b. Determine course location within the limits of the Sailing Instructions.
- c. Point out Start/Finish line and whether a Committee Boat will be on station.
- d. Point out any on-water or on-shore hazards.
- e. Indicate location of sign-on sheets.

3. *During Race*

- a. Assume responsibility of making all Sailing Committee decisions for this race. You may wish to consult members of the Sailing Committee for advice.
- b. Ensure race is run in accordance with Sailing Instructions and Racing Rules of Sailing (2009 -2012).
- c. Respond to changes in weather conditions (change of course, shorten course, abandon or postpone race).
- d. If the sailing instructions require radio schedules, the PRO shall conduct Radio Schedules or appoint another vessel to do so.

4. *Post Race*

- a. Ensure all competitors and Sailing Committee Boats are accounted for.
- b. Ensure the "Deirdre P" is cleaned; equipment suitably stowed and locked away.
- c. Ensure the Handicapper receives finish times.
- d. Ensure a member of the Sailing Committee receives protest forms.

Reference – Introduction to Club Race Management – Seminar by YA



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Suggested sequence of events for the PRO

One week prior

Contact the CCYC Vice-Commodore at least one week prior to your scheduled duty confirming your availability. If you are unable to perform the PRO duty on the allocated date, please swap with some else and inform the Vice-Commodore of the new arrangements.

On the Wednesday prior

Contact the Caretaker (4933 6501) to confirm the pickup boat is fuelled and battery charged. Confirm availability of the Starter. If the Starter is not available please organise somebody else. If unable to do so, contact the Vice Commodore.

On race day

- 0900 Put out sign on/off form. These are available in the sailing committee filing cabinet underneath the VHF radio in the clubhouse. Complete notification of course details on blackboard in briefing area.
- 0910 Help the Starter load the pickup boat with equipment (buoys, clock, flags, flag staff, safety gear, air horn race management manual, GPS). Test motor prior to launching.
- 0915 Help the Starter launch the pickup boat (Do not forget bungs in boat). Tie up on the inside of the club pontoon.
- 0930 Conduct briefing 90 minutes before the start.
- During race The PRO should do all that is possible to have a result. This may require shortening the course as per YA Racing Rules of Sailing. If the PRO is competing then communication should be made by radio to all competitors informing them of the new course and arrangements for recording of elapsed time if no Finisher is available. You maybe requested to radio finish times to the club so calculation of results may commence.
- After race After last boat has finished, ensure that all buoys and marks are retrieved. On returning to the club, help Starter retrieve the pickup boat, unpack it returning equipment to their correct place, clean the boat, flush the motor and disconnect the battery. In conjunction with the handicapper, calculate corrected times and in consultation with the Vice Commodore announce the results of the race

Suggested sequence of events for the Starter

- 0910 Load the pickup boat with equipment (buoys, clock, flags, flag staff, safety gear, air horn race management manual, GPS).
Test motor prior to launching of the pickup boat.
- 0915 Launch the pickup boat (Do not forget bungs in boat). Tie up on inside of club pontoon.
- 0930 Attend race briefing.
- 1000 Leave club (with sign on sheet or time sheet and pen/pencil) to lay buoys where required in keeping with the following rules; Rule 4 - The Start and Rule 6 - The Finish.
Ensure radio is on and set to VHF 73. Do radio check with CCYC when leaving harbour.
- 1045 On station at start line with port/starboard flag flying.
- 1055 5 minutes to start (GPS Time), fly CCYC flag accompanied with sound warning.
- 1056 4 minutes to start, leave CCYC flag flying; raise code flag P accompanied with sound warning.
- 1059 1 minute to start, leave CCYC flag flying; lower flag P accompanied with sound warning.
- 1100 Drop CCYC flag accompanied with sound warning. If anything unusual happens (e.g. Recalls) refer to Racing Rules of Sailing book or YA Race Management Manual.
- 1105 Stay on station allowing for late starters (about 10 minutes).
Ensure that there is somebody available to record finish times. Set finish line early.
- After race After last boat has finished retrieves all buoys and marks if requested by PRO.
On returning to the club, retrieve the pickup boat, unpack it returning equipment to their correct place, clean the boat, flush the motor and disconnect the battery.

MANY THANKS!!!!