



OCEAN RACING CLUB OF VICTORIA

RACE DIRECTOR'S MANUAL

Pre Race Planning

**VERSION 6
JULY 2022**

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1. PLANNING

The ORCV assign a responsible person to plan and manage every event/race, an “Event Champion”. This may or may not be the person who is ultimately the Race Director. They are responsible for making sure all of the activities required to set up and run the event have people assigned, timing planned and are checked for completion. Their focus is on marketing and promotion, hence the interest in the release of a Notice of Race as soon as possible. There is an Excel project plan template for each race, established to support the organization of every event. The office staff primarily use this document together with the Event Champion. A sample follows as an outline for the remainder of this manual.

PreEvent/Race Project Plan Template Sample

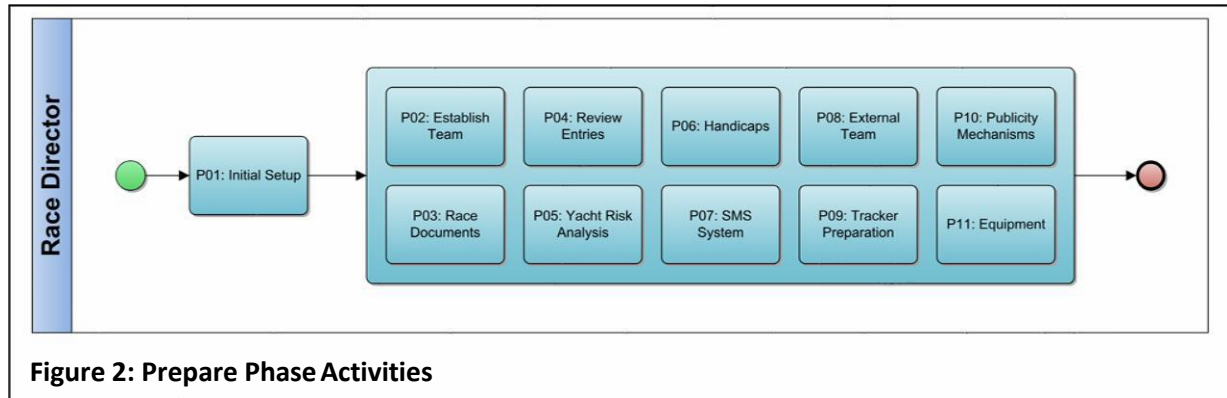
Race:		Melbourne to Stanley			Tools:		Hide X Rows	Show
Start Date:		Saturday, 29 October 2016						
Start Time:							Outstanding	Filter
Pre-Race Actions		Status						
Days pri	Due by:		Task:	Category:	Action by:	Action da	Notes:	
145	6 June 2016	y	Prepare promotional posters	Media	N.McGuigan			
145	6 June 2016	y	Draft NOR - content, publish date, tides, start time	Documentation	N.McGuigan			
145	6 June 2016	y	Check tides for start times	Pre-race admin	Office			
145	6 June 2016	y	Distant club - preparatory catering & berthing options	Pre-race admin	Office			
100	21 July 2016	y	Media: "Are you ready"	Media	Office			
100	21 July 2016	y	Publish start date/time	Documentation	Office			
100	21 July 2016	y	Publish NOR	Documentation	Office			
100	21 July 2016	y	Organise on-line entry with TY	Pre-race admin	Office			
80	10 August 2016	y	Test on-line entry for race	Documentation	Office			
80	10 August 2016	y	Publish invitation to enter	Documentation	Office			
45	14 September 2016	y	Establish event manager	Pre-race admin	Committee		Martin	
x	#VALUE!	N	Prepare promotional poster distribution list	Pre-race admin	Office		Upcoming events poster replaced this	
x	#VALUE!	N	Distribute promotional posters	Pre-race admin	Office		Upcoming events poster replaced this	
x	#VALUE!	N	Email PDF race flyer to clubs and potential competitors	Pre-race admin	Office		On line and sms marketing instead	
30	29 September 2016	y	Check van maintenance / last use feedback	Van / Radio / Equipment	Rik Head			
30	29 September 2016	y	Check radio equipment / last use feedback	Van / Radio / Equipment	Rik Head			
x	#VALUE!	N	Media - "Earlybird entry closing soon" - 5/10	Pre-race admin	Office		Date extended so not required	
x	#VALUE!	N	Organise spectator fleet (motor boats, yachts)	Media	Office		1.30am start	
25	4 October 2016	y	Book van on ship	Pre-race admin	Office		emailed Toll	
25	4 October 2016	y	Book flights for RD & assistant	Pre-race admin	Office		travel with van	
25	4 October 2016	y	Book accommodation	Pre-race admin	Office		No twin room \$99 per room per night	
20	9 October 2016	y	Check light for finish line	Van / Radio / Equipment	RD			
20	9 October 2016	y	Invite Incident Management team (reports to MV as RD)	Pre-race admin	Office			
14	15 October 2016	y	Draft Sis for review	Documentation	Nick McGuigan			
12	17 October 2016	y	Remind tracker admin of deadline	Documentation	RD			
10	19 October 2016	y	Source flags	Pre-race admin	Office			
10	19 October 2016	y	Source wine	Pre-race admin	Office			
10	19 October 2016	y	Check CG Queenscliff for start	Van / Radio / Equipment	Office		talked and emailed	
10	19 October 2016	y	Check flare cartridges	Van / Radio / Equipment	Office			
10	19 October 2016	y	Confirm van	Pre-race admin	Office			
10	19 October 2016	y	Confirm accommodation	Pre-race admin	Office			
x	#VALUE!	N	Media releases	Media	Office			
10	19 October 2016	y	Sked times - check for conflicting times	Documentation	RD			
10	19 October 2016	y	Distant club - followup numbers & catering	Pre-race admin	Office			
10	19 October 2016		AMSA liaison	Documentation	Office			
10	19 October 2016		PolMC - aquatic event advice	Documentation	Office			
10	19 October 2016		Sign off and publish Sis (target 10 days prior)	Documentation	Ray Shaw			

10	19 October 2016	y	Prepare tracker list	Documentation	S Dryden		
8	21 October 2016		Source/prepare labels for wine	Pre-race admin	Office		
8	21 October 2016	y	Remind handicapper of deadline	Documentation	Office		
8	21 October 2016		Distant club - followup pilotage & berthing requirements	Pre-race admin	Office		
7	22 October 2016		Van to ORCV- Fuel and load	Van / Radio / Equipment	Office		
7	22 October 2016		Collect and box up van equipment	Van / Radio / Equipment	Office	List ??	
7	22 October 2016		Prepare trackers for distribution	Documentation	Office		
7	22 October 2016		Publish Handicaps	Documentation	Office		
5	24 October 2016		Top Yacht - create race	Documentation	P.Chalkley		
5	24 October 2016		Confirm boat compliance in Topyacht	Documentation	Office		
5	24 October 2016		Confirm crew compliance incl PLB in Topyacht	Documentation	Office		
5	24 October 2016		Collate race administration contact document incl crew (Folder)	Documentation	Office		
5	24 October 2016		Media - advise numbers, race start/finish info, extended forecast, observal	Media	Office		
5	24 October 2016		Distant club - followup numbers & catering	Pre-race admin	Office		
5	24 October 2016		Distant club - followup pilotage & berthing requirements	Pre-race admin	Office		
5	24 October 2016		Publish Sked sheets	Documentation	Office		
5	24 October 2016		PoMC - check Aquatic Event Advice incl SIs, race contacts etc	Documentation	Office		
5	24 October 2016		Check weather - SMS to skippers	Documentation	RD		
5	24 October 2016		Media releases	Media	Martin		
5	24 October 2016		Leave at home data sheet	Documentation	Office		
5	24 October 2016		Compile final crew contact documentation	Documentation	Office		
x	#VALUE!	N	En-route ports - email SI, race admin contact sheet	Documentation	Office	Not-required	
5	24 October 2016		Water Police - email NoR, SI, race admin contacts & crew contact list	Documentation	Office		
5	24 October 2016		Coast Guard (race start) - email race admin contact sheet	Documentation	Office		
5	24 October 2016		Distribute trackers	Pre-race admin	Office	Will need help	
3	26 October 2016		Complete & sign off Risk analysis (Race Director)	Documentation	RD		
3	26 October 2016		Documentation to Race Director (Folder with prints)	Documentation	Office	Future improvement electronic possible	
3	26 October 2016		Check weather - SMS to skippers, safe travels	Documentation	RD		
2	27 October 2016		Pre prepare boat profiles	Documentation	Simon/Martin		
2	27 October 2016		Prep 2 handed spreadsheet	Documentation	Simon/Martin	New for tracking Championship	
2	27 October 2016		Deliver van for transporting	Van / Radio / Equipment	RD	Toll will advise date	
0	29 October 2016		Pt Lonsdale - check scheduled shipping traffic	Race director	RD		

Note the count down column number of days which calculates target dates.

2. PREPARATION

The Prepare phase covers the various preparation and setup tasks that must take place before the race can proceed (Start). Shown below are the activities that take place during this phase. These are described in the sections following.



2.1 Initial set up

This activity contains those steps required to set up the administrative mechanisms required to manage the remainder of the race activities.

- Setup Folder in the Sail Committee Team site, drawing content from the previous year
- Read the previous year's race report and lessons learned
- Review the Excel project plan for standard pre race activities. Add any actions specific to the particular event.

2.2 Establish Team

Establish the members of the ORCV Team who contribute to the success of the race and who perform some of the activities for which the Event Owner is responsible. Not all of these people will be put in place day 1 but will occur closer to the event.

- Head of Sailing (usually a flag officer)
- Race Owner, the event champion
- ORCV Office staff
- Incident Management Team
- Handicapper
- Race Director Team
- Additional volunteers

Note team members would receive communications from the office, Event Champion or Race Director or team leads pre race.

2.3 Race Documents

Ensure the race documents are completed, correct and available at the appropriate times and that the Race Director is familiar with the contents and stipulations of the Notice of Race and Sailing Instructions.

- Notice of Race (Event Champion is document owner) – the legal contract with entrants so very important

- Sailing Instructions (Race Director is document owner)
- Leave at Home Document (Office is document owner)
- Schedule Sheets (Office is document owner)

2.4 Topyacht Entry System (TES)

Once a Notice of Race is ready to publish, the office will set up the Topyacht Entry System and update the web site links to it. The race will be configured including any required documentation upload functions. The Event Champion should check this with the office.

2.5 Review Entries

The office will review each yacht entry to ensure eligibility of the yacht and the accuracy of the data provided to verify the following. Note the Race Director is ultimately accountable so should be working closely with the office.

- yacht details complete & correct
- yacht satisfies eligibility criteria in Notice of Race
- yacht stability criteria & evidence is acceptable
- insurance sufficient and current
- audit completion
- radio check and/or sat phone check completion
- qualifying race or passage completion
- EPIRB and PLB details supplied, checked with AMSA, noting battery is checked during audit
- yacht life raft certificate & capacity sufficient
- crew details complete & correct, especially NoK
- crew AS Numbers supplied and current
- crew age and experience eligibility
- sufficient SSSC certificate holders on board
- sufficient First Aid certificate holders on board
- sufficient Radio Operators on board
- skipper qualifications or experience

2.6 Yacht Risk Analysis

Race Directors (and their team) should develop a personal knowledge of the yachts and their skippers to identify yachts that are potentially at risk due to lower levels of experience and other reasons. It may be that they are just unknown to the ORCV.

- Assess each yacht's capability as declared in the entry system
- Assess each yacht by discussion with people who know the yacht:
 - Head of Sailing
 - Office
 - Other home club
 - Other boats
- Identify boats potentially at risk
- Determine suitable risk response plans
- Send via TES SMS or conduct briefing for all skippers and navigators (for each boat) to:
 - Introduce self as Race Director
 - Remind everybody of contact phone numbers
 - Request verification of Persons on Board
 - Reminder for data accuracy (Boat & NoK details)

- Reminder to be contactable during the race – VHF monitored, AIS and Tracker powered up, Satphones monitored

2.7 Handicaps

Work with handicapper to ensure every boat has a valid handicap for each category entered, check reasonableness of allocated handicaps (PHD, DHD), set up the Results Database and notify each yacht.

- Ensure handicap is recorded for all measurement (AMS, IRC) entrants & certificate lodged
- Ensure handicap is allocated for all Performance (PHS, DHD) entrants
- Review Performance handicaps with handicapper
- Notify each yacht of their allocated handicaps
- Initialise Results Database
 - Handicapper creates Results Database
 - Handicapper saves Results Database to Topyacht
 - See “Finishing guide” for upload and setup of the race on the RD laptop

Currently, the Results Database is managed through the Top Yacht application on the Race Director’s laptop. There is often an Excel backup spreadsheet, and certainly a written record of finish times.

2.8 External team

Identify potential extended team members including any external organisations that may be required including:

- i. AMSA
- ii. Water Police (all affected states)
- iii. Kordia
- iv. Other SAR organisations (eg Coast Guard)
- v. Weather Bureau

For each organisation:

- Establish role clarity
- Establish contact details

2.9 Incident Management team

The office will co-ordinate allocation of incident management team volunteers from a central list of qualified team members. All must have training and all will be sent the IMT Plan summary document prior to each race. The Race Director is usually appointed the IMT lead.

2.10 Tracker preparation (Garmin InReach and Blue Water Tracks)

Tracker management is a four step process.

1. Physical tracker configuration, test and allocation. Each tracker device, which forms part of a service subscription with Garmin needs to be charged up, turned on, set to track and tested. This sometimes involves synchronizing (using software on a laptop and a cable) plus the tracker interval set. Users need to be trained and have the appropriate logins to Garmin. This step involves distributing the trackers, a time consuming process.

2. Blue Water Track configuration including verifying tracker setup in BWT, setting up the race in BWT, adding (or entering) the boats into the race and assigning trackers to each boat.
3. Following up (using volunteer assistants) to ensure for each boat there is a profile and picture, and then adding (or entering) crew members for each boat in that race. They then ensure each crew member has a photo and profile.
4. Race Director (or assistants) enters or verifies the measurement handicap for each boat then assigns them as appropriate for the boat in the race. They then enter the PHS handicap for each boat in the race. Race Director checks the race setup, especially the start time.

A final check is done 2hrs prior to the race, with all trackers set to update every 10mins for the first hour or two of the race. They are then configured to update as per the agreed interval, typically hourly.

2.11 Publicity

Each event requires a publicity plan to be put in place, this is done in conjunction with the marketing sub committee. The ORCV has an overall Calendar of events and event posters which are displayed in clubs around the bay.

The event owner needs to engage a media manager or otherwise develop a promotional plan including:

- Posters
- Email invites to ORCV boat Owner database
- ORCV Facebook and web site posts
- Contact ring around, and so on

It is important to familiarise with the various communications technology before the race, there is a separate “Communications guide” outlining how to use. Technology will include:

- i. Topyacht
- ii. Hootsuite and Facebook
- iii. Website
- iv. Tracker site

2.12 Equipment

The Race Director is allocated various items of equipment to assist them in their role. These must be picked up, operated and returned in good order.

- ORCV Van
- Race Director phone(s)
- Laptop(s)
- Internet Hub
- Handheld radios
- Other items as necessary

The van contains most equipment needed including charts and radios plus a flat screen TV (which requires an old laptop and internet connection). The office is responsible for co-ordinating van preparation activities, communicating with the Race Director(s).

There is a comprehensive van operations manual which explains key aspects such as setting up

comms, batteries etc.

2.13 Other Preparation activities

Travel & accommodation

Establish the travel, accommodation and resource requirements to support the team across the length of the event. This means booking flights and accommodation if the finish is in Tasmania. It may also mean arranging for the shipment of the ORCV Comms van to the destination. The ORCV office typically co-ordinates this.

Start resources

A start boat is usually required for races starting off Queenscliff. This needs to be negotiated with Queenscliff Coastguard and will include distribution of flares and possible inclusion of a radio operator, either on shore or on the start boat.

Some races such as the Christmas race may need a Press/Photographer and/or spectator boat to cover the start of the event and it's duration. The arrangements will vary depending on the race.

Kordia (HF Radio)

Establish the radio program with Kordia including the sign on sched. This will involve setting up the frequencies to be used and the timing and frequencies of the scheds, noted in the Sailing Instructions.

There may also be a need to agree a time window and set of frequencies to complete a pre race radio test for all entered yachts

AMSA

It will be necessary to liaise both directly and through the website with AMSA to verify all Epirb's and crew PLB's, this is done just before the race due to inevitable crew changes.

Port Authority (Lonsdale VTS) – Aquatic Event Advice (AEA) and use of ATONS

The Race Director will liaise with the Office, to apply for a formal Aquatic Event Advice (AEA) to notify of the details of the race and gain formal acknowledgement and approval for the race. The Port of Melbourne manage the heads and will require verification before the start, see section 3.9 for details.

The use of ATONS or virtual buoys will need to be established in conjunction with the Port Authority as part of the pre race preparation.

Sponsorship

Consider opportunities for sponsorship and approach potential sponsors. Develop sponsor packages and promotional plan to roll out leading up to the race.

Trophies

The Event Owner may need to arrange the trophies for the event, eg Melbourne to Devonport, both perpetual and take away. This can be done in liaison with the Trophy Manager (Lynne W), and involves:

- Obtaining the relevant Trophy list,
- Reviewing the entry list and applying the rules of numbers of starters via handicap category to identify which ones are relevant,
- Based on the trophy, arrange to ship the perpetual and/or memento and relevant

bottle of wine/gift to the finish venue

Topyacht results system skipper names

Skipper names can sometimes be incorrect due to incorrect data in TES or the handicapper not using the skipper fields. Check the handicapper has the latest skipper names – cater to two handed yachts by putting each person into each of the first and last name fields (may have to abbreviate).

Finish venue

It is critical to liaise with the finish club or location representative from the earliest point in planning. It is important that finishing arrangements cater to competitors arriving in the early hours, when volunteers may not be available.

It is usually necessary to:

- Identify a contact with the relevant authority or contact to obtain answers and make decisions,
- Confirm that they are committed to hosting the event and agree that the event is going ahead,
- Lock in the details of event date and based on tides, estimated finish time.
- Establish berthing requirements and provide fleet vessel detail to assist planning mooring arrangements,
- Plan local volunteers, catering and entertainment arrangements,
- Create and provide the fleet with a list of local contact details eg Fuel, accommodation, taxis, groceries, chemists etc

Skippers & Navigators briefing

We are just starting to do these via “Go To Meeting”. They also get recorded (using function in Go To Meeting) which gets put onto the web via YouTube. Careful with slide pack it cuts off the very top and bottom of the slides.

Alternatively there will be a physical briefing so co-ordination of content and speakers is still important. Sometimes this involves distribution of clothing and other items to skippers.

3. STARTING

The Start phase covers the tasks and activities associated with getting the race started. This assumes that all activities described in the Prepare phase are completed. This phase is aimed at getting the fleet away safely and with all data including crew and next of kin details correct. Shown below are the activities that typically take place during this phase. These are described in the sections following.

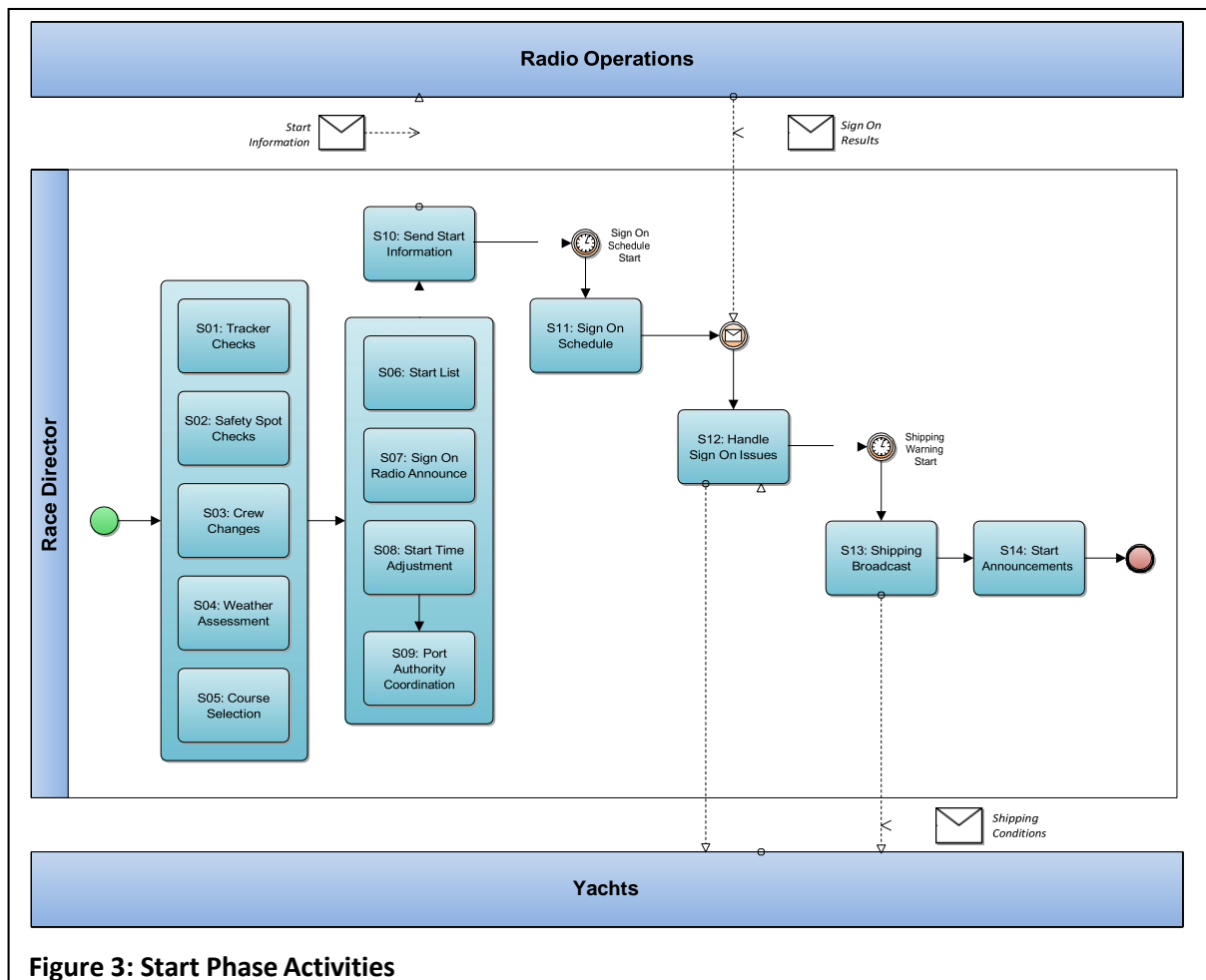


Figure 3: Start Phase Activities

3.1 Tracker Checks

Using the backend of Bluewater Tracks, check all the trackers are switched on, functioning and are showing on the public race tracker, sometimes competitors need to power off and on again.

If there are problems with a tracker, contact the boat concerned by mobile phone using the contact numbers registered in the online entry system or by VHF.

3.2 Safety spot checks

For some races, spot checks of safety equipment may be carried out. If required, delegate this to a team of equipment auditors briefed for the purpose. Note: such checks are normally carried out after announcements in pre-race briefings. They should be carried out with tact and not add to the stress competitor skippers may be feeling.

3.3 Last minute Crew changes

Crew changes are notified to the Race Director or his or her delegate by mobile phone at times listed in the Sailing Instructions. You should make sure the designated mobile phone is on and manned during this time and at all times until the start.

Crew changes have the following scenarios:

Additions

If crew members are to be added, their details must be added to the Online Entry System before the Race Director is notified. When the change is made, use the Entry System to check the entry is complete and correct. Check the overall boat eligibility requirements are still in place (radio licenses, SSSC, First Aid, Liferaft capacity etc.). Check the PLB is registered to AMSA. Only if both of these conditions have been met can the addition be accepted.

(If crew are being added last minute, they can only be done if they have a "My Sailor" profile. There is a back end TES shortcut, from the Club Menu select Duplicates. Add initial and surname to identify sailor ID, sail number to identify boat ID. At the bottom of the page you can then associate a Sailor ID with a Boat ID. Following that you return to their entry in TES and you can then "Add Existing Boat Crew ..." to select the new crew member.)

Updates

If the details of a crew member are to be changed, these changes must be made on the Online Entry System before the Race Director is notified. When the change is made, use the Entry System to check the entry is complete and correct. Check the overall boat eligibility requirements are still in place (radio licenses, SSSC, First Aid etc.). Only if both of these conditions have been met can the change be accepted.

Deletions

If a crew member is to be deleted, this change should be made on the Online Entry System before the Race Director is notified. When the change is made, use the Entry System to check the entry has been deleted or to perform the deletion. Check the overall boat eligibility requirements are still in place (radio licenses, SSSC, First Aid etc.). Only if both of these conditions have been met can the change be accepted.

Note: Additions and Updates can only be made during the designated Crew Change time slot unless there is prior notification during the time slot that a change is pending but details are not to hand. Even so, no changes should be contemplated after three hours before the sign on schedule.

Deletions may be made up to an hour before the sign on schedule as long as there is still time to validate the boats eligibility and notify the radio operator.

All crew changes notified to the Race Director should be logged in the Log, part of the Race Director shared documents for the race.

Once crew changes are complete and the Online Entry System has been updated, produce the boat, crew and next of kin lists (spreadsheets) from the Online Entry System and file them in the Race shared folder. Note: these reports may have to be reprinted if further late changes are called through.

In addition, any crew changes should be reflected in the Hootsuite "Well done" posts (see Communications Guide).

3.4 Weather assessment

The Race Director must monitor the weather during the lead up to the race in order to assess potential risk to the fleet and to determine what steps will be required to address these risks.

The weather information from the Australian Bureau of Meteorology (BOM) must be included in any assessment made. Considerations need to be given to:

- Wind speed
- Wave height
- Sea state, particularly at the heads and at capes

Options available (using a suitable Risk Assessment) include:

- Start as scheduled
- Delay start (see separate checklist)
- Change to a different course
- Change to a bay race
- Abandon


3.5 Course selection

Some events have multiple courses available. The choice of course will usually be influenced by the weather and ensuring optimum conditions for the fleet (eg windward and leeward legs). Once an understanding of the weather conditions has been arrived at, the Race Director should consider which course is to be chosen, for each division.

Note: the courses may be changed any time up until the moment the courses are announced to the competitors.

3.6 Start list

The Race Director must create a Start List of yachts entered using Excel, together with the number of persons on board and send to Kordia. Clearly note any Satphone (no HF) boats. A spreadsheet template is available from the General shared folder. An example is shown below.



ORCV Race Name Year

Start List

Yacht Name	Sail No	Callsign	POB	Comments

Example: Yacht Start List

Send the list to Kordia and copy to the IMT.

3.7 Sign on and radio announcements

Sign on is typically done by Kordia on the nominated HF race frequency or by the ORCV via VHF, typically VHF82 using the repeater. Each competitor is called in turn and POB are confirmed. Any exceptions are clearly noted and the Race Director determines an action plan which is appropriate.

3.8 Port Authority co-ordination

Coordination with the Port of Melbourne happens at several levels:

- Initially the ORCV office has to apply for a formal Aquatic event advice AEA, see previous section for details
- On race day the AEA needs to be confirmed with the Port of Melbourne, typically by a phone call
- Pre start communication with the Port about vessel traffic movements needs to occur
- Competitors listening in for pre race shipping advice

3.9 Start time adjustment

A start time may alter due to an adverse weather. For a significant delay a Notice to Competitors (NTC) will need to be published on the ORCV web site outlining all impacts including revised sign on and listening sched times. All competitors must be notified, we typically use the TES SMS system for that. Facebook post is also put up.

For shorter delays, notification will be made on VHF on frequencies noted in the Sis.

Note the checklist for all tasks associated, eg results system and BWT configuration.

3.10 Start

As required as outlined in the sailing instructions. Use the Race Director log on the shared drive to record any anomalies and follow up with the Race Director for actions arising, eg DNC and DNS in Topyacht results and BWT.

3.11 Media

Photos and/or video ideally, plus any commentary included ASAP into a web site article with Facebook post to it. Stories are great, hopefully get some action photos off boats.