ORCV
OCEAN TRAINING

Race Director Training

Part 1 – Fundamentals of Race Directing

(2 hours online format)

Agenda and housekeeping

6.45pm-7.00pm login and check chat etc works

7.00pm-7.50pm Introductions, roles, pre race and exercise

7.50pm-8.00pm Break

8.00pm-8.45pm During race and post race incl exercises. Introduction to Incident Management

8.45pm-9.00pm Wrap up and Q&A

9.00pm Close

Introductions and objectives

- Presenters background and experience
  - Our objectives

- Participants background and experience
  - Your objectives

- Objective – To expand the pool of ORCV Race Directors.

Part 1 – Roles and Responsibilities

Primary role – Keep competitors safe !!

World Sailing Race Officials

See link to document on the course web site

General Competences Required

A candidate for first appointment or re-appointment for any discipline shall:

a be an experienced racing sailor;

b have a sufficient knowledge of the RRS and a detailed knowledge of the rules, manuals and other requirements and publications relating to his discipline;

c be proficient in the English language and have the skills to communicate both with other race officials and with competitors on matters relating to his discipline;

d display the temperament and behaviour expected of a WS Race Official at an event;

e have the health and physical capacity to fulfil the requirements of his discipline;

f have the observation skills necessary to perform the duties of his discipline;

g agree to support the policies of WS and further its objectives, rules and regulations;

h have sufficient eyesight and hearing, natural or corrected, at a level to enable him to carry out the duties of his discipline; and

i be able to contribute to the development of the programme relating to his discipline.

The ORCV structure

See link to document on the course web site

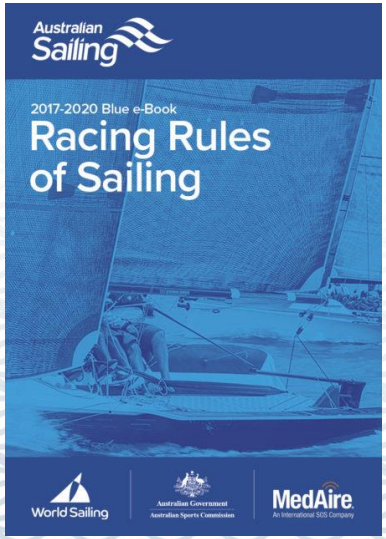
For a “typical” ORCV race:

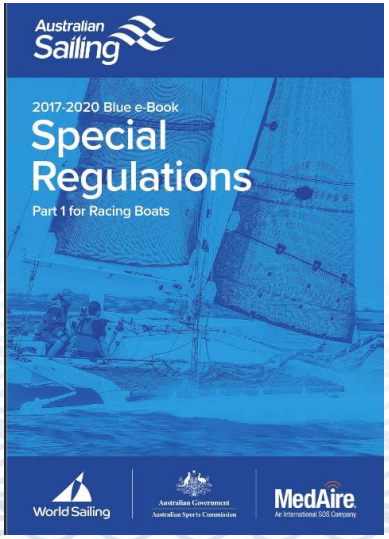
- The Organising Authority (OA) = ORCV
- Race Director = Principle Race Officer (PRO) appointed by ORCV Sail Captain
- Assistant Race Director(s) = Deputy Race Officers (DROs) appointed by ORCV Sail Captain & Race Director
- ORCV appoints the Incident Management Team (IMT)
- ORCV appoints the Race Champion (event manager)
  - Possibly also a Destination Event Champion (for social event aspects)

Rules of Sailing

- We must follow the Racing Rules of Sailing (unless otherwise noted in NoR)
- Together with Special Regulations
- Clarified/supplemented by NTCs and SIs

Links on the course web site and ORCV web site too





Case Study – Melbourne to Osaka

- Complex structure – Three partner clubs involved
- High Risk – double handed, cyclones, unknown competitors
- High Profile – media interest internationally
- International – regs, culture, language, timezone
- Long, tiring and time consuming
- Lots of media (incl from RDs)
- Lots of hospitality events

Martin Vaughan, the DRO and Org committee chair, to speak

The Osaka Cup is a 5,000 nautical mile 2 handed yacht race starting in Melbourne and finishing in Osaka, run every 4 years. It is one of the only South-North long distance ocean races in the world. The route passes through multiple weather systems and seasons as it crosses the Pacific Ocean.

Exercise 1 – 5 top risks ?

- Write down what you consider to be the five top risks in the Melbourne to Osaka, assuming you will be the Principle Race Officer for the next race in 2025.

Risk Management

A Risk - what “might happen”

IF …… THEN …….

1. Be aware – identify it
2. Pe proactive – do something:
   - to reduce the Likelihood
   - to reduce the Consequence
3. Monitor and communicate
4. Build a culture/mindset in the team

Look at the ORCV’s Risk Assessment template
(Link on the course web site)

Leadership

Leadership - A primary role of the Race Director

- Leading the Race Director team (not doing everything)
- The “face of the race”, representing the ORCV
- Oversight and overall accountability
- Escalating if required to Sail Captain and/or Flag Officers
- Working with Media team
- Communicating with stakeholders (eg NoK)
- Public speaking (briefings and Social events)

Administration

A necessary evil, using technology

- Assistants should do the bulk of this
- Can and will be done remotely (so need Internet access)
- Following ORCV standards. You can't make up different ways of doing things.

Key aspects include

- Shared documents (Sharepoint), especially Race Director Log (Excel)
- Entries, handicaps and compliance (Topyacht Entry System TES)
- Skeds/Position reports (Excel)
- Finish times (Topyacht, Tracker BWT)
- Media (Web site, Hootsuite/Facebook)

Incident Management

Incident Management Team (separate training)

- A contingency (used only if needed)
- Defined processes and procedures
- Controlled information Media/Communications
- Requires the Race Director's focus
- Which may mean a 2IC takes over as Race Director, usually the race will continue in parallel to incident

Rik Head is the Incident Management team leader

Case Study – 2019 King Island

- Good conditions, good race, all safe and well. All finished, presentation done, media wrap up written. Time for a beer and a sleep.
- We were on our way to the airport when we got a phone call from Duncan (Commodore of the KI Boat Club)
- On the way home Arcadia hit a well marked reef 20Nm North of Grassy doing 7 knots. A crew member was injured (almost lost overboard), boat damaged and was taking on water.

Martin Vaughan, the RD, to speak

Link to report on the course web site and on the ORCV web site

Working with others

A key part of the role, which can be difficult

- We all have different styles
- We may have different opinions and sense of what is important
- We are sometimes multi tasking and super busy
- We are sometimes tired (and cold and hungry)
- Competitors love to chat (and give you feedback)
- Destination club supporters want to chat too
- You need to be “on watch”

Lots of Technology

- Sharepoint (for collaboration / shared documents)
- Topyacht Entry System (for entries & competitor comms)
- Blue Water Tracks and Garmin (for trackers)
- Topyacht Results System (for finishing times and results)
- Web site (for publishing articles, race docs etc)
- Facebook & Hootsuite (for publishing small articles, images, videos and updates)
- Race Director Laptop (for all the above)
- Mobile Internet device (for all the above)
- External web sites (Forecasts, AIS etc)
- ORCV Race Director phone (texting/calls)
- VHF and HF radio (voice comms)

Next session covers Technology in detail

Handicapping

- There is a big difference between Performance Handicapping (PHS) and Measurement Handicapping (IRC, AMS, ORCi)
- Performance Handicaps are entered into TES by the ORCV handicapper, who sometimes (not always) sets up the Series and Race in Topyacht. Often this isn't finalised until just prior to the race. PHS is arguably <u>subjective</u>
- Measurement handicaps require an official measurement of the yacht by a qualified measurer. This includes weight, dimensions, sail areas etc. These cannot change in the 7 days prior. IRC, AMS and ORCi are arguably <u>objective</u>
- It is critical <u>any</u> change to a yacht since measurement is reflected in the measurement handicap

Keeping competition fair

Key roles of a Race Director:

- Noting the obligations of the Notice of Race (NoR / Contract)
- Defining/clarifying the Sailing Instructions (SIs)
- Running the race in accordance with the above
- Managing change (formal Notices to Competitors NTCs)
- Timely and appropriate communication
- Oversight and observation
- Transparent decision making
  - Engaging an independent Jury where required
  - Seeking expert guidance / input where needed
- Receiving and reviewing Declarations and Protests
- Presentations

In summary

- Interesting and challenging
- Busy, occasionally tiring
- Enjoyable
- Somehow finding time to chat and socialise

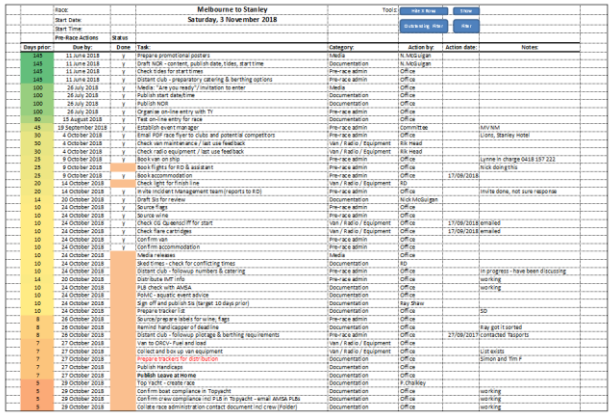
Part 2 – Pre Race

Link to Guide document on the course web site

Planning and responsibilities

- Race Champion – as name implies, the “champion” of the race – promotes it, markets it, plans and Project Manages it
- See example of a typical planner spreadsheet (The value of planning is about thinking and keeping track)
- Race Champion is appointed 6-9 months out whereas Race Director is typically only appointed 2 weeks out
- 1 week out there will be a point of handover of responsibility from Sail Captain, where Race Director becomes the primary person in charge

Link to planner on the course web site



			Melbourne to Stanley	Tool:	Yes & Now	Done	
	Race:		Saturday, 3 November 2018		Overdue/ip Yes	Yes	
	Start Date:						
	Start Time:						
	Pre-Race actions	Status					
Days prior	Due by:	Done	Task:	Category:	Action by	Action date	Notes:
145	11 June 2018	y	Prepare promotional posters	Media	N. McGuigan		
145	11 June 2018	y	Draft NOR - content, publish date, tides, start time	Documentation	N. McGuigan		
145	11 June 2018	y	Check tides for start times	Pre-race admin	Office		
145	11 June 2018	y	Distant club - preparatory catering & berthing options	Pre-race admin	Office		
100	26 July 2018	y	Media - 'Are you ready?' invitation to enter	Media	Office		
100	26 July 2018	y	Publish start date/time	Documentation	Office		
100	26 July 2018	y	Publish NOR	Documentation	Office		
100	26 July 2018	y	Organise on-line entry with TY	Pre-race admin	Office		
90	15 August 2018	y	Test on-line entry for race	Documentation	Office		
45	19 September 2018	y	Establish event manager	Pre-race admin	committee		John NM
30	4 October 2018	y	Email PHF race flyer to clubs and potential competitors	Pre-race admin	Office		Lions, Stanley Hotel
30	4 October 2018	y	Check van maintenance / last use feedback	Van / Radio / Equipment	Elk Head		
30	4 October 2018	y	Check radio equipment / last use feedback	Van / Radio / Equipment	Elk Head		
25	8 October 2018	y	Book van on ship	Pre-race admin	Office		Lynne in charge 0418 157 222
25	8 October 2018		Book flights for RD & assistant	Pre-race admin	Office		nick doingcha
25	9 October 2018	y	Book accommodation	Pre-race admin	Office	17/09/2018	
20	14 October 2018		Check light for finish line	Van / Radio / Equipment	RD		
20	14 October 2018	y	Invite incident management team (reports to RD)	Pre-race admin	Office		invite done, not sure response
14	20 October 2018	y	Draft SIs for review	Documentation	Nick McGuigan		
10	24 October 2018	y	Source flags	Pre-race admin	Office		
10	24 October 2018	y	Source wine	Pre-race admin	Office		
10	24 October 2018	y	Check OG Queenscliff for start	Van / Radio / Equipment	Office	17/09/2018	emailed
10	24 October 2018	y	Check flare cartridges	Van / Radio / Equipment	Office	17/09/2018	emailed
10	24 October 2018	y	Confirm van	Pre-race admin	Office		
10	24 October 2018	y	Confirm accommodation	Pre-race admin	Office		
10	24 October 2018		Media releases	Media	Office		
10	24 October 2018		Beat times - check for conflicting times	Documentation	RD		
10	24 October 2018		Distant club - followup numbers & catering	Pre-race admin	Office		in progress - have been discussing
14	20 October 2018		Distribute PHF info	Pre-race admin	Office		working
10	24 October 2018		Pub check with AMSA	Documentation	Office		working
10	24 October 2018		PoMC - aquatic event advice	Documentation	Office		
10	24 October 2018		Sign off and publish SIs (target 10 days prior)	Documentation	Ray Shaw		
10	24 October 2018		Prepare tracker list	Documentation	Office		SO
8	26 October 2018		Source/prepare tables for wine, flags	Pre-race admin	Office		
8	26 October 2018		Remind hand/zapper of deadline	Documentation	Office		Ray got it sorted
8	26 October 2018		Distant club - followup pilotage & berthing requirements	Pre-race admin	Office	27/09/2017	contacted Tasports
7	27 October 2018		Van to OKCV - Fuel and load	Van / Radio / Equipment	Office		
7	27 October 2018		Collect and box up van equipment	Van / Radio / Equipment	Office		List exists
7	27 October 2018		Prepare trackers for start button	Documentation	Office		Simon and Tim P
7	27 October 2018		Publish handicaps	Documentation	Office		
7	27 October 2018		Publish leaves at Wrinkle	Documentation	Office		
5	29 October 2018		Top Yacht - create race	Documentation	P. Chalkley		
5	29 October 2018		Confirm boat compliance in Topyacht	Documentation	Office		working
5	29 October 2018		Confirm crew compliance incl PLB in Topyacht - email AMSA PLBs	Documentation	Office		working
5	29 October 2018		Collate race administration contact document incl crew (Folder)	Documentation	Office		working

Pre race tasks for the RD (2 weeks out – when appointed)

- 1st job, read the Lessons Learned / Race Report from last year
- Review the Risk log for the race, if one doesn't exist create one
- Review the Notice of Race (NoR - the contract)
- Review (finalise ?) the Sailing Instructions (SIs) then publish along with communications to competitors
- Review entrants list and status of compliance with the office
- Review the planner, query any overdue tasks
- Confirm Race Management team appointment
- If time, courtesy calls to new entrants – welcome and "chat"

Pre race tasks for the RD (1 week out)

- Monitor RD phone, particularly if there are Sat Phone tests
- Manage change (eg SIs through NTCs) and communications via web site, Topyacht, Email & Facebook, possibly competitor briefing
- Finalise competitor compliance, handle any special requests (eg <18 yrs olds)
- Carry out a competitor risk assessment
- Liaise with handicapper
- Confirm final plans with office and Race champion:
  - Incident Management Team appointment
  - RD logistics (eg accom/travel), Radio/Comms for start and skeds. Trophies and presentation

Pre race tasks for the RD (2 days out)

- Confirm office submission of Aquatic Event documentation
- Weather assessment and Risk review
- Set up Topyacht results and confirm publish entrants to web
- Set up Blue Water Tracks (incl handicaps) and confirm Trackers are all set up
- Check Sharepoint set up (eg RD log and tracking sheets)
- Confirm starter logistics (flares etc)
- Liaise with media team and help prepare “Preview” article.
- Courtesy calls eg destination stakeholders
- Check RD phone has skipper and other key numbers

Pre race tasks for the RD (1 day out)

- Confirm Tracker distribution and test Blue Water Tracks
- Final Comms to Stakeholders (Water Police etc)
- Final Comms to skippers and crews (Topyacht SMS)
- (If required) Pick up van and equipment
- Final brief RD team members incl roster (watch system)
- Final weather and Risk review
- Help media team prepare boat/crew profiles incl Hootsuite
- Send Kordia and/or RDs sign on sheet

Pre race tasks for the RD (Race day)

- Assess weather forecast and conditions (eg at heads)
- Last minute competitor and supporter comms
- Receive last minute crew changes and process in systems
- Test trackers, manage exceptions
- Prepare any sign on sked messages
- Confirm sign on sked results
- Final liaison Port of Melb, confirm shipping
- Final liaison with starter
- Monitor start

Case Study – Coastal sprint

Boats are sometimes new to Ocean racing so we struggled with:

- Topyacht entry and documentation compliance
- Documentation such as Stability and Construction
- Crew qualifications and experience
- Basics such as radio checks and sign on
- Running aground in bay
- Handicapping of unknown boats (which is critical for this event)

Discussion about Port Philip starts and monitoring
Shipping, stream flows etc

Ray to speak to this

10min break

Part 3 – During Race

What's it like ?

It fluctuates between full on and not much to do. When its quiet, do your preparation or enjoy the break and catch up on sleep and meals.

When its busy, its like a hospital ER where you do triage

- Some things can wait, some can't (eg. record the finish time it trumps everything else – MV tip, screen capture a time app as they cross)
- Some things are enjoyable, others less so – (eg. a chat in the bar and competitor photos are arguably more enjoyable than standing out in the cold recording a finish time)
- Respect other people's job – you may not consider it important but its important to them, be respectful
- You have the burden of responsibility until all are safe
- Even then, while others are enjoying the socialising, you still have a presso to organise and results to publish

Tasks to do – The start

- Tracker frequency (10min) then later change to longer
- Process any last minute changes and withdrawals (eg DNS) – Topyacht, Blue Water Tracks incl inform media team
- Monitor traffic and zone compliance using AIS
- Communications with starter (pre and post start), possibly relocating start line if needed
- Possible start count down VHF on start line incl delays and manage any OCS
- Photographs / video / voice record of start to media team

Note checklist –Delayed Start in course web site

Tasks to do – During race

- AIS and BWT monitoring (looking for issues)
- Modifying tracker update frequency (10min to 30min or 1hr)
- Review tracker performance and exceptions (if not working)
- Continual weather and conditions assessment
- Keeping records in Race Director log
- Communications with Competitors via Satphone/mobile phone and radio relay, possibly during sked
- Communications with Kordia - reviewing sked results and dealing with exceptions
- Managing retirements if they arise
- Responding to any incidents or issues as they arise
- If time do some video media

See checklist – Retirement in course web site

Tasks to do – Finishing

- Local Stakeholder updates (eg on water berthing and catering teams)
- Feeding media team with content and analysis
- Communications with competitors by VHF radio or mobile on approach to Finish
- Recording finish times (paper note, Topyacht, RD Log, Blue Water Tracks, Hootsuite) incl liaise media team
- Post finish skipper communications including receiving declarations and heads exit confirmation
- (In your spare time) start preparing presentation – people to thank etc as well as Lessons Learned content

See checklist – Finishing in course web site

Role play

Exercise 2 – Role play during race

You are the Race Director on the finish line of the Melbourne to Stanley yacht race. It is an interesting finish location as the nut (a large local landform) blocks visual and radio reception on approaching boats and you cant go to the end of the condemned jetty structure. Yachts aren't far away, the first yacht 5 mins or so.

You will be presented with a number of scenarios, you have one assistant with you and one on standby remotely. Work through the scenarios and manage accordingly. Reminder you need to:

- Record (for today just use a notepad)
- Delegate and/or do yourself
- Prioritise
- Plan
- Communicate

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Part 4 – Post Race

Tasks to do – Post race

- Thank you and sign off comms to Kordia
- Finalise data entry in Topyacht Results, Blue Water Tracks and Hootsuite (if not already done)
- Content to media team and discuss any additional content needed eg social photos
- Receive, chase up and review race declarations, determine if protests likely (hopefully not)
- Communication with competitors for presentation time & location (Note SMS capability is available via TES)
- Finalise results in Topyacht and publish to web site, check them !!
- Preparation of presentation event script incl results
- Check preparation of presentation event trophies, wine and gifts
- Conduct presentation event, remind competitors of tracking on way home and “stay safe”

Tasks to do – post race (cont)

- Oversight of competitors on the way home incl receipt of “safe through the heads” messages
- Write race report and lessons learnt while it’s fresh
- Write/phone thank you to Race Directors, Media team and IMT members
- Archive files, make sure its all on Sharepoint
- Celebrate, have a beer you deserve it !!

Exercise 3 – Post race

- Review the 2018 Stanley Lessons Learned report
- Think about if you were the Race Director of this years Stanley race, how would a report like this help you plan and prepare for the race. Write down the three most important things you will follow up to see if suggested improvements were done.

See Example Report in course web site

Part 5 – Incident Management

Homework review (Shockwave - Flinders Islet race)

- Case study we use in the SSSC revalidation course – PWC with 18POB ran aground on Flinders Islet on October 2009 during an Ocean Race resulting in two deaths:
  - GPS error, fatigue, currents, risky navigation, culture issues
  - Not everyone wearing pdf and harness
  - Discuss Incident report findings relating to **Race Management**

See Report in course web site

IMT Training coming soon

- There will be ORCV Incident Management (IM) training scheduled
- All Race Directors need to complete training
- Rik Head is the IM team leader and trainer
- A IM team is appointed (on standby) for every ocean race

- Some self paced online content
- Face to face is scheduled for 10th August with 17th August as a backup date

Observations

- Its rarely a single event, usually a cascading series of events
  - Inattentive Nav, then injury and boat damage, then compromised integrity
- Social media is quick, communications to NoK shouldn't come via friends and gossip. Fear of the unknown and ORCV reputation damage are to be avoided.
- Our fleet are usually the closest assets to help affect a search and rescue, ORCV needs to be able to communicate with them
- In Victoria responsibilities are somewhat confusing – Marine Search and Rescue (MSAR) are an office of Emergency Management Victoria (EMV), it liaises with Victoria Police and Transport Safety Victoria (TSV). The Australian Maritime Safety Authority (AMSA) set the SAR standards, operate the National Joint Rescue Co-ordination Center and are responsible for national co-ordination of search and rescue.
- **Victoria Police is the control agency of MSAR so it is Victoria Police (and AMSA) we mostly deal with**.

The wrap

Next steps

- Complete Session 2:
  - Scheduled for the **Sunday 31st July**
  - Technology focused – how to use the various systems
  - We will need laptops and internet, it will be hands on
- Complete IMT Training:
  - Online Wednesday **10th August** with 17th August as a possible fallback date
- Hands on experience:
  - Join the team on an upcoming race
  - Work with an experienced Race Director, ideally at the finish
  - We will need to organise a shirt for you