# Race Director Training

## Day 2 – Technology used by ORCV

# Agenda and housekeeping

| | |
|---|---|
| *9.00am-9.30am* | *Registration and coffee* |
| 9.30am-9.45am | Reflection on day 1, Q&A |
| 9.45am-10.30am | Collaboration using Sharepoint |
| 10.30am-11.15pm | Topyacht Entry System (TES) |
| *11.15am-11.30am* | *Break* |
| 11.30pm-12.30pm | Blue Water Tracks incl Garmin InReach |
| *12.30pm-1.15pm* | *Lunch* |
| 1.15pm-2.30pm | Topyacht results system and finishing in BWT |
| *2.30pm-2.45pm* | *Break* |
| 2.45pm-3.15pm | Web article and Facebook post |
| 3.15pm-3.30pm | Wrap up and head for the pub for a chat |

# Reflection on day 1

- Roles and responsibilities:
  - The Sail Captain and Sail Committee
  - The Race Champion
  - The media team
  - The Race Director / Principle race officer
  - The assistant RDs
  - The Incident Management Team
  - External bodies such as AMSA and Water Police

# Objectives for today

- Key objectives

  - Build awareness of tools and resources "hear and see"
  - Enable next step – "do" (practice)
  - Prior to assisting on a race

- Style of course – More hands on, referencing "how to" guides.  Please ask questions.

# Reference material

- See course web page (which will only be live for two weeks)

    - https://www.orcv.org.au/club-blog/5347-2022rdtrain

- Sharepoint Race Director – General Resources (similar content)

- Our key references:

    - Previous races, particularly last year
    - Australian Sailing – Rules and Special Regs
    - Guide documents and checklists (eg Topyacht and Finishing guide)
    - Club policy guidance from subject matter experts

# Part 1 – Collaboration

Subject Matter Experts:
- Neville R
- Martin V
- Simon D
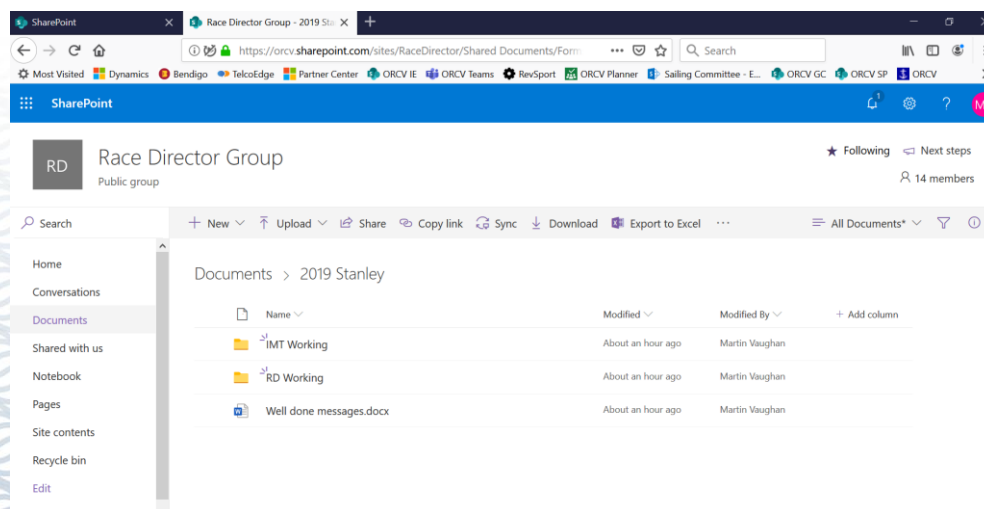
# Why ?

- Single source of truth

  - Needs the Internet

  - Needs login details

- Saves time and effort (not re-inventing the wheel)

- Consistency of practice = positive customer experience

# What ?

Shared documents

- Uses ORCV's Microsoft Office 365 SharePoint

- Central repository (the Race Director site)

  - Templates and Guides
  - The race documents
  - RD Email account

- Full version control

- Multiple users can access and edit the same document at the same time

# Demonstration

- Demonstration of SharePoint

   Jump to site

   Discuss identity and user rights

   Discuss structure and key folders

   Discuss key functions such as creating folders, uploading and editing documents

   Highlight Race Director log, Sked sheets, Arrival checklist

   Highlight backup Excel Results calc spreadsheet

   Highlight Race Director Email

# Collaboration Exercise

- Exercise 1 – login to the ORCV Race Director SharePoint site.

- Exercise 2 – go and find the Lessons Learned report from the 2018 Stanley race (a copy is in the 2022 RD Training race). Copy the link.

- Exercise 3 – Open the Race Director Email using Outlook online, write an Email to your personal email address pasting in that link.

- Exercise 4 – go into the 2022 RD Training race, open the Race Director log then write an entry saying you have just Emailed yourself the report

- Exercise 5 – go into the 2022 RD Training race, open the Arrival Checklist in Excel, Edit it and record a 5min or 30min out radio call against a yacht

# Guide documents and checklists

- Most of the technology used by Race Directors is covered in our Race Director guide documents

- Yes (blokes in particular) you should actually read and follow the instructions

- Kept in **Race Director Resources** under **General**

- Open the Topyacht and Finishing guide, have a guick look through it

# The ORCV Laptop(s) (and Internet device)

- This Laptop uses the Race.Director identity, so emails relate to that generic identity

- It has bookmarks established and passwords remembered for most of the systems

- The office will have updated and checked them

- Please <u>do not</u> install software on them or change identities to your own personal identity or logins

- The mobile internet device should just work when turned on, keep it charged up

# The ORCV Mobile(s)

RD1 = 0418 396605   RD2 = 0418 396465

- The Race Director phone(s) are the only ones referenced in the Sailing Instructions, Aquatic Event Advice and the Incident Management Plans

- It is critical they are charged, monitored & answered

  - Pre race tests
  - Sat phone skeds and messages with competitors
  - Media and Next of Kin

- They also have Race Director shared Email identity on it

- Don't install apps or change identity

# Tricks and traps

- Identity – you are not you !  If you want personal identity, take a second laptop/mobile phone

- Fatigue – take advantage of quiet time, prepare stuff before you need it

- Instructions – ignore them at your peril

- 24x7 – Someone needs to monitor tracker, phone and email throughout the whole race

- Power use, especially if in a remote van

# Part 2 – Topyacht Entry System (TES)

Subject Matter Experts:
- Simon D
- Vanessa Y
- Martin V
- Neville R

# Why ?

- Consistent user experience (it is used by most clubs running ocean races in Australia)

- Centralises entry information incl documents

- Collects race entry fees

- Enables handicapping with automated feeds from AMS, IRC, ORCi and feed to the results system

- Centralises Emergency Services and Incident Management information

- Provides Email and SMS comms to competitors

# **Topyacht Entry System (TES)**

- Is a web enabled application that holds:

  - Race details

  - Boat information incl compliance data

  - Handicaps

  - Crew details incl experience, NoK and PLBs

  - Payment details

# Demonstration

- Demonstration of TES

  [Jump to site](#) (Refer guide documents)

  Discuss identity and user rights (Admin vs Entrant vs Crew)

  Discuss structure (Series and Races) and discuss menus

  Select a race (eg 2021 M2H) highlight Series ID for use later and show Email and SMS functions, Move and Drop

  Open an Entry (eg Alien), highlight some details incl divisions entered, certificate numbers, skipper name(s), documents view vs upload (look an insurance for example), offshore crew (look at NoK and PLB details)

  Discuss "Crew Profile Update" via ORCV web site

  Show HCER menu, highlight PHS and how to identify anomalies

  Show reports incl Rep2 (NoK), Rep4 (Crew exp), Rep6 (PLB)

# TES Exercise

- Exercise 1 – Log into TES as ORCV admin

- Exercise 2 – Review competitors for the 2021 M2H, extract a competitor list in Excel (TY Report)

- Exercise 3 – Review the Alien entry, extract the crew experience report in Excel (Rep4 then extract csv).  Have you any concerns about their crew experience and compliance ?

- Exercise 4 – Assume you had to process a last minute crew change – Where would you go in TES and what details would you need if you were adding someone ?

- Exercise 5 – Are there any missing NoK or PLB details ?  (Run the Rep2 and extract csv)

- Exercise 6 – Assume you had to send a SMS to all skippers in that race to let them know about a NTC you just posted on the web.  Where would you go in TES and what would you need to do ?

# Tricks and traps

- Entrants who aren't good with technology or data entry

- Data errors or missing data (eg certificate and PLB numbers)

- Peoples names, especially skippers (feeds results)

- Incorrect divisions and/or handicaps

- Keeping data current (eg crew changes or yachts that don't compete)

**15min break (and a chat)**
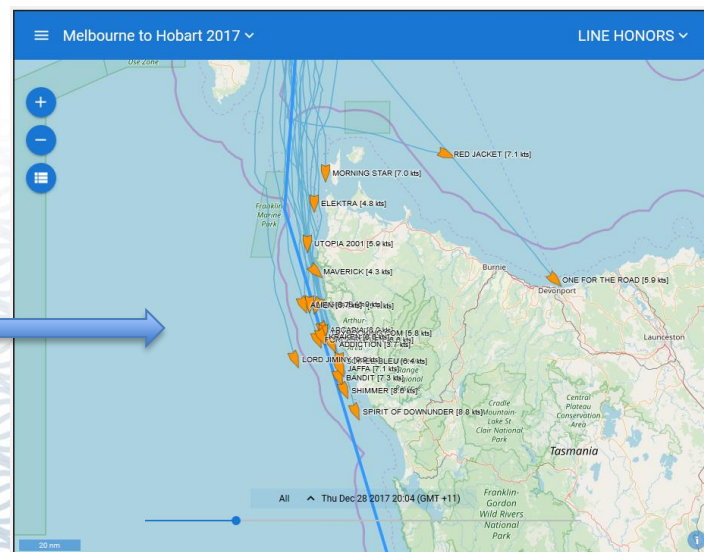
# Part 3 – Trackers and Blue Water Tracks
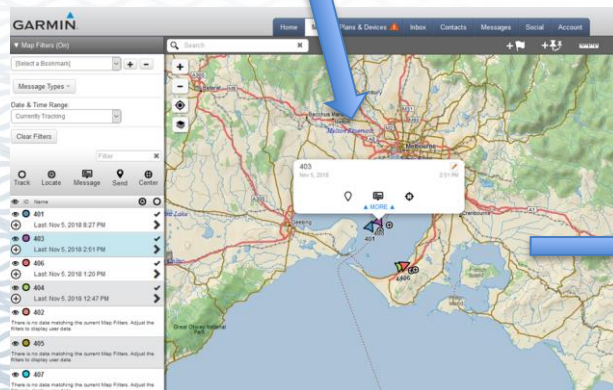
Subject Matter Experts:
- Grant and Delma D
- Simon D
- Martin V

# Why ?

- ORCV customer/user experience

- Informs people visually about the race

  - Position, speed and bearing (actual and estimated)
  - A sense of how competitors are going in the race
  - Boat and crew photos and bios
  - Historical

- Assists with Incident Management

- Assists with Race Management (eg ETA)

- Assists with Media (eg Leaderboard)

# What ?

- Delorme InReach device

- Garmin Satellite subscription service

- Position reports (incl sog and cog) sent by the device at defined intervals

- Garmin site manages service, update intervals (10m,20m,1hr,2hr) and receives position reports

- Blue Water Tracks site collects Garmin data and then displays it a better user interface along with a lot of other content

# Where things go wrong

- The device may not work properly (eg battery flat, not switched on, not set to track, antenna obscured, error in set up of Garmin or BWT)

- Position reports too infrequent. Projection of location may be illogical. If position reports are not frequent enough, it may well project the boat somewhere which isn't logical (eg on land). If too frequent we may exhaust our monthly plan allowance.

Note: Manual positions (eg from AIS) can be entered into BWT back end directly by Race Directors while the problem is being sorted.
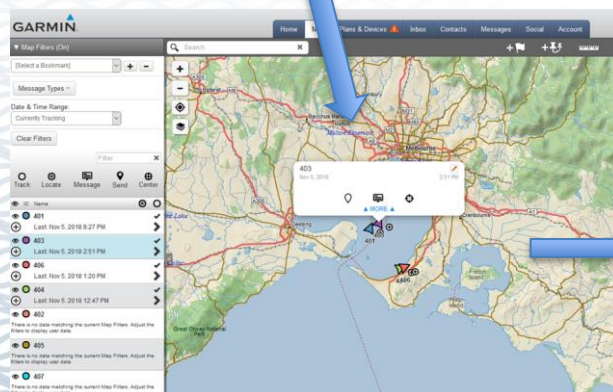
# Demonstration Garmin site

- Setting up Trackers in Garmin

  [Jump to site](#) (Refer guide documents)

  Discuss Admin identity and usage fees

  Discuss Tracker activation/suspension

  Discuss Tracker ID and IMEI number (in Plans & Devices)

  Discuss Map function and show ability to change tracker interval

  Discuss how devices are set up, tested and distributed to boats
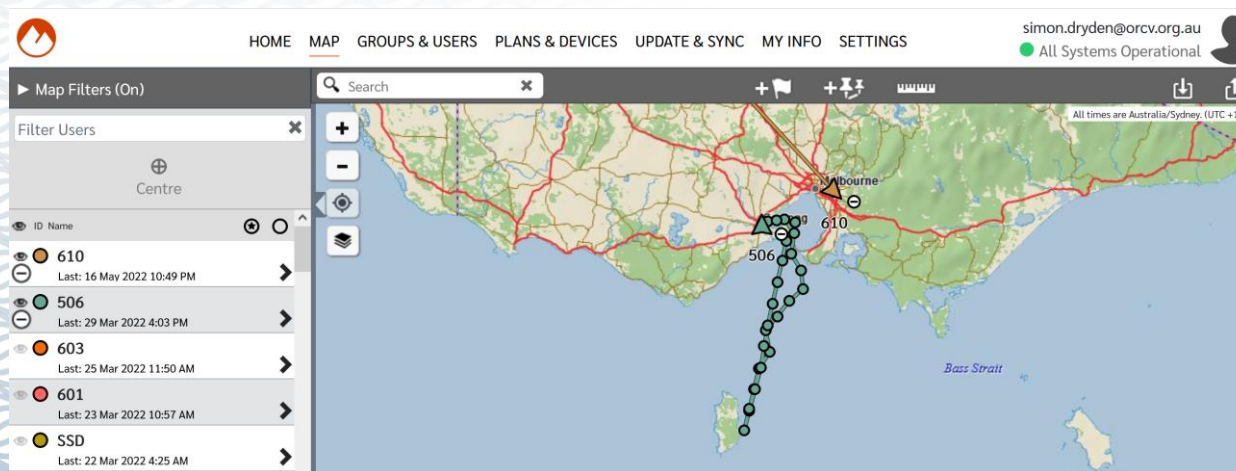
# Demonstration BWT back end



- Setting up Trackers in BWT

Jump to site  (Refer guide documents)

Discuss Admin identity and basic structure (Races, Boats, Crews, Trackers)

Run through a Race's menu (**Race Details**, Boats, **Latest Positions**, Map, Sponsors, **Finish Time**, Announcement)

Run through the Race Boat menu (General, **Trackers**, **Crews**, Positions, **Handicaps**, Time)

Discuss Master menus for Boat, Tracker and Crew (non race specific info)

# Demonstration BWT front end

■ Analysis using BWT

[Jump to site](#)

Discuss Time slider (replay) and Filtering

Highlight a boat, show different tabs incl last position and colour coding

Show Leaderboard (ETA), discuss options and limitations

Show Race Director comments against individual race and whole of race
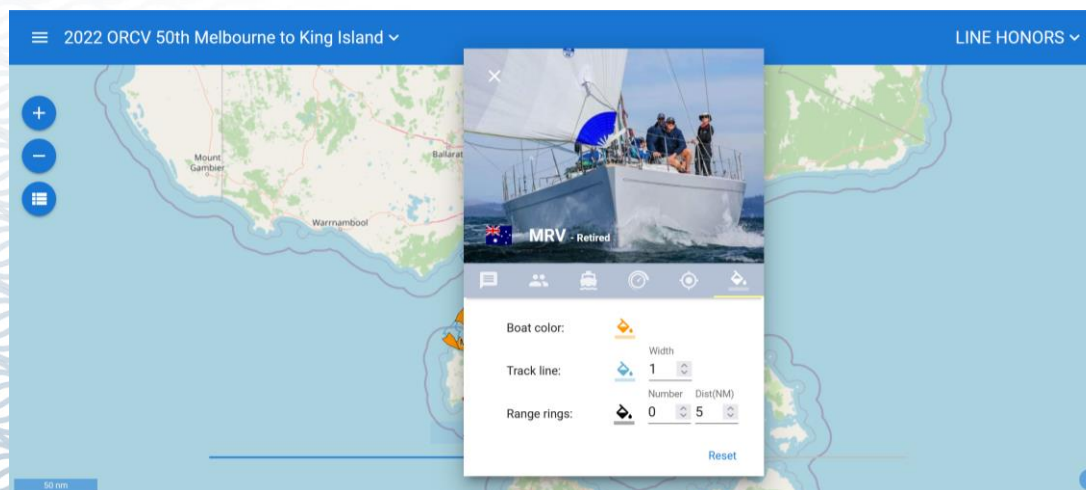
# How ORCV sets up a Tracker

1. Garmin:

    a) Confirm service is active via Garmin site, if not re-activate service

    b) Synchronise using In Reach sync software and cable

    c) Turn on Tracker, set to Tracking and test

2. Tracker allocation:

    *All this is generally done by one of the race fairies (Simon or Delma)*

    a) Confirm Tracker HexID exists in BWT

    b) Allocate Tracker to boat (in Race) in BWT

    c) Test you can see the position in BWT front end

    d) Confirm device is charged

    e) Label Tracker for distribution to club and boat

    f) Distribution and competitor comms (a big job)

# How ORCV sets up a Tracker

3. BWT Back end setup:

   a) Check Race Setup incl start time and update intervals

   b) Check entries and Handicaps (TES Rep5)

   c) Confirm crew has been allocated to each boat

   d) Confirm the boat has a bio and photo, if not chase one up

   e) Confirm crew have a bio and photo, if not chase one up

This is generally done by the Media team and Race Directors

4. Managing update intervals via Garmin:

   a) Pre race, maybe 1hr, then pre-start set to 10min

   b) After a little while (eg exit heads), during race set to 20mins

   c) Set to 10mins for the finish approach

   d) Post race set to 2 hours for the return

This is generally done by the Race Directors

# Be aware of:

- Charging (USB cables needed)

- Its possible to over ride using menus on the device

- We don't use the inbuilt messaging services

- Distress functions work on the device which then sets 10min tracking interval and alerts AMSA

- Competitors have to turn device on <u>and</u> set to track

- Cost – Garmin InReach plan limits us to a set number of position reports per month tradeoff between cost vs safety/accuracy

# BWT Exercise

- Exercise 1 – Log into BWT back end, review the Test race setup

- Exercise 2 – Add a boat (any boat), add a crew member (any crew on list), add a PHS handicap of 0.875. What other information do we need ?

- Exercise 3 – The race start was delayed by 1 hour due to shipping, change BWT accordingly

- Exercise 4 – When was the last position report received for the yacht Blue Water Tracks ? What might have gone wrong with the tracker ?  What should you check ?

- Exercise 5 – Look up Blue Water Tracks on Marinetraffic.com, what was their last position and when ?

- Exercise 6 – Pretend you had seen the following, enter it manually.

    38.05.22S 144.53.15E with SOG 4.5k and COG 175deg as of 28/7 at 1600.

- Exercise 7 – Add a Finish time

    Afrayed knott 31/7/22 at 13.07.22

# 30min lunch break

Part 4 – Topyacht Results (Finishing)

Subject Matter Experts:
- Simon D
- Martin V
- Neville R

# Why ?

- Consistent and fair competitor experience

- Based on verified data (by RD)

  - Official Handicaps
  - Official times
  - Adjusted for penalties etc
  - Official results
  - Published to ORCV web site
- Proven (but complex) process

# What ?

- Topyacht results – stand alone software

    - Backs up to web database

    - BWT Leaderboard duplicates but is unofficial

- Records times, calculates elapsed and adjusted to determine placing in races and series scores

    - Subject to protest and penalties

- Publishes to ORCV web site

- We wont lie, it's a bit complex
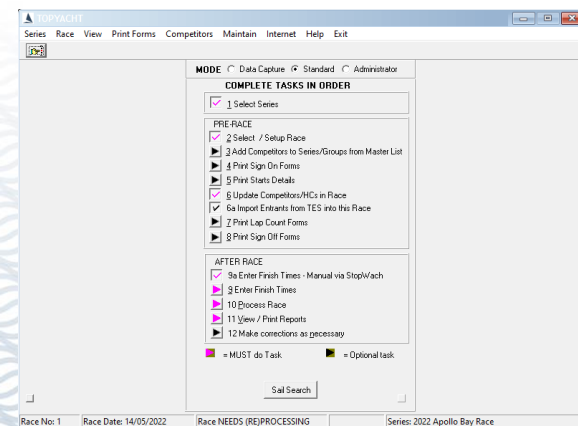
# Demonstration Topyacht results

- Set up and finishing a race

  Open application on computer – Refer guide documents

  Discuss data (Backup/Restore, Series and Races, Entrants and Handicaps)

  Show race setup (eg start time, multi nights, divisions and TES series ID)
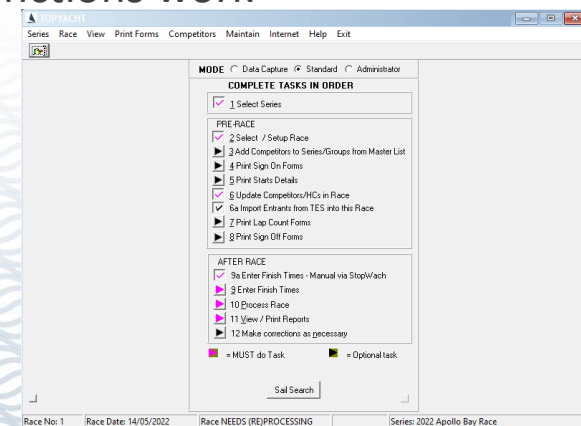
  Show importing handicaps and entrants from TES

  Show removing an entrant from a division or race

  Show checking Line Honours and handicaps, publishing entrants

  Show preparing for finishing and how finishing functions work

  Show results and publishing to Internet

# How to set up Finishing

For this you really do want to follow the Guide

1. Topyacht results system:

   a) Check Handicapper has finished uploading database

   b) Use Race Director laptop with software loaded (should be set up for current season already incl Internet publishing feeds and templates)

   c) Import database and install

   d) Select the Series and Race (see instructions)

   e) Use menu item 9a, change time mode to Auto

   f) Prepare a backup log (don't trust computers)

2. Other:

   a) Agree tasks, use Arrival checklist, lots to do

   b) Check visual sight lines, Radio, Email and RD phone

# How to process Finishing

3. Record finish:
   a) Use menu item 9a, select yacht using cursor or sail number
   b) Hit enter as they cross and if need be manually adjust time
   c) Save times
   d) Enter BWT, Arrival checklist, Upcoming sked sheet

4. Finalising results:
   a) Click Use Times and then Process race
   b) Print results for all groups for Internet and then Upload to the Internet
   c) Verify visually, Repeat if changes are made
   d) Backup database

Step 4 sometimes has problems, seek help if need be

# Be aware of:

- Internet publishing template (changes each season)

- Skipper names, especially Double Handed, come from TES

- Division names sometimes confuse

- If you accidentally record a finish time (eg you pressed enter) Cntrl + D = undo

- "Save Times" regularly just in case

# Topyacht Exercise

- Exercise 1 – Open Topyacht Results, Import and Restore the database, then select the Series and the Race (2022 Apollo Bay)

- Exercise 2 – Import the latest handicaps and entrants from TES

- Exercise 3 – Remove one of the competitors from the race

- Exercise 4 – Publish the entrants to the Internet (Training site)

- Exercise 5 – Record a finish time against one of the yachts

- Exercise 6 – Process the results and get ready to publish (Don't Upload though)
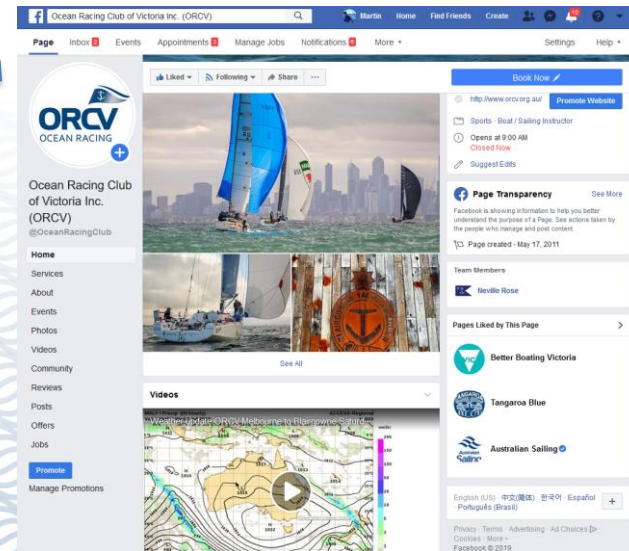
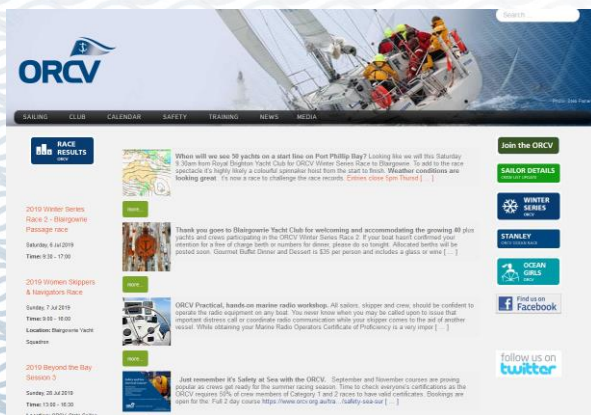**15min break (and a chat)**

# Part 5 – Web site and Facebook
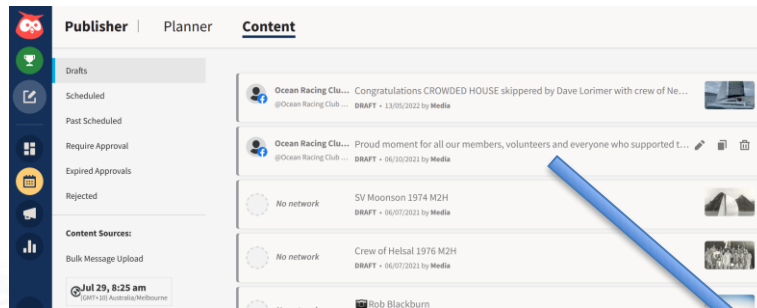


Subject Matter Experts:
- Delma D
- Simon D
- Martin V

# Why ?

- Keep people interested and informed

- We need to keep competitors informed

    - (eg Notice to Competitors)

- Consistent experience, excite people to build future race fleets.

- Articles are expected, avoids fear of the unknown

- People share articles with friends

# What ?

- Joomla technology, Content Management System publishes articles to our web site (Media team)

- Hootsuite technology publishes Facebook articles

  - Pre-prepared, scheduled articles
  - Multi user collaboration

- Youtube channel videos

- Photos and other images

- Mostly done by the media team but they need Race Directors assistance with finishing

# Be aware of:

- Your identity (eg comments in Facebook)

- Copyright and plagiarism

- What you say – avoid statements, opinion or negative comments, seen as views of the club

  - Note ORCV's [Social Media Policy](#)

- Language, spelling and grammar

# Demonstration Hootsuite

- Well done finishing messages for ORCV Facebook

    [Jump to site](#) (Guide document not available)

    Show left hand nav – Calendar and top nav – Content

    Show a typical article – Words, Image etc

    Show Post and Schedule buttons

# Create content

- Create your own content, media team love it

    [2019 Westcoaster RD update](#)

    Can do this with a mobile phone

    Need a Youtube account or can publish to ORCV channel

    Delma just needs the URL, she can edit and include in articles and posts

    Have fun, enjoy it.  More informal the better I think.

# Posting group exercise/demo

- Exercise 1 – Login to Hootsuite

- Exercise 2 – Find a "Well done" message, edit it by adding a finish time and some sort of comment

- Exercise 3 – Save changes and work out how to publish it (but don't actually publish)

- Exercise 4 – Have a look at ORCV's Facebook feed.  How would you share it to your friends (as you, not the ORCV) ?

# The wrap

# Next steps

- Do the IMT training

- Arrange to borrow a ORCV laptop for the weekend

  - Play with Topyacht

- Assist in a race:

  - Coastal Sprint or a Bass Strait race, ideally at the finish

  - Work with an experienced Race Director, ask questions

  - Dive in, just do it

- Look at Incident reports, fascinating reading

- Join the team

  - Sign up and we will organise a shirt for you

# Thank you and feedback

- Please provide feedback – the good and the bad
- Thank you to people who helped run this course:
  - Grant, Delma, Simon, Ray, Rik

**Thank you, farewell or join us at the local pub for a chat**