

# HOBSONS BAY YACHT CLUB



## RACE OFFICER (RO) – ROLE DESCRIPTION – v1.0

### 1. PURPOSE

The purpose of this document is to define the requirements of the On-Duty 'Race Officer' (RO).

### 2. PRIMARY DUTY.

Coordinate, manage and run the nominated race event in accordance with current Racing Rules of Sailing (RRS) and published HBYC race documents.

The RO should make all decisions regarding boats on the course side of their starting line, course changes, etc. and at all times keep an overview of what goes on around the entire race.

The RO has the duty of care for the safety of all competitors. To monitor the weather conditions and determine whether they are safe for racing and to provide sufficient rescue craft and personnel for on water operations.

Work in association with the nominated Land Officer, Assistant, Driver and Muster Boat (if required).

As the responsible person for the race, they will usually represent the Race Committee at protest hearings, although they may appoint a delegate.

Reference should be made to the HBYC On-Water Safety Management Plan available at [hbyc.org.au](http://hbyc.org.au)

### 3. REQUIREMENTS

- 3.1. Be at the Club 90 minutes prior to Club Activity and remain on duty until all starting boats are returned and are accounted for.
- 3.2. Attend and chair a pre-race briefing to discuss conditions either wind, sea state and suitability for the intended race fleet.
- 3.3. Be aware of the published Notice of Race, Primary Sailing Instructions and relevant SI appendices.
- 3.4. Determine the appropriate course to be selected.
- 3.5. Once on the water, coordinate with the on-duty Land Officer and 'Muster Boat' (if required) via the designated VHF Race Channel.
- 3.6. **Complete the 'Race Officer Checklist' and note all required AEA Risk Mitigation protocols, attached.**
- 3.7. Establish start location, length, and direction, note all race starters and manage the start procedure.
- 3.8. Communicate with the race fleet as required.
- 3.9. During the event monitor both Ch 12, 16 and the nominated VHF Race Ch. for the event.
- 3.10. Be familiar with the operation of a VHF radio and primary call signs.

HBYC Land Officer	<b>"Hobsons Bay Base"</b>
HBYC Start/Committee Boat	<b>"Hobsons Bay Race Control"</b>
- 3.11. Take finish times of all starting boats and advise the Land Officer that all boats are accounted.
- 3.12. HBYC may assist in a Distress (MAYDAY) or urgency call (PAN PAN) however it is the water police and / or Marine Radio Victoria (MRV) who will take the lead role in these situations. Allow up to 10 seconds once a call is heard to see if the authorities have responded to such a call.

## Hobsons Bay Yacht Club - Race Officer Checklist

Race Officer. \_\_\_\_\_

Date. \_\_\_\_\_

Race start time. \_\_\_\_\_

VHF Channel. \_\_\_\_\_



### Melbourne VTS on Duty Officer – 9644 9708 or 9644 9707

		value	check
	<b>Pre-Race</b>		
1	Review BOM forecast wind strength		
2	Review sea state (in metres)		
3	Access fleet's ability to handle the conditions. (Yes or No)		
4	Assess course area (Yes or No)		
5	Confirm shipping movements with Melbourne VTS on VHF Ch 12 <ul style="list-style-type: none"> <li>- Advise Melbourne VTS of course selected for the day.</li> <li>- Confirm Start boat visible on AIS.</li> <li>- Use Chart Plotter on Start Boat to view commercial traffic.</li> </ul>		
6	Advise Water Police (Rescue Coordination Centre – RCC) on 9399 7500		
7	Ensure radio contact with ' <b>Hobsons Bay Base</b> ' on race channel		
8	Advise fleet via VHF race channel of shipping movement -		
9	Allow 30 minute period from start for all boats to cross Williamstown Channel – delay start if needed		
10	Monitor Ch 12, 16 and race channel at all times.		
11	Note all boats that have started the race.		
	<b>During the Race</b>		
12	Record wind strength on start line (in knots)		
13	Access sea state on start line and monitor BOM during the race		
14	If GALE WARNING issued during the race, abandon the race		
15	Log all entrants' communications during the race on the back of this sheet.		
	<b>Post Race</b>		
16	Check fleet retirements		
17	Contact boats if unaccounted		
18	Take photo of finish sheet and email to <a href="mailto:racing@hbyc.org.au">racing@hbyc.org.au</a>		
19	Deliver 'finish sheet' to Race Room		

## **Aquatic Event Advice (AEA) – Risk Mitigation**

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The following Risk Mitigation Strategies have been approved by Ports Victoria and should be carried out during the races.

- HBYC will have a ‘Land Officer’ (LO) based in the HBYC Race Room at all times during racing.
- The LO will monitor VHF race channel, Ch 16 and Ch12 at all times and be contactable via land line.
- Race Officer (RO) to call Melbourne VTS 1 hour prior to the event.
- RO to advise VTS of the course selected and start time for the event.
- Confirm that Committee boat is visible on AIS.
- Committee boat to have a dedicated mobile phone and will monitor Commercial Shipping Traffic on boats Chart Plotter.
- If the course selected crosses the Williamstown Channel during a race (post start), HBYC to run a ‘muster boat’ to control crossing race traffic.
- Monitor Ch 12 both from Land Office and Committee Boat and advise race fleet of imminent commercial traffic via VHF race channel.