

OYC RACE MANAGEMENT GUIDELINES

The following guidelines are specific to the management of outside races for Oceanside Yacht Club. They are intended as general guidelines to organizing/managing an individual race, race series or regatta. The designated manager of the race is responsible for coordinating all requirements of the race and conducting the skipper's meeting under the guidance of the Sail Fleet Chairperson (SFC) or Fleet Captain (FC). All race managers must attend the Fleet meetings held on the first Tuesday of every month at 7:00 pm.

TIMING / TASK	WHO	NOTES
5 WEEKS PRIOR TO RACE		
Obtain Notice of Race (NOR)	From FC or SFC Distribute to OYC office Distribute to webmaster to post on website	Post at OYC upstairs on patio "Race" board
Coordinate RC Boat	Use list provided by SFC or FC	Inform SFC and FC of boat & skipper
Coordinate Race Committee	Use list provided by SFC or FC Need PRO and at least 3 others to assist PRO	Inform SFC and FC of names of PRO and committee members
Coordinate Results	Use list provided by SFC or FC	
Coordinate Protest Committee	Use list provided by SFC or FC	
Coordinate Trophies	2003 Trophy Chairperson Bob Ray	
2 WEEKS PRIOR TO RACE		
Confirm RC Boat, PRO, and RC participants		
Arrange access to Club/office on race day	SFC or FC	Access before <i>and after</i> race
Arrange "change" bag for registration	OYC office manager	Arrange pick up prior to skipper's meeting with office manager
1 WEEK PRIOR TO RACE		
Forms prepared	OYC office manager	Race drawer in OYC office Copies of NOR, SI's, Registration cards/form Race Committee Check-in sheets Protest forms available
Reminders/final confirmation	Email or phone call to all "helpers"	

OYC RACE MANAGEMENT GUIDELINES

DAY OF RACE		
Check weather report	Race Manager	Convey info to Race Committee
Gather all Forms	Race Manager	Distribute to all competitors at meeting (all except protest form)
Conduct Registration	Race Manager	Verify racer PHRF ratings Determine class breaks (A, B, non-spin, etc.) Determine class flags to be used (announce at meeting) Prepare RC check-in sheets & give to RC PRO Note payment amount & type (cash/check) on registration card/form Money turned in to office ASAP Get receipt from office manager & give receipt copy to FC Confirm RC is prepared – equipment from Regatta room, NOR, SI, check-in sheets
Conduct Skipper's Meeting	Race Manager	See Skipper's Meeting Notes
AFTER RACE		
Check in with Race Committee	Race Manager	If protest(s), form must be completed within time frame noted in SI's Gather Protest Committee to hear protest Inform person calculating results of protest decision
Check in with Results person	Race Manager	Verify info received from RC
Check in with Trophy person	Race Manager	Verify trophies are being prepared according to results Inform Trophy person which Club Officer is present to sign if paper trophies are being used
Results Distribution	Race Manager	Post results in Club Verify results are forwarded via email to webmaster to post on website Verify results are forwarded to FC & sent to NC Times to post in newspaper Verify results are forwarded to Trophy chairperson to maintain annual yachting award statistics

TOOLS

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> ➤ Notice of Race ➤ Sailing Instructions ➤ Course Chart | <ul style="list-style-type: none"> ➤ Race Committee Check-In Sheets ➤ PHRF Rating Book – Area E/F ➤ Registration Forms | <ul style="list-style-type: none"> ➤ Crew Nomination Forms |
|--|---|---|

OYC RACE MANAGEMENT GUIDELINES

CONDUCT OF SKIPPER'S MEETING

- Sign up racers - make sure each responsible racer *signs and dates* the registration card
- Get copy of PHRF rating if a copy is not currently on file
- Remind skippers to put email address on registration card
- Keep meeting brief
- Only answer by specific reference to Outside Sailing Instructions and other controlling documents.
- Announce Classes & competitors in each class & their rating
- Announce Class Flags (i.e. green, purple, blue, etc.)
- Announce Committee Boat type and name of boat
- Reason for small craft advisory if applicable. State that it is the skipper's responsibility to determine if it is safe to exit the harbor.
- Request check-in and DNF notifications to committee boat
- State time limit of race if any
- Remind skippers to sign in non-club members after the race when at the Club