



Duties of a Principal Race Officer (PRO)

General Duties

- On a designated race day, the decision to race is the responsibility of the Vice-Commodore and Sailing Committee. The conduct of the race becomes the responsibility of the PRO.
- The decision to race when there is a strong wind warning is at the discretion of the PRO and ultimately the Vice-Commodore. The decision to cancel a race because of a strong wind warning will be based on the 18:00 h forecast of the BOM on the preceding Thursday night of race day. Participants will then be immediately emailed by the Vice-Commodore or his nominee advising of the cancellation.
- Weather conditions greater than a strong wind warning will automatically abandon or postpone a scheduled race.
- The PRO directs the race and is usually aboard a competing yacht. However, the PRO may direct the race from the Start Boat in a buoy race or any other location deemed suitable to supervise the race.
- The PRO decides the direction and length of the course based on wind strength and direction and tidal movements. The course should consist of both windward and running leg(s).
- Courses set for each division should be, where practicable, such that the first boat in each division finishes as close as possible to each other.

Specific Duties

1. Pre-Race

- a. Consult with Starter several days prior to the event.
- b. Review Notice of Race, Sailing Instructions and Safety Management System for Race Conduct
- c. Organise starting equipment and launching of the Start Boat.
- d. Conduct briefing at the clubhouse at 08:30 unless Sailing Instructions state otherwise

2. Competitors' Briefing

- a. Welcome competitors and any visitors and acknowledge the race sponsor.
- b. Introduce yourself, provide your mobile number and from where you will conduct the race.
- c. Introduce race officials such as Starter and Finisher
- d. Provide the BOM Capricornia Coastal Waters forecast at a minimum and any other weather information deemed appropriate. Provide low tide heights and times
- e. Indicate the course for each division and the time limit.
- f. Describe the Start Line and approximate location. If there is no Start Boat, describe an alternate method such as a gate start.
- g. Describe the Finish Line. If there is not a Finisher, indicate that yachts will take their own time and relay this to Ratings Officer Dean Fewtrell (mob 0448 518 895) or his nominee by text preferably or VHF
- h. Indicate race VHF channel, on-water sign on procedure with Start Boat or PRO and any radio schedules required during race
- i. Point out any on-water or on-shore hazards.
- j. Indicate location of sign-on sheets and request competitors to sign-on.
- k. Indicate where each course may be shortened, and indicate when and why that decision will be made
- l. Remind competitors of Section 12.7 of Sailing Instructions that a yacht which retires from a race will advise the PRO by VHF or mobile giving current location and status.

NOTE – sign-on and sign-off sheets remain at the clubhouse. Please copy competitor yacht's names on a separate sheet for Start Boat to record finish times



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3. During Race

- a. YOU, as PRO are in charge of the race. You may wish to consult the Vice-Commodore or members of the Sailing Committee for advice.
- b. Ensure race is run in accordance with Sailing Instructions and 2021-2024 Racing Rules of Sailing.
- c. Respond to changes in weather conditions (change of course, shortened course, abandonment or postponement of the race).
- d. Conduct radio schedules or appoint another vessel to do so if required by Sailing Instructions.

4. Post-Race

- a. Check that all yachts, competitors and the Start/Finish boat are safe and accounted for.
- b. Ensure the handicapper has received finish times and race places assessed.
- c. Collect protest forms before race results are announced and ensure a member of the Sailing Committee receives them.
- d. Announce results once skippers or their nominee have returned to club house and signed-off
- e. Ensure all race buoys have been retrieved and the Start Vessel is cleaned and equipment suitably stowed and locked away.

5. Emergency Action Plan

In the event of an emergency such as rapidly deteriorating weather conditions, man overboard or sudden serious illness of a participant, racing may be abandoned. The PRO is to ensure the whereabouts of all competing yachts and their return. The PRO may request, depending on the circumstance, assistance from the Coast Guard via VHF 16 or 21/22.



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Suggested sequence of events for the PRO

One week prior

Contact the CCYC Vice-Commodore, Roger Searl (0407 503 680) at least one week prior to your schedule duty confirming your availability. If you are unable to perform the PRO duties on the allocated date, please swap with someone else and inform the Vice-Commodore of the new arrangements.

By the Wednesday prior

Contact Caretaker, Gary Daniels (0408 458 849) to confirm that the pickup boat is fuelled and battery charged. Confirm availability of a Starter with Vice-Commodore. If no starter is available, consider a gate start and study how to do it.

On race day

- 08:00 -08:30 Put out sign on/off form. These are located on shelves under TV in the clubhouse
Write race instructions and course on whiteboard or put out prepared written sheet with details.
Help the Starter load the Start Boat with equipment such as buoys, flags and flag staff, safety gear, air horn, race management manual, and GPS. Test motor prior to launching.
Help the Starter launch the pickup boat (Do not forget bungs in boat). Tie up on the inside of the club pontoon.
- 08:30 Conduct briefing 90 minutes before the start.
- During race YOU are in charge of the race
Ensure race is run in accordance with Sailing Instructions.
Respond to changes in weather conditions which may require a change of course, shortening a course, abandonment of postponement. Relay changes via radio.
Conduct radio schedules if required by Sailing Instructions
- After race After last boat has finished, ensure that all buoys are retrieved.
On returning to the club, help Starter retrieve the Start Boat, unpack it returning equipment to their correct place, clean the boat, flush the motor and disconnect the battery.
Help handicapper calculate results if needed.
In consultation with the Vice Commodore announce the race results

Suggested sequence of events for the Starter

- 08:00 Load the pickup boat with race equipment (buoys, flags and flag staff, safety gear, air horn, race management manual, GPS). Test motor prior to launching
Launch the pickup boat (Do not forget bungs in boat). Tie up on inside of club pontoon.
- 08:30 Attend race briefing.
- 08:45 Leave club (with finishing time sheet and pen/pencil) to lay buoys as directed by PRO
Ensure radio is on and set to VHF 73. Do radio check with CCYC/PRO when leaving harbour.
- 09:45 On station at start line with port/starboard flag flying.
- 09:55 5 minutes to start (GPS Time), fly CCYC flag accompanied with sound warning.
- 09:56 4 minutes to start, leave CCYC flag flying, raise code flag P accompanied with sound warning.
- 09:59 1 minute to start, leave CCYC flag flying, lower flag P accompanied with sound warning.
- 10:00 START. Drop CCYC flag accompanied with sound warning. Advise by radio to fleet if it is a clear start or any recalls (raise X flag for individual recall or First Substitute flag for general recall)
- 10:05 Stay on station allowing for late starters (about 10 minutes). Set finish line for an island race. Stay on course for buoy race to record finish times as per briefing.
- After race After last boat has finished retrieve all buoys if requested by PRO.
On returning to the club, retrieve the Start Boat, unpack it returning equipment to their correct place, clean the boat, flush the motor and disconnect the battery.