

Race Officer Committee Boat (Bruce) User Guide

Part 1 of the Guide is for use of the Committee Boat (Bruce) from its mooring.

Part 2 (separate document) includes instructions on moving Bruce

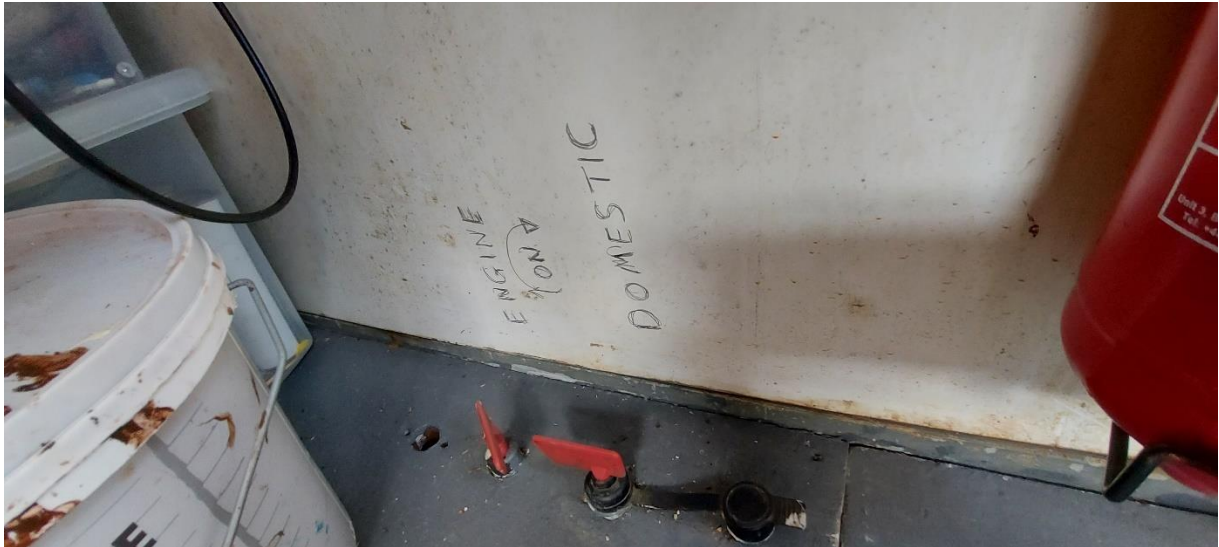
Refer to Dinghy Race Officer Guidelines, Race Procedures and Flag Signals Document and Saturday/Summer Racing Guidelines, or other specific sailing instructions for more detail

PART 1 – using Committee Boat Bruce as a Race Box from its mooring

1. Start to prepare for the race in the Race Box at the Club:
 - a. Use the computer to check competitor lists, patrol boat cover, tide details, forecasts and other relevant boat movements (i.e. dredger)
 - b. Take a view on whether to proceed with the race
 - c. Run up the club burgee and ensign
 - d. Collect the Bruce key from the red cupboard
 - e. Radio check with the patrol boat
 - f. Pick up a spare handheld radio and check this also
 - g. Collect binoculars and a clock
 - h. Collect race log sign in sheets and a clipboard
 - i. Write details of all known competitors onto the log sheets and check any special requirements (i.e. children or vulnerable people competing)
 - j. Consider if there are any risks to take into account (i.e. more vulnerable competitors, movements of the dredger, forecasted/actual conditions) and your actions in response (i.e. location of course, delay start, shorter races etc)
 - k. Check details in the Race Officer folder or via direct communication with the Sailing Committee with regard to special instructions for the particular event
 - l. Confirm with patrol boat team that they are familiar with the racing format and their roles to facilitate the event, decide which buoys to use (orange pencil buoy plus at least one round buoy to suit course and weather conditions) and agree they are fit for use. If using multiple round buoys ensure each is a distinctly different colour.
2. Check the compound/rigging area for competitors to add to the log sheets or ask they make themselves known to Bruce once on the water if they wish to compete. Provide a brief verbal summary of the key features and instructions for the race for competitors
3. Ensure you have a buoyancy aid, if not borrow one from the sail locker
4. Arrange with the patrol boat to take you to Bruce. You ought to aim to leave the shore 45 minutes before scheduled race start time to ensure sufficient time to set up the race from the Committee Boat and start on time

BRUCE

5. Check over the boat to ensure it is stable on its mooring and safe to use for the event
6. Unlock the wheelhouse door
7. Switch on the DOMESTIC power found just inside the door on the right at floor level



8. Switch on the INSTRUMENTS switch on the control panel to the left of the wheel

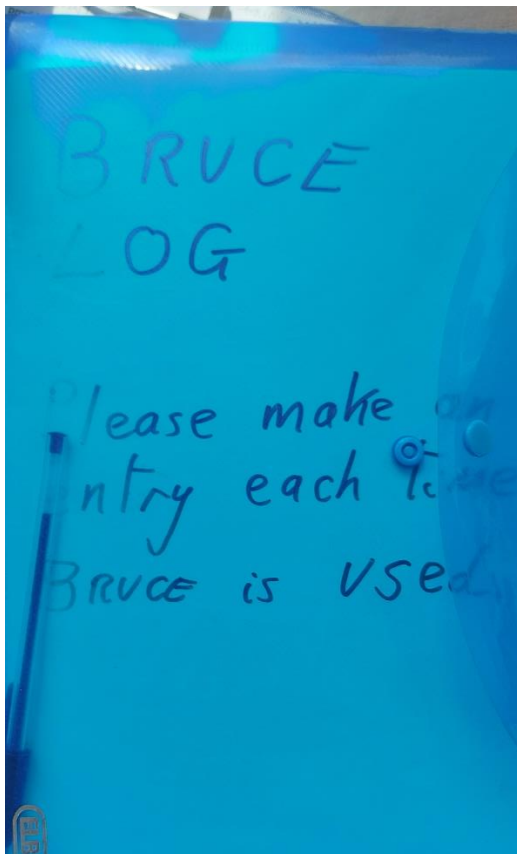


9. The green light should now be lit on the console under the chart table

10. Check the radio is on and tuned into channel 37A. Confirm communications with patrol boat



11. Complete the time you boarded into the boat log in the blue folder on the chart table



12. There is a big plastic box forward of the chart table on the right. In here you'll find a spare horn, clock and all the course labels

13. The main course board is stowed on the inner port side of the wheelhouse. Hang the course board on the scaffold frame using the clips and bungees. There is a label on it to identify which way up you need to hang it



14. Retrieve the flags you need for the race from the hooks on the ceiling in the wheelhouse (some stored on the port side others on starboard)

Orange flag to identify the start/finish line and indicate wind direction

AP - postponement

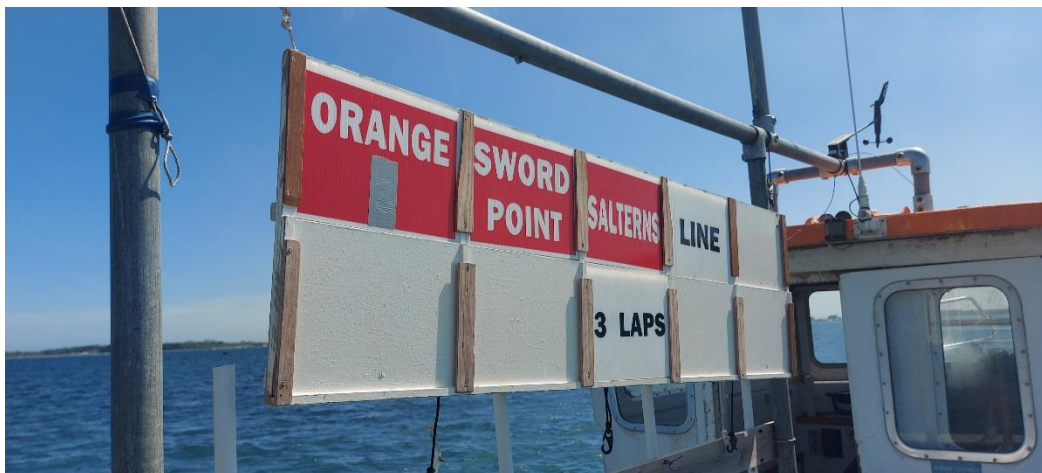
G Flag – 5 minutes

P Flag – 4 minutes

X Flag – individual recall

First Substitute – general recall

15. Check the conditions and choose a course. Instruct the Patrol Boat to lay a rounding mark and a pencil buoy for the pin end of the line. The first mark will likely need to be a laid one to ensure it is upwind from the start. The remaining buoys will be chosen from existing harbour markers to suit the conditions.
16. Pick the relevant labels for the course you have chosen from the box, include LINE and number of laps. Each label is double sided, RED for PORT and GREEN for STARBOARD roundings. Slot the labels into the course board. If in doubt, set 6 laps, you can always shorten.



17. Set up the horn pedal and clock by the start post, by the orange flag
18. Check you have all the details of the competitors on the sign-in log sheet and it is attached to the clipboard
19. Once the patrol boat, competitors and you are ready, begin the start sequence. Use the postponement flag if you need to delay the start from the scheduled time. Slot the flags into the tubes on the scaffold frame to “hoist” them and remove to “lower”
20. During the racing, keep a watch on the boats and maintain regular communications with the patrol boat. Ensure you enter lap times for each boat as they come through the start line. Raise the shorten course flag if needed
21. Record all finishing times precisely
22. Review the course during/after the race and re-set if necessary between races

23. Once the racing has finished, put all the race equipment back into the wheelhouse
 - a. Course labels, manual horn and clock back into the box
 - b. Course board stowed neatly on the inner port side of the wheelhouse
24. Pack up Bruce
 - a. Make an entry into the log in the blue folder
 - b. Close all windows
 - c. Check the anchor and lines are secure
 - d. Turn off the instruments switch and battery switch
 - e. Remove any perishable food/drink and rubbish
 - f. Lock the wheelhouse
25. Transfer back to shore to the Race Box in the patrol boat
26. Return all equipment borrowed from the Race Box including the Bruce key
27. Complete all the post-race tasks (with reference to the Dinghy Race Officer Summary Guide) in the Race Box including:
 - a. Calculate final race results including checking PY information and corrected times
 - b. Display the log book in the window and notify the results coordinator of the content
 - c. Return the Race Box key to the cupboard
 - d. Report any concerns or equipment issues to the Sailing Committee

Thank you for volunteering.