



CLUB RACE OFFICER CERTIFICATE SYLLABUS

Aim

1. To provide a basic syllabus for club race management courses that can be adapted to a club's needs
2. To achieve a minimum standard of race management within a club
3. To teach basic signalling, course laying, the basic routines of starting, managing and finishing races and safety.

Experience and eligibility

None required

Format

The programme is divided into four modules of ninety minutes each. They can either be taught in a day or over four evenings

Syllabus

A power point presentation for instructors is available from the RYA

Module 1: Objectives, organisation and preparation

Objectives

Maximising organisation
Competitors are customers
Customers' requirements

Organisation

Club race management officials
Organisation tree
Job descriptions

Preparation

Work in advance of duty day
Work and checks immediately preceding race
Assembling kit

Module 2: Setting courses and starting

Courses

Familiarisation with club's courses
Knowing wind force and direction and forecast
Start and finish line implications
Start line bias

Starting

Actions before warning signal

Warning signal

Actions before preparatory signal

Preparatory signal

Actions before the start

The start

Module 3: During the race

Individual recalls

Identifying course side starters

Procedure for dealing with OCSs

General recalls

When to use

Procedure

Restarting

Postponements

Types

Use

Correct signals

Race control

Timing leaders and laggards

Calculating finish time

Recording

Shortening

Abandoning

Module 4: The finish and the aftermath

The finish

Setting the line

Avoiding a hook finish

Procedure

Recording

Post-Race

Accounting for all the starters and allowing patrol craft to go ashore

Presenting the results in the way prescribed by the club

The responsibility of issuing and recording protests and knowledge of club procedures