**Race Officer of the day – Guidelines - Covid –19**

1. Please arrive at least an hour before the due start time for the first race of the day, to give yourself time to prepare for the following. Please wear a face covering whilst moving within the clubhouse. Open the race tower door to enable air flow through the clubhouse. Face coverings may be removed whilst in the Tower if social distance measures are maintained.
2. You may, due to bad weather, rough sea conditions, or any other issue affecting the ability to run a safe race, need to postpone, or even decide to cancel races. **DO NOT BE SWAYED BY COMPETITORS, IT IS YOUR DECISION.**

*Note:* Even if you decide to hold any races, it is ultimately the individual’s decision whether to take part, or not. This is in accordance with the TBSC Sailing Instructions & *The Racing Rules of Sailing* (*RRS*) - current issue.

1. Set a course dependent on wind direction and speed. A folder is provided in the tower to assist you. You may decide to change the course at least once during the day to ensure fairness to all types of boat. (This may not be required when running a split race series, but it keeps it interesting if you do). Mark the course up on the outside board - include wind direction, strength and HT details. It is good practice to discuss the course options with the Duty Manager and the PB team.
2. Briefings should take place **20 Minutes** before scheduled race start regardless of competitors’ readiness. It is each competitor’s responsibility to be ready to race on time; races should not be delayed if someone is late arriving. Include any safety or hazard notes on your briefing notes.
3. Ensure all sailors have signed the race signing in/out sheets. You may complete one for the day or one for each race.
4. Carry out radio checks with the Support Boats, agree with them the course and their patrol areas
5. Provided you are happy with support boat cover, buoy positioning and the majority of the boats are afloat etc, **start the countdown 5 minutes before the designated START time.** DO NOT delay races due to competitors who arrive late, or are not ready. You may however postpone the start for exceptional circumstances.
6. If conditions change, the wind drops, or increases, etc, postpone the race for 15–30 minutes. Safety is as paramount as enjoyable sailing.
7. Flag sequences are in a folder in the tower. If you get the start sequence wrong (or for any other reason you decide), then you can abort the sequence and restart.

**Note:** See step 4 of instructions for ‘*Procedure for Starting Races (inc Back-to-Back)*’.

1. It is important to remember to **put your name and that of anyone else doing a duty on the day on each race timing sheet**, so that you get the correct average redress score.
2. During the race, keep a track of all boats, ensuring the count on the water matches the number signed out. If you see any boats in difficulties, ensure the safety boats are aware.
3. Mark the time down for each boat for each lap. Ascertain the best finishing time for the lead boats based on the Racing Programme and, if possible, finish the same class boats on the same lap.
4. If a Support Boat is overwhelmed with capsized boats requiring assistance, the race should be abandoned. Advise them that safety of people is more important than retrieving boats
5. Once the race is finished, ensure all boats have returned to shore safely before instructing the Support Boat to return ashore
6. DO NOT DISQUALIFY any boat without keeping their times. You do **NOT** have the authority to disqualify any competitor. If you have any reason for believing a boat or competitor has breached a rule, or should be penalised, do **NOT** stop keeping lap times for them and finish them as though they had completed the race correctly. Next to the relevant boat on the race timing sheet, enter details about why you believe they should be protested (i.e. DSQ, OCS, DNF, touched a mark, etc). Also inform the boat in question as soon as possible. Lastly inform the Sailing Secretary, or Assistant Sailing Secretary, so that the situation can be reviewed as soon as possible.