



SHYC - Series Officers Guidelines

These guidelines are intended to provide a set of notes to remind the Series Officers of their duties and to assist them when liaising with the individual Race Officers (RO) both at the start and during a SHYC Race Series. It is important to encourage individual ROs' to operate comprehensively and confidently on their day with the aim of providing the best racing possible for SHYC club racers.

1. The Series Officer is responsible for all the Series documentation. The Notice of Race (NoR) should be prepared and posted on the Club Notice Board, entered on the SHYC Web site and a paper copy put in the race case for reference by RO. The key points for the Series, i.e. sponsorship, number of races, classes, starting times and order etc. will normally be agreed at an early stage at a Race Committee meeting. Usually a previous NoR can be adapted which makes this task much easier.
2. Additionally, appropriate sign-on forms/timing sheets for the Named Series should be prepared and these must include reference to any sponsors and, where available, their logo included. Sufficient copies should be provided in the Race Case for all races in the Series.
3. As the Series progresses the Series Officer is responsible for maintaining a record of all the individual race results and the correct allocation of points. At the end of the Series, after the agreed discards are applied, the overall placing's must be reported to the Race Committee for the record and prize giving arrangements.
4. The Series Officer should always have available a copy of the 'Notice of Race' and have to hand the key points for briefing the ROs'. Particularly, signing on requirements (Times, Clubhouse or radio), advertised start times, Classes, number of starts and order, length of race etc.. It is also important to be aware of High Water and Low Water times. The NoR is a very important document as it sets out the rules for the races. Unless specifically stated the Race Officer must NOT vary these rules.
5. Circulate a copy of the 'N.o.R.' and the 'duty rota' to each nominated Race Officer (RO) in the Series as soon as possible before the Series is due to start. Remind all Race Officers that it is their responsibility to arrange any 'swap duties' and they **MUST** notify the Series Officer of any changes. This is essential so that the Series officer can maintain the published duty list on the Web site.
6. During the week before each race, contact the relevant RO and remind him of his forthcoming duty, plus it's helpful to remind the RO of the key points for that particular race. Suggest he takes two stop watches and a pair of binoculars and has at least two assistants on the day.



7. Be ready to support any Race Officer who is either new to the process or not yet confident enough to manage without support. Encourage Race Officers to arrive early and to allow plenty of time immediately before the race to assess the weather, plan the course, complete the signing on process, collect all equipment etc. and get to the starting area.
8. Before the Series starts, ensure there are:
 - Copies of the 'N.o.R.' in the Race Case.
 - Enough sign-on/timing sheets for the Series in the Race Case.
 - Along with spare paper
 - A set of current SHYC Race Instructions (Edition 7)
 - Both the hand held radio's are plugged in and charging
 - The triangles and flags/boards are to hand
 - Inflatable marks are inflated, with line and ground tackle
 - Arrangements for the clubhouse to be opened by a key holder on race mornings at 08.00.
9. Remind Race Officers to take the '**elapsed time in Hours, Minutes and Secs**' of each participating boat in the race. These should be entered into the SHYC Web site Race programme on the computer in the Club house ASAP after the days racing.
10. Any Protests must be acknowledged and Protest forms issued on the day within the Time Limit in the SHYC Rules, although the Protest should ideally be held in the SHYC office immediately after the days racing, it is not always possible and any results must be marked "provisional pending protest" until the Protest is held.
11. A copy of the days Race results should be posted to the clubs Race Noticeboard and left in the Race briefcase, additional copies may be distributed around the bar.
12. Ask the duty Race officer to ensure that triangles, flags and briefcase are returned to the Race office along with club radios, and that the radios are left plugged in and are re-charging.
13. Suggest that the duty Race Officers familiarise themselves with the documents on the SHYC website under 'Reference' within the Racing Section including the 'Presentation to Race Officers' Slideshow.
14. Finally remind the Race Officer that Race fees must be collected on the day, either before the race or in the bar after the race, or results can't be included from yachts who do not pay! The fees to be paid in as 'race fees' to the bar staff and a receipt obtained. This should be put with the copy of the results in the race case.