



# Conway Yacht Club COD Race Management

ML

Version	Date	Author	Change
1.0	26/04/2024	Michael Leahy Captain of Sailing	First draft
1.1	31/03/2025	Michael Leahy Captain of Sailing	Reviewed and updated. Minor changes only
1.2	15/02/2026	Michael Leahy Captain of Sailing	Reviewed. No changes. Redated

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## The CYC's Responsibility

The Club will organise and manage the Club's race programme including ensuring that the necessary official documents (Notice of Race, Sailing Instructions, Race Declaration) are reviewed, updated and published, scheduling the races, collecting and analysing the results and awarding the trophies.

The Club will appoint a Race Officer to manage each race including the safety aspects of the event.

The Club will provide a support boat in working order with sufficient crew with appropriate experience, training, and qualifications (if necessary) to operate the boat and provide assistance as required.

## The Race Officer's responsibilities

The RO will collect the race bag from the Clubhouse prior to the race day.

The RO will complete the on-the-day risk assessment checklist form at least 60 minutes before the start of the race.

The RO will make a go/no go or postponement decision based on weather etc.

The RO will choose which course will be raced.

The RO will start the race in the usual way.

The RO will oversee the safety of the race and take decisions regarding shortening and or abandonment as required in the event of incidents or accidents or in view of the weather.

The RO will finish the competitors and note their order and finish times.

The RO will stand down the support boat(s) once all participants have returned to their mooring or berth or is assured that there is no further need for support boat cover.

The RO will complete the Results Sheet and return it to the Sailing Captain within 1 week of the race.

Protests that are disputed will be adjudicated after the race by a protest committee including the RO, the Sailing Captain (assuming not implicated in the protest) and one other.

## Sailing Captain's responsibilities

The Sailing Captain will ensure that the race bag(s) contain the required items (see Appendix) and that the VHF radios are charged

The Sailing Captain (or their delegate) will collect the list of those intending to race and will provide this to the Race Officer prior to the start of the race.

The Sailing Captain will receive the results from the RO and will publish them on the Club website and notice board.

The Sailing Captain will provide the results to the CYC Trophy Officer in a timely manner.

## Competitor's responsibilities

Each boat will have a nominated skipper. The nominated skipper is the person with responsibility for safety aboard the boat.

The nominated skipper must ensure they have read and noted the contents of the CYC Notice of Race and the CYC Sailing Instructions.



Prior to racing the nominated skipper must have completed and submitted a Race Declaration and comply with the statements therein. One race declaration may cover a whole sailing season if appropriate.



## Appendix: Contents of the race bag(s)

1. Ring binder containing: All documents will be the current active version):
  - Race Results Sheets
  - Bay Course Marks
  - River Course Marks
  - Sailing Programme
  - COD/Dayboat Course Card
  - Llandudno Race courses
  - Race Officer Guide
  - Race Officer - Emergency Aid Memoire
  - Rabbit (Gate) Start Procedure
  - Contact numbers
  - Reference distances
  - Notice of Race
  - Sailing Instructions
  - COD Risk Assessment
  - Beaufort scale
2. 2 x Standard VHF handheld radios for use from the Tower or from Sior
3. Key to the Club Tower
4. Air horn(s)
5. Clock / Timer

Not in the race bag – will be kept in the Marina Office in our pigeon hole or in the back office

1. 1 x DSC handheld radio and charger– for use on Siôr.
2. Key to Sior
3. Marina Fob