



Cairn Curran Sailing Club

# PRO Guide

for duty officers & crews



## Purpose of this Guide

Being the PRO  
[Principal Race Officer] is  
an important responsibility.

The club relies on everyone  
having their turn at being a PRO.

It is a great opportunity for you to  
think about what makes a great  
race, improve your own sailing and  
make sure our club is an enjoyable  
place to come to.

It is rewarding, especially if you properly  
prepare and think about how to do the best  
possible job for the sailors. It is a great  
feeling at the end of the day when you get  
thanked for running a great day.



This guide is designed to help you get the most out of the day for everyone, safely and fairly.

If in doubt, please ask any member of the sailing committee.

We are here to help you run a great sailing experience!

The current members of the Sailing Committee are listed on the club website

[ccsc.org.au](http://ccsc.org.au)

Consult with a Sailing Committee member when planning the course for the day's racing.

## Results

You'll need to send the results Officer the race times after an event.

The Results Officer is listed on the club website.

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Consider competitors capability, wind conditions, the forecast and consult with sailing committee members on your plans for the course.

The Officer of the Day must be aware that the prime consideration is to the duty of care for all competitors, club members and general public.

**At all times –  
people shall take  
priority over craft**

# Race Preparation

## Rescue craft, Forecast, Flags, Briefing

### On shore

- Begin PRO Duty log. Check office whiteboard and log for any items requiring attention from previous event/duty.
- Check fuel and oil  
(if unsure seek advice from Sailing Committee).
- If fuel is low replenish supplies  
(fuel card for Maldon petrol - see a Committee member for instructions).
- No alcohol consumption for duty crew until all safety duties completed (*end of day all boats ashore*).

### Get rescue craft ready for the race, including;

- » weights & ropes  
When putting the weights and ropes in the boat - always put 1 extra of each in.
- » marks/buoys
- » flags
- Put the bungs in!
- Turn the power master switch on
- Check radio
- Make sure the motor is vertical and check the oil level
- Tilt the motor up for travelling
- Check the winch handle is secured!

### Check safety gear

- » PFD (1 for every person on board and spare).
- » Paddle.
- » Torch (make sure it works!)
- » Hand bailer (bucket) with lanyard
- » Fire extinguisher
- » Tow rope (permanently attached to boat)
- » Anchor, chain and rope (check untangled)
- Hitching boat trailers  
(watch your back and ensure safety)
- Attach trailer, safety chains

### Course setting

- Wind strength – is it too much?  
Think of average skills
- Consult Sailing Committee before posting course on board (*refer to Running the Race*)
- Before 12:45 post sign on sheets
- Before 13:00 post course  
This should list;
  - » race details: date & event name
  - » marks of the course
  - » order of sequence
  - » start times for each division
  - » type of finish (eg. flag pole finish)
  - » forecast esp. any warnings
  - » radio system used
  - » safety officer

### Briefing

- 13:00 Call competitors to club house
  - » club notices (*in the club house*)
  - » course briefing (*in the boat shed*)
- In strong conditions, cold conditions or with inexperienced sailors
  - » Remind competitors of fundamental RRS 1.2 and 4 (*Competitors shall make their own decision to proceed to race, taking into consideration the prevailing conditions at the time*).
  - » Remind competitors to wear PFDs.
  - » Get second rescue boat on the water, normally in these conditions there will be some non sailors capable of running a second boat.

### Recheck craft safety equipment, race equipment

- » stop watch
- » radio: UHF or VHF (licensed users)
- » start sequence & flag reference sheet
- » paper and pencil
- » timing sheets
- » flags
- » marks/buoys (one for each mark of the course & a finishing mark)
- » weights & ropes
- Minimum of two people on board the rescue boat, attired to assist competitors.
- Invoke 'emergency crew policy' if required.

## Course reconnaissance

- Inspect course areas.
- Conduct radio check from [rescue craft to Cairn Curran base](#).
- Assess indicators of wind direction, gusts and lulls
  - » sails (if boats are out)
  - » wind indicator
  - » feel on face, neck hands
  - » upwind boats
  - » wind ripples on water
  - » flags on stationary boat, ribbons, tape
  - » smoke or dust
  - » boats on moorings
  - » trees/vegetation
- keep looking up and watch the sky

**Keep your eyes up and know how to abandon a race if required.**



## When not to start a race

1. Current or forecast wind conditions will exceed recommended class limits; *this varies from 18 to 22 Knots for most dinghies.*
2. There is no wind or very inconsistent light winds such that a start direction cannot be determined.
3. There are no competitors.

## Launching Rescue Craft

- Decide which ramp is suitable as a windward shore, considering wind and waves
- Put aerial(s) up
- Reverse into water
- If a sufficient depth lower motor
- Start engine while boat is on trailer
- Switch off
- Lift motor
- Unhook at bow
- Push boat off trailer with bow line attached
- Complete radio check

### Engine starting procedure

- » motor must be *fully down* for cold starts.
- » cold starts. Push choke in for three seconds, release and start motor.
- » if no start *slightly* raise fast idle lever
- » once engine runs, *Immediately* lower fast idle lever.
- » engine running check water stream (*water pump stream from under cowling*)

## Rescue craft retrieval

- Which ramp (*weather may have changed*)
- Reverse trailer into water until water covers the end roller
- Tilt trailer
- Attach winch strap onto bow
- Wind on to trailer
- If possible keep winch strap from curling over
- The winch handle is removable. Take care to return after using, secure it with the elastic strap on the trailer
- Remove craft from water
- Remove Bungs
- Put aerial(s) down

[The rescue boat is not to be driven up onto the shore](#), anchor the boat so the bottom of the boat is floating and not resting on the bottom.

Wind conditions can change!

## Using the anchor winch “Jack Wagstaff” Rescue boat

The anchor winch is a great addition to the boat and saves a lot of manual lifting.

The following instructions are a guide on how to use it.



» Figure 1 The anchor drum and motor

### Description

The winch holds about 80 metres of line: after several metres of black chain, the line becomes a white rope.

The black (covered chain) at the anchor end with white chord whipping marking 0.5m and 1 m from the anchor end. This provides warning that you are close to the end and should to stop winching continuously.

The controls are a simple UP and DOWN from the control panel on the dashboard of the boat.

To avoid draining the battery you should always operate the winch with the motor boat running.



» Figure 2 Control panel for the anchor winch in the dashboard

### How to drop the anchor

- 1 Motor upwind of the place where you want to anchor. Use the following table as a guide.

Water depth (m) Approx. gauged when laying buoys.	Anchor rope length (m)	Approx. distance upwind of where you want to station to start dropping anchor (m)
5	15-20	20 - 25
10	30 -40	40 - 50
20 (usual max depth when lake is full)	60-80	70 - 90

The rule of thumb is that the anchor line needs to be 3–4 times the water depth. More line is needed in heavy wind and large wave conditions.

- 2 Keep the motor running so that the anchor does not drain the battery then push the switch to the **DOWN** position, the winch will start releasing the anchor. Keep an eye on the line as it is released from the drum to ensure it does not become tangled and start pulling it up.  
In calmer conditions you may need to put the boat into a slow reverse occasionally.
- 3 Once the anchor has reached the bottom and you have reached the required position, check that you are not drifting by using a transit of two positions in the distance.
- 4 If you are drifting you can try laying out more line or lift the anchor and start again.

### How to lift the anchor

- 1 Put the boat into slow forward so that the winch is not overloaded then push the switch to the **UP** position, the winch will start pulling in the anchor. **Keep an eye on the line as it is collected on the drum to ensure it does not become tangled.**
- 2 Once the drum has started to collect the black (covered chain) at the anchor end watch for the white whipping markings at 1m & 0.5 m from anchor end. Press **UP** intermittently until the anchor is in position at the bow of the boat.

### Packing up

On return to the boat shed, the bow of the rescue boat will need a hose down to remove any mud that has come up from the anchor and chain.

# Running the race

## Setting the course

Courses are usually a combination of triangles and windward returns.

Set course avoiding areas near hills, shore that create bends in wind.

Check for adequate water depths.

Low water levels may require courses consisting of Windward and Leeward marks only.

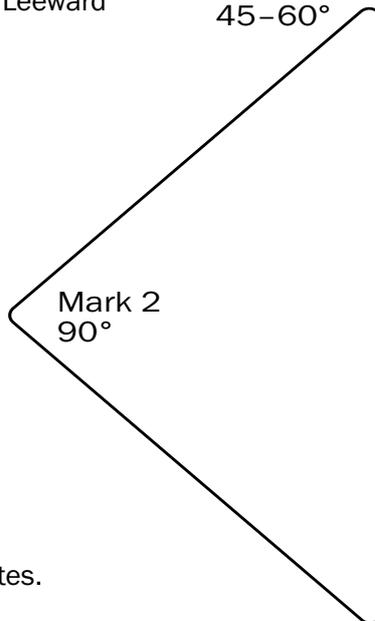
Mark 1  
45–60°

## Course angles

Check for angles to ensure marks can be met safely (especially the finish).

Triangular courses should be 45–60°

Windward mark should consider mean wind direction.



## Length & time

Distance to first mark should be around 10 minutes.

As a guide (for full lake) - aim for 1 km (light winds) to 2 Km (heavier winds) from start to windward mark.

Cats should have longer courses.

Aim for a number of laps to give a 90 minute race for mid fleet.

## As a guide in 10 knots this would be

Division 1	Monos <118.5	3 laps
Division 2	Monos ≥118.5	4 laps
Division 3	Catamarans	5–6 laps
Division 5	Juniors/Novice	1–2 laps

Better be too long as you can always shorten.

## Port or Starboard course

Think about Port or Starboard rounding course. Generally Port rounding is preferred for safety reasons at top mark. But in some wind directions this may not be possible with the available water.





## Laying and retrieving buoys

### To lay a buoy

#### Ensure propeller is disengaged

- Carefully attach concrete weight to rope.
- Slowly lower weight down to bottom of lake.
- Allow sufficient slack for waves.
- Then tie onto the ballast chain with a secure knot at the top of the chain close to the link where the buoy will be attached (*or tie rope to bottom hoop of buoy*). **This will ensure the chain remains vertical below the buoy and not drag it an angle.**
- Loop and tie the end of any spare rope together so it does not drag downwind of buoy.
- Clip the buoy onto the ballast chain.  
In shallow water you may need to clip it in two positions so chain does not touch lake bottom.
- Shake and fill buoy with air.  
Lower buoys and ballast chain into water maximising the amount of air that the buoy can hold.

Check out the clip <http://www.youtube.com/watch?v=EC3e7Anbbu8>

### To retrieve a buoy

#### Ensure propeller is disengaged

- When retrieving **make sure you use the protectors** on the rescue boat.
- Coil ropes carefully for stowing.
- It also a good idea, if conditions are safe, to wash the weights if they are muddy before they come into the boat.

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#### Quick & Simple Deployment of the Self inflating Marker Buoy



Marker Buoy Clip On  
Ballast



Deploying the Self  
Inflating Marker  
Buoy



Marker Buoy fully  
inflated



Marker Buoy at  
Yachting Event

# The Start Line

Starting line length should be  
 = number of boats x average  
 length of boat + 10 to 50%

- Considering:
- size and manoeuvrability of boats
- wind strength
- standard of sailors
- waves etc. (*longer line in more challenging conditions*).

Easiest to set initially with some starboard bias and then once anchor is set drop back with additional line to get square line.

Use a long line and fine tune up to first preparatory signal.

[See starting procedure and flags on right and following page.](#)

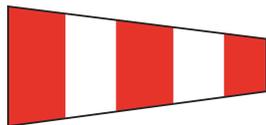
## Flags usually required on the start boat

Course flag: Starboard (occasionally).

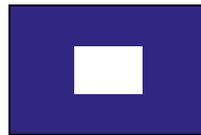
Code P

Division flags

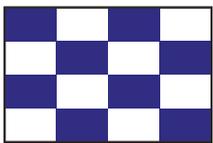
and



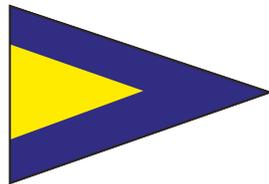
AP - Postponement



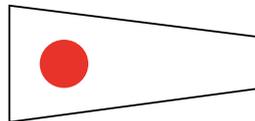
Code P  
Preparatory Signal



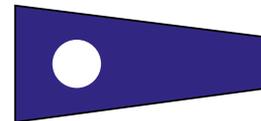
N - Abandonment



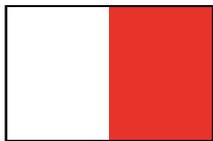
First Substitute -  
General Recall



Division 1  
Monos >118.5



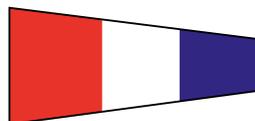
Division 2  
Monos ≤118.5



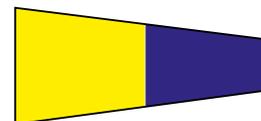
H (N over H) - all races  
abandoned. Sig ashore.



Code Flag X  
Individual Recall



Division 3  
Catamarans



Division 5  
Juniors/Novice

## Race Start Procedure (Rule 26)

Minutes	Flag	Sound
<b>1st Start</b>		
5	Warning <b>Up</b>	Division(s) & course One
4	Preparatory <b>Up</b>	Code P (I, Z, or Black) One
1	One minute <b>Down</b>	Code P One
0	Start <b>Down</b>	Division flag(s) One

*The starting signal is the warning signal for the next start.*

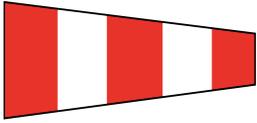
<b>2nd Start</b>		
5	Warning <b>Up</b>	Division(s) & course One
4	Preparatory <b>Up</b>	Code P (I, Z, or Black) One
1	One minute <b>Down</b>	Code P One
0	Start <b>Down</b>	Division flag(s) One

*The starting signal is the warning signal for the next start.*

<b>3rd Start etc.</b>		
5	Warning <b>Up</b>	Division(s) & course One
4	Preparatory <b>Up</b>	Code P (I, Z, or Black) One
1	One minute <b>Down</b>	Code P One
0	Start <b>Down</b>	Division flag(s) One

## Postponement

Policy is to **Postpone** (AP flag + 2 signals) if start has not yet occurred and **Abandon** (N flag + 3 signals) if start has occurred.



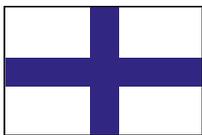
## Abandonment

Abandon if conditions are unsafe (foul weather) or not fair (eg. error in starting sequence, missing mark etc.)

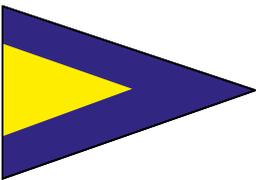
Remember abandonment with N over H (3 signals) sends everyone to shore.

## Recalls

At the start of a race be ready for



**Individual recalls**  
X flag + 1 sound



**General recall**  
1st Substitute + 2 sounds

**Never give a general recall after an individual recall.** Instead Abandonment (N + 3 sounds) and restart sequence 1 minute after flag lowered.

If a boat is OCS (*On Course Side at start*) and does not restart then take finishing time but do not give sound signal.

**Record OCS boats that do not return.**

## Overseeing the race

Is wind speed dropping – [consider shorten course](#).

Is wind becoming unsafe – [consider abandoning](#).

Keeping a proper look out of competitors and weather.

## Finishing boats

Shorten course – make sure you are aware of the procedure. [See Sailing Instructions CCSC website](#).

## Shortened Course

Code flag S with the appropriate division flag(s) will be flown + 2 sound signals may be given as the lead boat approaches the mark, after she rounds the mark she shall sail directly to the finish.

## The Finish

Will be as shown on the course board.

A Yacht shall only cross the finish line if the course has been completed correctly and all rules complied with.

All yachts failing to complete the course in accordance with the sailing instructions shall be deemed DNF (Did Not Finish).

## Time Limit

The time limit for each race is 3 hours.

Boats finishing after the time limit shall be scored DNF (*Did Not Finish*) (*amends RRS 35 and A4.1*).

- Recording times of finishing yachts using race time forms provided (office filing cabinet).
- Record yachts not completing course
- Protests- refer to Racing Rules of Sailing. Protest forms in the office filing cabinet. Ask Sailing Committee for advice in the event of a protest.
- Ensure times and sail numbers are legible and present race times to the Club results officer.

## Rescue

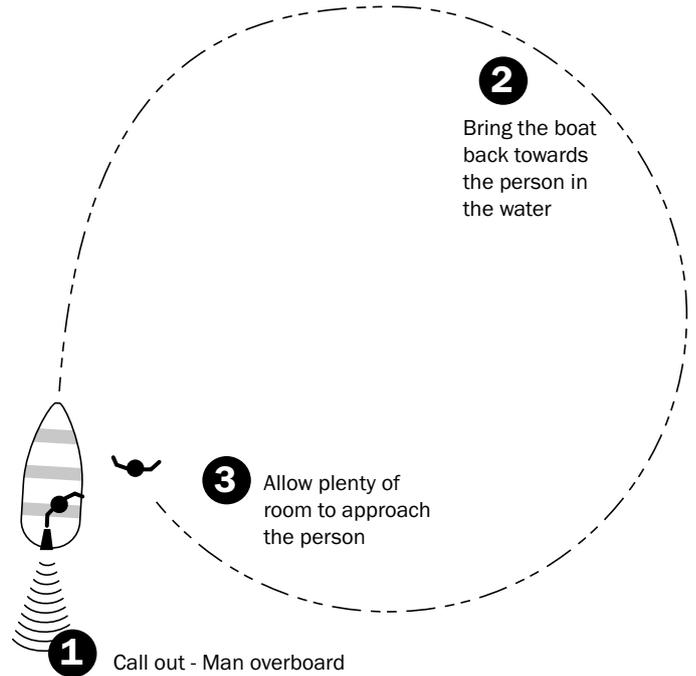
**In an emergency the priority is to save lives, not the boats.**

- Call for second rescue boat if required.
- Rescue craft crew must be prepared and attired to enter the water.
- Drifting or anchored boat can be picked up later. [Preservation of competitors will always override the preservation of boats.](#)
- When towing craft use the provided pulley rope triangle at the stern of the rescue boat to ensure force is directly behind motor so you can steer.
- Once returning competitors to shore ensure club members on shore do basic first aid checks (eg. hypothermia etc)
- Stay abeam and to leeward of capsized craft
- [Approach persons in water from abeam and to leeward](#) (*see following man overboard drill*).
- Apply Red and white tape on boats with crew removed (*so later crews do not waste time looking for people who are already rescued*)

# Man overboard drill

This is a drill where an object (*representing a person*) is thrown out of a boat at speed and you are asked to recover it. Here are some points to consider when performing this activity:

1. Tell someone to watch and point to 'the person' all the time until the rescue is complete. A GPS can be used to fix this position.
2. If conditions are such that you cannot immediately turn the boat around, throw a life buoy or something buoyant into the water to use as a marker. This will increase your chances of returning to the right place quickly.
3. Turn the boat around safely and head back towards 'the person'.
4. When near 'the person', bring the boat up into the wind.
5. If you have a quoy and line, heave it to 'the person' in the water and haul alongside. If no line is available, drive the boat close to 'the person'.
6. Once you have contact with 'the person' in the water cut the motor. If this could endanger the vessel then go into neutral and don't cut the motor (*the type of situation that determines this action is bar crossings, very rough weather or there is a problem in restarting the motor*).
7. If the boat is a small dinghy, retrieve 'the person' over the stern, so as to avoid capsizing the boat. **Care should be taken not to injure 'the person', with the prop.**
8. For other boats retrieve 'the person' at the side of the boat. If there is difficulty getting 'the person' on board rig a rope by trying it onto the boat at bow or stern and allowing the bight to fall into the water where it can be used as a step to assist recovery.



## Safety tip

If the driver falls out of the boat and has connected the deadman's cord to their belt, then the kill switch will activate, stop the motor, and stop the boat.

## EMERGENCY CONTACTS & REFERENCES

Police, Fire Brigade and Ambulance	000
GM-W Emergency Hotline	1800 064 184
Vic Roads Map Reference	Map 58, Ref. H2 (Edition 7)
CFA Map Reference Point	Spatial Vision North West Region map book (SVNW) Map 357 H4
GPS Reference Point	36° 59' 40.99" S 143° 58' 23.08" E

## STATE EMERGENCY SERVICES

Emergency	132 500
Bendigo SES	(03) 9256 9500

## CAIRN CURRAN RESERVOIR

Goulburn Murray Water	5475 2302
Weir Keeper Baringhup	0418 510 983

## EMERGENCY RESPONSE PLAN

An emergency response plan is available from the CCSC website, and on site in the clubhouse.

The PRO is the Emergency Warden for their duty day.

### **Bendigo Hospital**

Emergency	62 Lucan Street, Bendigo	5454 6000
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### **Maryborough Hospital**

Emergency	75-87 Clarendon Street, Maryborough	5461 0333
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### **Castlemaine Hospital**

Vic Public Hospitals	142 Cornish Street, Castlemaine	5471 1555
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A voluntary roster of general practitioners, emergency care and medical assistance is provided when urgently required.

### **Maldon Hospital**

Chapel Street, Maldon 3463	5475 2000
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Dr not always on duty, ring to check