**STONY LAKE YACHT CLUB**

**Weekend Race Starter Job Descriptions**

**March 2018**

**Schedule and Race Day Routine**

* Arrive at the Yacht Club with sufficient time to prepare, to set the course, and start on time
* Refer to the race schedule for which trophies and classes will be awarded on each date
* Assess the conditions and determine where the race will take place and what course is to be sailed
* Races must start on time - starters should understand and consider the Stony Lake wind oscillations when setting the course to minimize the chance of delays caused from repositioning the marks.

**Results**

* Results are to be posted during the week following the race by the Starters.
* The program used to administrate the results is Sailwave ([www.sailwave.com](http://www.sailwave.com)).
* There is a SLYC database that was set up in 2006, which is to be handed off to the next year’s starters.
* After every race, the results must be posted directly to www.slyc.ca – from there they can be printed off and posted on the clubhouse notice board.
* Starters must remember when recording and scoring each race to:

1. Record every boat along with its actual elapsed time and its time adjusted for its handicap
2. Indicate the wind conditions using the Beaufort Scale
3. Record the boat, class, skipper and any crew

**Roles and Responsibilities:**

**Employee Positions:** Head or Co-Head, and Assistant Starters

**Head or Co-Head Starter(s)**

The Head or Co-Head Starter’s roles and responsibilities are to:

* Arrive at the club at least 1-½ hours before race(s) are scheduled to start to:
  + Prepare the starting boat and to inflate the marks
  + Set the course
* Manage and care for the inventory to ensure all marks, flags, signal equipment, logs and pens, anchors and safety equipment are ready for use. Ensure Race committee boat is in good working order and properly maintained.
  + Must inform the Director of Weekend Racing whenever there is something needed the week before it is needed.
* Maintain and store the results logbook and record the following data for each race and participant

1. Race conditions at the start of each race using the Beaufort Scale
2. Every participant present and the boat class they are sailing
3. Which trophy is being raced
4. Elapsed time of every competitor for each race

* Be familiar with the results tabulation program Sailwave found at [www.sailwave.com](http://www.sailwave.com)
* Post the results at the end of every weekend directly onto the [www.slyc.ca](http://www.slyc.ca) website using Sailwave
* The Yacht Club tablet will be used by the Starters to bill racing participants at the end of each weekend race (for those who pay per day). Guidelines and instructions provided by the Director for Weekend Racing and the Director for Membership.
* Have access to a computer and the internet for the posting of weekly updates.
* Must be familiar with the trophies / series for every weekend including type of course to be sailed and classes designated to compete for each trophy.
* **Be available for all weekend races throughout the season including special event regattas hosted by SLYC that are held in lieu of the regular weekend racing (such as the Catboat regatta in August)**
* Oversee every result taken including penalties and disqualifications.
* Be familiar with racing time limits (check Racing Rules of Sailing 2005-2008)
* On unsafe weather, light or no wind conditions – to have full discretion to abandon or postpone the race.
* The Head or Co-Head Starter has the authority to DSQ a competitor for not finishing in time or for being over the start line early (OCS)
* Every effort should be made to start races at the scheduled time. This requires that the course be set so that either the race sequence begins or the postponement (AP) flag goes up at the designated time. (The ONLY reasons to postpone or abandon will be because of unsafe weather, a BIG wind shift or no wind conditions)
* Co-Head Starters must function as a team, sharing responsibilities and establishing a system to ensure that their duties are carried out effectively and completely.

**Inventory**

Flags: O, P, I, M, First Substitute, X, Red Pennants,

Tetrahedrons (3), Patch Kit, Whistle, Fog Horn, Beaufort Scale, Timer/Watch, Results Logbook, Starting Boat Safety Equipment

**Suppliers**

Flags Unlimited

364 St. Vincent Street

Barrie, Ontario

L4M 4A5

(800) 565-4100

[ContactUs@flagsunlimited.com](mailto:ContactUs@flagsunlimited.com)

[www.flagsunlimited.com](http://www.flagsunlimited.com)

Engineered Textile Products or ETP (marks)

P.O. Box 7474

715 Loeffler Street

Mobile, Alabama

36670

(800) 222-8277

[www.etpinfo.com](http://www.etpinfo.com)

**Assistant Starter:**

* The role of the Assistant Starter is similar to that of the Head Starter.
* The Head and Assistant must function as a team, sharing responsibilities and establishing a system to ensure that their duties are carried out effectively and completely.
* The Assistant is considered to be the successor to the Head Starter. He/She must learn the roles and responsibilities so that they can take over if the Head is absent or in preparation to become the Head. This includes learning how to use Sailwave, setting of a course, executing the starting sequence including the display of flags, sound signals, changing course and postponement procedures.