



## US SAILING RACE OFFICER TRAINING & CERTIFICATION PROGRAM

### ONE DAY RACE MANAGEMENT SEMINAR



Dear Seminar Participant:

Thank you for registering for the Race Management Seminar in Oakcliff, NY on February 4, 2012. This seminar is designed for people who have some race committee experience, but is also suitable for newcomers. It will be held at Oakcliff Sailing Center, will begin at 8 am and end at 6:30 pm. An hour has been added to the length of the seminar to discuss the management of Match Races. Peter 'Luigi' Reggio and I will be the co-instructors.

There are two documents that you will need to prepare for the seminar: an article on the changes in *The Racing Rules of Sailing 2009-2012* that affect race management, and a set of 54 true/false Study Questions. Please note that the Study Questions are copyrighted by US SAILING.

The study questions are attached and both documents are available for downloading from the US SAILING web site:

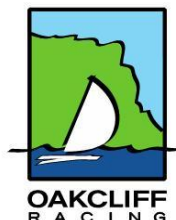
[http://raceadmin.ussailing.org/Race\\_Officers/CertificationTraining/Race\\_Officer\\_Seminars/Materials\\_Required\\_for\\_Seminars.htm](http://raceadmin.ussailing.org/Race_Officers/CertificationTraining/Race_Officer_Seminars/Materials_Required_for_Seminars.htm)

To prepare properly for the seminar, you should try to answer all of the study questions, and write in the applicable rule number(s). Guidance for answering the questions can be found in *The Racing Rules of Sailing*, including the US SAILING prescriptions ("RRS"). At the seminar you will need your own copy of the RRS, and you will be given a copy of *Join the Race Committee Team*. The certification test, which is given at the conclusion of the seminar, is optional. Unlike the Study Questions, the test consists of multiple-choice questions. In order to be certified as a Club Race Officer, you are required to attend a complete seminar and to pass the test. During the test you will be permitted to refer to the RRS and to *Join the Race Committee Team*. If you plan to take the test at the end of the seminar, it is essential that you complete the Study Questions.

In addition to attending an approved seminar and passing the test, there are other qualifications for certification, which are attached, and will be discussed at the seminar. One is ownership of the current edition of the US SAILING *Race Management Handbook*. If you do not have that book and plan to be certified, you should obtain a copy of either the 2005 edition (currently available) or the 2009 edition from the US SAILING web site <http://store.ussailing.org/>; click on Racing, and All Race Management.

I look forward to seeing you in Oakcliff on February 4.

Steven M. Purdy  
RM Seminar Instructor



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**STUDY QUESTIONS**

<b><u>#</u></b>	<b><u>QUESTION</u></b>	<b><u>T</u></b>	<b><u>F</u></b>	<b><u>RRS</u></b>
	These questions should be answered assuming that the <i>Racing Rules of Sailing for 2009-2012</i> and the current US SAILING prescriptions apply.			
	<b><u>REGATTA ORGANIZATION &amp; RC RESPONSIBILITIES</u></b>			
1	In the USA, any organization affiliated with US SAILING can be the organizing authority for an event.	T	F	
2	Ordinarily, the organizing authority for the event appoints the race committee.	T	F	
3	The race committee is responsible for publishing the notice of race.	T	F	
4	A protest committee, but not an International Jury, can be appointed by either the race committee or the organizing authority.	T	F	
5	The scorer is part of the race committee.	T	F	
	<b><u>NOTICE OF RACE &amp; SAILING INSTRUCTIONS</u></b>			
6	The sailing instructions must be made available to each boat before a race begins.	T	F	
7	In order to make a valid change to a racing rule, the sailing instructions must refer specifically to the racing rule and state the change.	T	F	
8	The race committee is responsible for publishing the sailing instructions.	T	F	
9	Sailing instructions must conform to Appendix J2.	T	F	
10	Sailing instructions must contain a description of the class flags.	T	F	
11	Changes to the sailing instructions can be made by announcing them at the competitors' meeting ashore, if so authorized by the sailing instructions.	T	F	
12	Class rules are in effect, even if the sailing instructions don't mention them.	T	F	
	<b><u>SETTING THE COURSE</u></b>			
13	Starting lines should be between 1 and 1.5 times the total length of the boats starting.	T	F	NA

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14	Higher performance boats need longer starting lines.	T	F	NA
15	In light air, the starting line should be longer.	T	F	NA
	<b><u>BEFORE THE START</u></b>			
16	If the RC wants boats to come within hail, for example to check them in, it should display flag L.	T	F	
17	Unless the sailing instructions change the interval, the warning signal is made 5 minutes before the start.	T	F	
18	The visual signals for starting must be flags, unless changed by the sailing instructions.	T	F	
19	The class flag (warning signal) must be the class insignia.	T	F	
20	The race committee is permitted to designate the course to be sailed with the preparatory signal.	T	F	
21	When the race committee designates the course to be sailed, it is required to display the direction to the first mark.	T	F	
22	The race committee is permitted to move a starting mark only until the preparatory signal.	T	F	
23	The preparatory signal is made 5 minutes after the warning signal.	T	F	
24	Unless a starting penalty is to be in effect, the preparatory signal is a plain blue flag.	T	F	
25	The preparatory signal is lowered 1 minute before the start, with one long sound signal.	T	F	
26	The starting signal is the removal of the warning signal.	T	F	
	<b><u>RECALLS</u></b>			
27	If more than one boat is OCS, the race committee should lower and re-raise flag X as each returns to the pre-course side of the starting line.	T	F	
28	When flag X has been displayed immediately after a starting signal, it must remain displayed for four minutes.	T	F	
29	The race committee is permitted to signal a general recall if there has been an error in the starting procedure.	T	F	
30	If there are several OCS boats, the race committee should signal a general recall.	T	F	

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31	One minute after lowering First Substitute, the RC should make the warning signal.	T	F	
	<b><u>STARTING PENALTIES</u></b>			
32	When the I flag penalty is in effect, flag X should be displayed immediately after the start if a boat is on the course side of either extension of the starting line.	T	F	
33	Z flag penalties apply only if there is a general recall.	T	F	
34	A boat identified inside "the triangle" at one minute before her start when the Z flag penalty is in effect should be penalized 20%.	T	F	
	<b><u>DURING THE RACE</u></b>			
35	After the starting signal, the race committee is permitted to abandon a race because light wind makes it unlikely that any boat will finish within the time limit.	T	F	
36	As soon as one boat has rounded the first mark, the race committee can no longer abandon the race.	T	F	
37	The race committee is permitted to shorten the course to enable further scheduled races to be sailed.	T	F	
38	In order to shorten a race by eliminating one or more legs, the race committee is required to make the appropriate signals at the mark that begins the leg to the new finishing mark.	T	F	
39	When signaling a change in the next leg of the course, the RC displays flag C and makes 2 sounds as the first boat approaches.	T	F	
40	When a mark is missing, the race committee is permitted to substitute a boat displaying flag M for the mark.	T	F	
41	When displaying flag M, the race committee must make repetitive sound signals.	T	F	
42	If no time limit is stated in the sailing instructions, there is no time limit.	T	F	
43	If no boat finishes within the time limit, the race committee is required to abandon the race.	T	F	

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44	When a course is shortened, the finish line is between the staff displaying flag S and the nearby mark.	T	F	
	<b><u>FINISHING</u></b>			
45	Boats are required to completely cross the finishing line after finishing.	T	F	
46	If any boat has properly sailed the course and finished within the time limit, the race committee is required to score all boats, including those that finish after the time limit, unless the race is abandoned.	T	F	
	<b><u>POST RACE: PROTESTS &amp; REDRESS</u></b>			
47	The race committee is permitted to protest a boat if a member of the race committee saw the boat hit a mark.	T	F	
48	If the race committee intends to protest a boat for hitting a mark, it must inform her after the race within the protest time limit.	T	F	
	<b><u>SCORING</u></b>			
49	The race committee is permitted to score a boat DSQ if she fails to leave a rounding mark on the required side.	T	F	
50	A boat that fails to finish in accordance with the definition can be scored DNF without a hearing.	T	F	
51	When a boat is disqualified after finishing, each boat with a worse finishing place must be moved up one place.	T	F	
52	Unless changed in the sailing instructions, a boat's worst race score, except a DNE or DGM, is excluded from her series score.	T	F	
53	In the Low Point Scoring System, first place is given 3/4 point.	T	F	
	RMSQ2009-3A; revised 09/20/2008 1130			

## Club Race Officer Requirements

### The goals of this program are:

- To improve the quality of race management at all levels throughout the country to make racing more enjoyable for all.
- To increase the standardization of race management practices, making it less confusing for the competitors.
- To provide structured training for upgrading the skills of race officers.
- To identify the most qualified active race officers throughout the country.
- To make event organizers aware of the availability of highly qualified and certified race officers.
- To provide coverage under the US SAILING general liability insurance to certified race officers.

The program has three levels: [Club](#), [Regional](#) and [National Race Officer](#). All appointments are for four-year terms, and are renewable. In addition to meeting criteria similar to those of the prior programs, participants in the program must attend an approved seminar and demonstrate their knowledge of race management rules and procedures by passing a test. The requirements, including the seminar and test, must be met for initial certification and for renewal (see below for some exceptions). All race officers that are certified under the program are covered under the US SAILING general liability insurance. This benefit can be provided because the programs include specific terms rather than lifetime appointments, and because the program includes training and an objective measurement of each individual's knowledge.

This program is for US SAILING members. In order to be certified, remain certified or renew your certification, you must be an individual or family member of US SAILING. If you are certified and your US SAILING membership lapses, your certification and insurance coverage stop immediately.

Initial certifications for all levels end on December 31 of the fourth year after certification; renewals are for four years. In order to maintain certification, a certified race officer must continue to meet all of the program's requirements.

Required use of SOARS: Applicants for certification at any level and all certified race officers are required to maintain, at least annually, a record of their race management activities in SOARS, the US SAILING on-line automated reporting system. Go to <http://www.ussailing.org/raceadmin/soars/index.asp>; if you need assistance using SOARS, contact your Area Race Officer (<http://ussailing.org/racemgt/aro.asp>).

Applications can be downloaded from the race management page of the US SAILING web site ([http://www.ussailing.org/racemgt/Race\\_Officer\\_Prog/roforms.asp](http://www.ussailing.org/racemgt/Race_Officer_Prog/roforms.asp)).

### Personal Conduct of Race Officers

The personal conduct of Race Officers must be above reproach at all times, before, during and after an event. Race Officers must be mature and temperate, moderate in their use of alcohol, especially careful of medications, and in full control of their faculties. Inappropriate conduct by a US SAILING Race Officer may be the subject of investigation and possible decertification or other disciplinary measures by the US SAILING Race Management Committee.

### A history of US SAILING's Race Officer Program is available at:

[http://www.ussailing.org/racemgt/Race\\_Officer\\_Prog/prog\\_history.asp](http://www.ussailing.org/racemgt/Race_Officer_Prog/prog_history.asp)

### Club Race Officer

A Club Race Officer is expected to be able to properly run any race normally conducted at his or her local sailing organization, including organizing the race committee, writing correct sailing instructions, and doing the scoring.

In order to qualify as a Club Race Officer, a person must:

- be an individual or family member of US SAILING;
- be at least 18 years old;
- own a copy of the current version of *Join the Race Committee Team*;
- own a copy of the current version of the *Race Management Handbook*;
- have experience as a racing sailor (no time limit);
- have served at least twice in each race committee job, including scorer;
- be recommended by a flag officer (or equivalent) of his local sailing organization, which must be affiliated with US SAILING;
- be recognized as having outstanding personal character;
- have been the principal race officer at least four times in the USA;
- have had the experience necessary to properly run races for the types of boats, competitors, racing formats and events run at his local sailing organization;
- have attended a complete, approved basic or advanced race management seminar;
- have successfully passed the basic test, or the advanced race management test;
- be approved by his Area Race Officer.

All of the experience (except the racing) must be during the four years ending at the time the complete application is received by the Area Race Officer. The minimum experience requirements must be met at events in the USA. In addition, it is recommended, but not required, that applicants be qualified in CPR and small boat handling.

The certified Club Race Officer program is administered within each US SAILING geographic Area by the Area Race Officer. The current Area Race Officers can be found on the Area Race Officers page on the Race Management web site at <http://ussailing.org/racemgt/aro.asp>. The Area Race Officers may certify people as Club Race Officers whenever all of the material necessary for certification has been received.

Required use of SOARS: Applicants for certification at any level and all certified race officers are required to maintain, at least annually (by January 31 of the following year), a record of their race management activities in SOARS, the US SAILING on-line automated reporting system. Go to <http://www.ussailing.org/raceadmin/soars/index.asp>; if you need assistance using SOARS, contact your Area Race Officer.

Retesting: A person who has taken a basic or advanced race management test and not passed it may take another test only after completing another approved seminar.

Renewal: In order to renew his certification while certified, a Club Race Officer must submit an application for renewal, and must continue to meet all of the other program requirements, including attending a seminar and passing the appropriate test.