

RC Coordinator Notes

A Guide to the Responsibilities

of the

RC Volunteer Coordinator

and Instructions on

How to Populate the RC Volunteer Calendar

Updated January 26, 2020

RC Coordinator Notes

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Revision Log:

2020-01-26, Hugh Morrin:

- Added estimate of how long it takes to do update.
- Added note about purging the previous year’s data.
- Noted volunteers get 2 RC Duty credits for each day they volunteer for RC/Markset for the Frostbite Series.
- Changed time for Single-Handed Race, per SIs.
- Added note that procedures for filling empty slots are dated, and may not reflect current practice.

2018-01-07, Hugh Morrin:

- Significant editorial clean-up.
- Updated to reflect new “Bootstrap” version (2018-01-04) of RC Volunteer Program.

2017-01-28, Hugh Morrin:

- Updated info on Women’s racing volunteers.
- Changed references from “Ladies” to “Womens”.
- Changed references from “Sept 2” to “Sept 1”.
- Deleted reference to “Regulars” for Womens RC.
- Updated information on credits for Scorers and Protest Committee Members

2016-01-31, Hugh Morrin:

- Corrected e-mail address for fleet@nsc.ca.
- Added header and footer; various formatting changes.
- Noted 3 RC Volunteers for Wednesday evenings.

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Setting up the calendar for a new season

Setting up the calendar for a new season basically means creating “Events” in the calendar for each of the racing series (Ice Breaker, Womens, PHRF, JAM, Frostbite, etc.). Also, events need to be created for each of the long distance races for which volunteers are required.

For someone who has done this before, allow about 1.5 hours for this job. It’s a good idea to review and update these notes, as required, whenever updating the database.

Before you can create any racing events, you need the final version of the Racing Calendar (send email to the NSC Fleet Captain (fleet@nsc.ca) to get the approved version – it should be available by late January.

Purging previous year’s data

Before setting up a new season, the previous year’s data needs to be purged. It’s recommended to save a copy of the previous year’s data in Excel format. Then send a note to webmaster@nsc.ca and ask Dan to purge the database.

Logging into the RC Volunteer System

1. Go to <https://nsc.ca/racing/> and click on RC Volunteers Signup. Or, go directly to https://nsc.ca/volunteers/racing_db/.
2. Scroll to the bottom of the page and click on Administrator Login.
3. Userid is: rc-volunteer-coordinator@nsc.ca; Password is: <ask Hugh Morrin/Jennifer Holliday>.

Creating Racing Events

When you create the evening events, if there is a Stat holiday in the middle of the season, it’s easier to create the whole series at once and then just delete the individual races scheduled on the Stat holidays.

Steps to create a series of Events for a particular evening (e.g. Monday Nights)

1. Scroll to the bottom of the RC Calendar page and click on **Create Event**.
2. Copy and paste the **Event Name, Description, Start Time, End Time** in the blanks according to the ‘Racing Events to be created’ list following these instructions. The **Committee, Event Contact** and **Contact Email** do not need to be changed.
3. Put the **Start Date** as the first date of the first race in the season.
4. Where it says **Repeat Event**, enter the total number of races up until the end of August (~15). One set of events is created for the season up until the end of August and then a separate series of events is created for September because the start time changes for those races.
5. Once you have filled in all the information, click **“Create”**.

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6. Now, you need to add the jobs for this series. For most series, you need 1 Markset job and 2 Race Committee jobs. If that is the case, simply click on the button **Add jobs to empty Event(s)**.
7. For events which require more or less volunteers, manually select the number of Markset volunteers, then click **Do It**. Repeat for the RC volunteers.
8. Click **Show Calendar**.
9. You will now see the series you just created in the calendar. All the entries in the calendar that you just created should appear in Blue.
10. If any events are Black, then they have no jobs associated with them.
11. Check the Race Calendar. Delete the races that are scheduled on Stat holidays (listed in the calendar).
12. Repeat steps 1 to 11 for all the other evenings, and the Frostbite Series.

Steps to create an Event for a single long distance race

1. Essentially the same process as above, except that since this is a single event, the Repeat Event will be left as None.
2. Fill in the blanks according to the 'Racing Events to be created' list following these instructions.
3. For most long distance races, you need only 1 RC Volunteer: Select "1" and "Race Committee" from the drop-down lists and click **Do It**.
4. Click Return to Calendar.
5. Repeat steps 1 to 4 for all the other long distance races.
6. Pat self on back.

Final Verification of Calendar

Once you have finished adding all the evening races and long distance races to the calendar, it is good to do one last verification.

1. Have a print-out of the racing calendar handy.
2. For each series, there are usually races that are cancelled due to Stat holidays, etc. Make sure that the cancelled events do not show up in the RC Calendar. Delete them if they do.
3. Make sure that all the evening events in the RC Calendar have start times of 17:00 after September 1. You will have to delete and re-create any races that have the wrong start time.
4. For each long distance race, make sure that the start time in the RC Calendar is at least an hour before the gun time. Double-check that the races show up on the right day in the calendar.

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Racing Events to be created

Event Name: Ice Breaker (Note: Ice Breaker is two words.)

Description: Ice Breaker race

Date: Tuesday and Thursday before the racing season officially starts (used to be practice races, now the Ice Breaker series runs until the gates come out at BYC). Only the first two races (one Tuesday and one Thursday are actually labelled Ice Breaker in the calendar).

Start Time: 17:15

End Time: 21:00

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs:

Markset (1)

Race Committee (2)

Event Name: Womens

Description: Womens

Date: Mondays

Start Time: 17:15 (as of September 1st: 17:00)

End Time: 21:00 (as of September 1st: 20:45)

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs:

Markset (1)

Race Committee (2)

Notes:

As noted above, it's easier to create the events for the entire summer, then delete those that fall on a Stat holiday (e.g. Victoria Day, Civic Holiday, Labour Day), or a Monday after a Stat holiday (e.g. after Canada Day).

Also as noted above, you need to create one set of events for the season up until September and then a separate set of events for September because the start time changes for the races, as of September 1st. Same holds true for all series that run into September.

Event Name: PHRF Div 3

Description: PHRF Div 3

Date: Tuesdays

Start Time: 17:15 (as of September 1st: 17:00)

End Time: 21:00 (as of September 1st: 20:45)

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs:

Markset (1)

Race Committee (2)

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Event Name: Dinghies

Description: Dinghies - 505s, Handicap Dinghies, Catamarans and Skiffs

Date: Wednesdays

Start Time: 17:15 (as of September 1st: 17:00)

End Time: 21:00 (as of September 1st: 20:45)

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs:

Markset (1)

Race Committee (3)

Event Name: JAM

Description: JAM A, B and C

Date: Thursdays

Start Time: 17:15 (as of September 1st: 17:00)

End Time: 21:00 (as of September 1st: 20:45)

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs:

Markset (1)

Race Committee (2)

Event Name: Frostbite

Description: Frostbite Series - PHRF, JAM and Dinghies, 2 races per day.

Volunteers get 2 RC Duty credits for each day they volunteer for RC/Markset for the Frostbite Series.

Date: Sundays (in October)

Start Time: 12:30

End Time: 17:00

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs:

Markset (1)

Race Committee (2)

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Distance Races

For new distance or other events, always require volunteer to show up **1 hour** before warning gun. For expected finish time, ask the head bosun or whoever asked you to create the event.

Template for new events:

Event Name: Provide name of race (listed below)

Description: Long Distance (provide distance and description of volunteer work (ex. start only or start and markset upriver)

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs: Race Committee (1)

Check dates in calendar before creating the Distance and Other events below:

Event Name: Pinheys Point Race 2 – (end of June usually) (Note: system will not accept number sign (#) or apostrophes (')).

Description: NSC-Hosted Pinheys Point Race, a long distance race of approximately 15 nm. Volunteer assists with start and then setting mark at Pinheys.

Volunteer arrives at: 10:00

RC Volunteer can expect to be finished at around 12:30

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs: Race Committee (1)

Stony Point Race – (in August)

Description: A long distance race of approximately 25 nm. Volunteer assists with start only.

Volunteer arrives at: 9:00

RC Volunteer can expect to be finished at around 11:00

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs: Race Committee (1)

20 Mile Race – (end of September usually)

Description: A long distance race of approximately 25 nm. Volunteer assists with start and then setting mark 10 nm up the river (near Port of Call).

Volunteer arrives at: 9:00

RC Volunteer can expect to be finished at around 12:00

Event Contact: RC Volunteer Coordinator

Contact Email: rc-volunteer-coordinator@nsc.ca

Event Jobs: Race Committee (1)

Other Events requiring volunteers:

Event Name: Single-handed Keelboat Race

Description: Single-handed Keelboat Race

Volunteer arrives at: 13:00

RC Volunteer can expect to be finished at around 16:30

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Event Contact: RC Volunteer Coordinator
Contact Email: rc-volunteer-coordinator@nsc.ca
Event Jobs: Race Committee (1)

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Boats “exempted” from RC Volunteer duty

Scoring and Protest committee work are RC Duties, for which the volunteers receive RC Duty credit. Volunteering for NSC hosted regattas, or NSC volunteer work, while much appreciated, does not count for RC Volunteer Duty. Generally, if you have time to race regularly in the evening, then you have time to volunteer, even if you have to give up a race night or sail short-handed in order to volunteer. Some flexibility is within the authority of the RC Volunteer Coordinator, if there is sufficient justification (ex. ill-health, significant other volunteer activities – significant being on par with: running a week-long NSC regatta or having another NSC volunteer position that requires significant work every week – the RC Volunteer Coordinator isn't exempt from doing RC duty, so gauge your exemptions on that.).

Scorers – the list of scorers is available on <http://nsc.ca/racing/results>

The Chief Scorer, scorer@nsc.ca, can provide you with a list of those who score, and for how many duties they should be credited (see above). Scoring a single series (e.g. Spring, Summer or Fall) counts as 3 RC Volunteer duties. Scoring a full season counts as 6 RC Volunteer duties.

Protest Committee members

The Protest Coordinator, protests@nsc.ca, can provide you with a list of those who have volunteered to do protest committee work. Since this duty is done on an as required basis, it's hard to know at the beginning of the season for how many duties people will be called, or for how many they'll be available. But an estimate of 1-3 duties per person is reasonable. Later in the season, the Protest Coordinator can provide updated numbers based on actual participation, and an estimate for the balance of the season.

There are quite a few on the list of potential protest committee members, who may end up doing duties and seeking credit for those duties. If they specifically request credit for PC duty, then I'll probably pass that along to you. Or if someone tells you that they've done, or plan to do, PC duty, then you can confirm that with the Protest Coordinator, as required.

At the end of the year, the Protest Coordinator will usually send a spreadsheet of the Protests for the year, so that you can confirm protest volunteers.

Process for filling empty slots in the RC Calendar

Note: the information below is dated and may not reflect current practice.

Before racing starts:

1. Create a spreadsheet in Excel (Sail #, Skipper, Boat Name, Fleet, # of RC Duty sign-ups, Note, Email address (blank at first)). The keelboats in the spreadsheet come from the Race Registration spreadsheet (<http://nsc.ca/web2/racing/race-registrants/>). Dinghy information comes directly from the Dinghy registration sheets – pick them up in the NSC

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- office close to the beginning of the racing season. You can copy the keelboat part of the spreadsheet in first and add dinghies once the season starts (when most of the registration forms come in).
2. For the Fleet column, note each night that the boat is registered to race on, so that you know which press-gang list or lists the boat should be in. You may want to have separate columns for each night, so that you can sort by the night and copy the boat names into the appropriate press-gang lists more easily.
 3. Enter boats that are already doing equivalent duties (Scorers, Protest Committee members) with an entry in the Note field indicating which category they are in.
 4. For each scoring/protest volunteer, add number of duties as equivalent RC Duty sign-ups. For Women's RC folks, for example, RC Duty sign-ups should be 6. Scorers get 3 for each series. Protest committee members have various numbers – get them from Hugh at the beginning of the season.
 5. For each boat that still has 0 as their RC duty sign ups after marking the scoring and protest volunteers, query the Bluebook for the email address of the skipper and fill in the last column of the spreadsheet

Two weeks ahead of any empty slot in the calendar:

1. Open the List Volunteers form on the RC Calendar.
2. Sort by the Additional Information field.
3. Go through the spreadsheet that you created before racing started (above) and for each boat that has signed up, update the # of RC Sign-ups in the spreadsheet.
4. As boats sign up, delete the email address from the last column in the spreadsheet so that you don't accidentally send a harassing email to someone who has signed up already.
5. Sort the spreadsheet ascending by # of RC Duty sign-ups.
6. Copy the email addresses of all the boats that still have zero sign ups into the **BCC** field of your email program. This will prevent everyone on your list from being cc-ed on replies to your email.
7. Add a subject: "RC Volunteer needed for Wednesday, July 6" or something to that effect. Make sure you specify if it's markset or RC that you need.
8. Write an email. There are some samples at the end of this document.
9. In the To field, put rc-volunteer-coordinator@nsc.ca. This address goes to you and to Hugh Morrin. If you are slow to respond to an email from someone, Hugh will usually step in, if he is available.

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Process for creating press-gang lists

Login to box.com and go to the Press-gang lists folder:

<https://www.box.com/s/e87444049852416c0940>

There is a press-gang list for each day of the week. Use the spreadsheet you have created in the previous procedure to update the list. I usually create the press-gang lists just before the season starts. Then, every time someone signs up for RC duty, I remove them from the press-gang lists. Periodically, I check the race results to see if any new boats are racing that are not in the spreadsheet (and add them to the spreadsheet and the press-gang lists if they are NSC boats and have not signed up for RC).

Copy and paste each press-gang list into the corresponding list on the box.com site. Add a note at the bottom of each list to indicate that it was updated on <<date>>.

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Appendix A – Sample Emails

From: **RC Coordinator** <rc-volunteer-coordinator@nsc.ca>
Date: Fri, Apr 11, 2014 at 8:51 PM
Subject: **RC Duty - boats that did not sign up last year**
To: NSC RC Volunteer Coordinator <rc-volunteer-coordinator@nsc.ca>

Hi there,

As per the SIs and race registration instructions (<http://nsc.ca/racing/race-registration/>), racers who have not fulfilled their RC commitments in the previous year may not be registered for racing until they sign up for RC duty (you don't have to actually do the volunteering before starting to race, just sign up).

Since you are the registered skipper/owner of a boat that raced most of the season last year without signing up for RC duty, you will need to sign up for your required RC slots before starting to race this year. Otherwise, your boat will be scored NR until you sign up. If you choose to wait until after you start racing to sign-up for RC, your boat will not be retroactively re-instated for races for which it is scored NR. However, NR is still a droppable score, if there are sufficient races in the series that your boat is penalized.

Each keelboat skipper is responsible for providing three (3) volunteers and each dinghy skipper is responsible for providing two (2) volunteers. Here is the link to the RC calendar to sign up: http://nsc.ca/volunteers/racing_db/index.php

If you did sign up for RC Duty last year for regular evening or Frostbite races, but did not indicate a fleet when you signed up, please reply to this email and I will correct the records. Otherwise, as soon as you or your crew sign up for sufficient slots, I will take you off the list.

I will be sending out an email to all members inviting people to sign up for RC Duty in a week or so - the calendar is fairly open right now, but as you know, it will fill up quickly once the all members notice goes out.

Let me know if you have any questions. Thanks!

Jennifer Holliday
NSC RC Coordinator

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Email to all NSC members at the beginning of the season:

Attention Racers!

If you are registered to race this season, you are required to sign-up for Race Committee (RC) duties. No experience is required, but you may be press-ganged if you don't sign-up voluntarily. Over the course of the season, each keel boat skipper is responsible for providing three volunteers and each dinghy skipper is responsible for providing two volunteers. If your boat is actively racing on more than one evening you have to provide twice as many volunteers.

To sign-up now:

1. Go to: nsc.ca/volunteers/racing_db/ (or follow the RC Duties link using the main NSC page Volunteers button)
2. Find the month you'd like to volunteer in using "Previous Month" and "Next Month".
3. Pick a race night and click Sign Up next to an available job.
4. When signing up, indicate the skipper, boat name and fleet that you are representing. Otherwise we will not know which boat to credit.
5. Forward this email to your crew and ask them to sign up also. Or you can sign them up yourself -- just make sure they show up. You do not need to be a racer to volunteer.
6. Show up for race duties on the night you selected at least 1 hour before the race starts. (5:15 PM for summer race nights, 5:00 PM after September 1st. If you have volunteered for Frostbite races, the first gun is 13:30. Please be at the dock by 12:30.)

For those who don't sign-up, the RC Volunteer Coordinator may contact skippers, who are actively racing, to fill the empty slots in the schedule. Skippers who fail to sign up at that point will be scored NR (Not Registered) until they fulfill their RC duty obligations, per the sailing instructions. So, beat the rush - why not sign up right now?

If you have any questions, contact Jennifer Holliday at rc-volunteer-coordinator@nsc.ca

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Message sent to skippers of boats who didn't sign up for RC last year and currently subject to the NR code (ie. They will not get scored until they sign up):

From: **RC Coordinator** <rc-volunteer-coordinator@nsc.ca>
Date: Tue, May 20, 2014 at 8:44 PM
Subject: RC volunteer required for this Thursday (May 22)
To: NSC RC Volunteer Coordinator <rc-volunteer-coordinator@nsc.ca>

Hi all,

I'm looking for a volunteer to sign up for RC for this coming Thursday, May 22nd. You are receiving this email because, according to my records, you still owe at least one volunteer slot to clear your NR status. If you disagree with this assessment, please reply and let me know why :)

If you or a member of your crew is available on Thursday, please sign up on the RC calendar. Here is the link: http://nsc.ca/volunteers/racing_db/index.php

Thanks!
Jennifer Holliday
NSC RC Volunteer Coordinator

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Email sent out to fill an empty slot due to a cancellation, and also warning racers who haven't signed up that they might be press-ganged if nobody signs up:

From: **RC Coordinator** <rc-volunteer-coordinator@nsc.ca>
Date: Tue, Jun 24, 2014 at 3:08 PM
Subject: Markset volunteer needed for Thursday (June 26th)
To: NSC RC Volunteer Coordinator <rc-volunteer-coordinator@nsc.ca>

Hi all,

Due to a cancellation, I am looking for a markset volunteer for this Thursday night (June 26th). If you or one of your crew is available to sign up, please do so on the RC calendar: http://nsc.ca/volunteers/racing_db/index.php

For those of you planning on racing on Thursday night, if you have not yet signed up for RC duty, you risk having one of your crew press-ganged into filling the slot, if nobody signs up.

Thanks!
Jennifer Holliday
RC Volunteer Coordinator

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Message to someone who cancelled at the last minute:

From: **RC Coordinator** <rc-volunteer-coordinator@nsc.ca>

Date: Wed, Aug 13, 2014 at 8:41 AM

Subject: Re: Can't make it to RC duty tonight

To: <>

Cc: NSC RC Volunteer Coordinator <rc-volunteer-coordinator@nsc.ca>

Hi <>,

I will remove you from the RC calendar for tonight, but if I can't find a replacement for you, an automatic scoring penalty will be applied to your next race, as per the SIs. If you know anyone who can fill the spot, please ask them to sign up on the RC calendar: http://nsc.ca/volunteers/racing_db/index.php. I will send out some emails and let you know if/when someone signs up. Thanks,

Jennifer Holliday
RC Volunteer Coordinator