

## South End Rowing Club Swim- Race Director Guide

Thank you for agreeing to Race Direct one of our Club swims.  
Below is a guide to help you in organizing your event.

Take a moment to think a little about the swim. Are there any “special touches” you would like to add to the swim? If so, this is your chance! New ideas are always fun. As long as they are safe, we would love for you to go for it!!

### One Month Out

You will receive a call or email from the Swim Commissioner, reminding you of the upcoming swim. At this point, you should be getting all of your ideas together and putting key people in place. You will need to recruit some additional help – most notably, zodiac pilots and kayakers.

### Price of the Swim

The goal of the swim is to break even or come out a little bit ahead (not including the cost of gas for the zodiac). Please try to budget such that there is almost no chance that we LOSE money on the swim! The Race Director should work with the Swim Commissioner on setting the price of the swim.

The cost of a post-swim meal should also be considered. If you will be cooking up breakfast after the swim, you will want to budget for the # of swimmers and volunteers who will be eating. This total cost should be divided by the # of swimmers (as volunteers traditionally eat for free). \$5 per person is a good number to use when estimating the price per person for breakfast. (This makes \$10/swimmer.) If you have other things you are adding to the swim (t-shirt, cap, trinket, whatever), you will also want to include this and remember if you will be giving it to all volunteers, the swimmers will be paying for their own and the volunteers.

### Two to Three Weeks Out

Post a note to the SERC email distribution list, notifying the membership of the upcoming swim.

Please include a “cut-off” date for sign-ups so the cook can get a head count

Post a sign-up sheet on the bulletin board.

o Sign-up sheet templates are available on the SERC website.

o You should write in the details of the swim (briefing time, jump time, cost, etc.)

o If you have filled any of the volunteer positions, please write them in before posting.

Ask the swim commissioner for a copy of the event permit, if he/she has not sent it to you already. Please also double check the check the Yacht Racing Association of San Francisco’s website: [www.yra.org/racing/master\\_calendar.html](http://www.yra.org/racing/master_calendar.html). As you will note, there are MANY races throughout the year. If you notice there is a race in the area of your swim, during the same hours, we will want to coordinate with Vessel Traffic and with the organizer of the race. Contact the Swim Commissioner to discuss any concerns regarding sailing conflicts.

### Payment

Cash or check is acceptable for Club swim payment on swim days, check with Kim Pross ([kimrows@gmail.com](mailto:kimrows@gmail.com)) at least 3 days prior to the swim for a list of any pre-payment. Pre-payment is best done by leaving a check in the envelope in the club’s office (in the Day Room). The name of the swim should be noted on the check. Any swimmers who cannot get to the club can mail their check in. The address is 500 Jefferson Street, San Francisco, CA 94109. Checks should arrive one week before the swim. You may want to include this in your email that goes out to club members. 100% pre-payment is required for Nutcracker swims.

### Pilots

In general, you should plan on utilizing all four zodiacs and have appropriate kayak (or wooden boat) coverage. Just how much coverage is needed depends on the swim. The tougher/longer the swim, the more pilot coverage is needed. You should identify a “head pilot” for the swim. This role should be filled by an experienced pilot on the Lead Pilot list

### One to Two Weeks Out

Send a reminder email to the distribution list regarding the upcoming event. You may need to encourage people to volunteer to fill certain roles. If you will be using the cook shack, the head cook should **contact Wayne Black**, the South End Facilities Manager. (707.312.0570) Wayne should be notified of the upcoming event and the cook should discuss with him kitchen/facility/paper products needs. Wayne will let the cook know where the kitchen supplies are, what is “in stock,” etc. Wayne will also make sure that the cook has access to the refrigerator and can provide a padlock to secure supplies overnight the night prior to the swim.

**Plan for a test swim.** The test swim should usually happen the day before the event, one hour prior to the scheduled jump time. The test swim should ideally consist of swimmers who are piloting in the event or who are volunteering in a way that precludes swimming the event. The test swim serves two purposes: (1) It gives the pilots valuable information that they can use on the day of the event. (2) It allows those who are piloting the opportunity to get in the swim themselves.

### One Week Out

E-mail or call the volunteers who have signed up. Make sure they remember signing up and will indeed be there at the event!!

### Three Days Before

Make sure all volunteer positions are filled!! If not, you may need to do some last minute recruiting. Asking people directly (vs. sending a mass email) is often most effective. Get with your head cook (if there is one) with the expected headcount so that he or she can do the appropriate shopping. Make sure the equipment is ready to go! It is crucial that all zodiacs are working and pumped with air, the gas tanks are filled, the radios are charged, and the horns and registration materials are in the radio room.

### Day Before

Conduct your test swim and ensure that the following day's jump time is appropriate. Make changes if necessary. Send a reminder email to the distribution list with the briefing time, the jump time, and any other pertinent details. It is a good idea to include a registration cut-off time. The Head Cook may wish to do some or all preparation for the meal the night before the swim.

### **The Day Of the Event**

#### *Coast Guard Contact*

Call Vessel Traffic first thing when you arrive at the Club on the morning of the event. 415.556.2760 is the number.

The Lead Pilot should call Vessel Traffic before blowing the starting horn.

The Lead Pilot should call Vessel Traffic when the swim is complete and the last swimmer is inside the Cove.

NOTE: The Lead Pilot should be given the permit # for the swim – The master list of permit numbers are in the Race Director Box in the motor room, in the front of the box is

### Registration

You will want to set up a table and chairs for registration. The tables are stacked in the hall. Folding chairs are located in “the secret closet” near the front door. You’ll want to fold down the triangular wooden shelf upon which the “Guest Registration Sign-In” booklet is located. Then open the closet and grab a couple of chairs. Registration materials (ballpoint pens, markers, waivers, sign-in sheets, and envelopes) are located in the engine room in a big plastic/tupperware box. The engine room is just beyond the bar. There is a key to open the engine room door. To find the key, stand directly in front of the engine room door. Turn your body 90 degrees to the right. Reach up and grab the key. Please return the registration box when you are done!

For Club liability purposes, it is crucial that each swimmer be a club member. Guests may pay to join in on breakfast. *Under no circumstances should guests be permitted to register for the swim!* Once registration closes, that is it. Swimmers showing up at the last minute may be out of luck. It is just too hard to run the event while continuing to register last minute swimmers. Provide the total swimmer count to your lead pilot.

At registration, each swimmer should:

- o Be asked if they are a member.
- o Be asked to show current USMS membership.
- o Pay the entry fee
- o Sign the waiver.
- o Have their name printed clearly on the sign-in sheet next to their number by the registrar. (The sign-in sheet also serves as a check-in sheet to use as swimmers return to the club. Because the sign-in sheet is a safety document the writing must be clear!)
- o Have their body marked – usually on their upper left arm (or hand if they'll be wearing a wetsuit).

### The Briefing

Determine whether you will be giving the briefing or whether you would prefer the Lead pilot to do so.

Topics to cover in the briefing are:

- Welcome!!
- FUN and SAFETY!
- The Course and The Tides
- Course for the fast swimmers
- Course for the slow swimmers
  - o Ask for people to gather with their pods
- Etiquette
  - Follow the instructions of the pilot. “If the pilot is wrong, it is one bad day for you. If you are wrong, the consequences may be grave.”
  - If two swimmers hit or collide, both should stop to make sure everyone is okay.
  - Yellow Caps for all Swimmers
  - Check-In at completion of swim – advise swimmers to yell their numbers out to the recorders on the dock in order to aid the check-in process.

### Safety

All swimmers should be signed in and present at the briefing. Count swimmers at the jump site to be sure that you have the same number of swimmers entering the water that are signed up for the swim. Communicate the total number of swimmers at the jump to the head pilot and back to the timers on the beach.

Pilots are responsible for setting up their boats with all required equipment and for carrying only the appropriate number of people on board their boats.

During the swim, pilots have the authority to reposition and/or pull swimmers. Pilots may choose to reposition or pull swimmers based on any danger including hypothermia, weather, boat traffic, and failure to comply with instructions.

Position a volunteer to record swimmers returning to the club. It is important to be sure that all swimmers who began the swim are accounted for at the completion of the event.

### Finish, Timing & Results

There should be a designated recorder at the finish to **VERIFY THAT ALL SWIMMERS HAVE MADE IT IN TO THE BEACH!!!** The sign-in sheet can be used to check-in each swimmer.

The person on the dock should report to the pilots if there are any swimmers that they did not see finish the course. In that case, people should also look for the swimmer inside the club and pilots should check the course for the missing swimmer.

It is up to you whether or not to record (and announce or post) the finish time for each swimmer. The priority should always be on verifying that the correct number of swimmers completed the swim. If more swimmers completed the swim than signed in for the swim, the recorder should notify the Race Director so that they can address this serious safety issue.

### How the Money Works

Once the event is done, the money collected should be turned in to the office (located next to the Day Room).

*No money is to leave the club!!!* Please turn it in with the paperwork before you leave!

Please also email the commissioner with the summary of:

- # of swimmers signed-up / pre-registered
- # of swimmers who showed up & swam
- List of volunteers and the role they filled

No money is to leave the club!!! It all needs to be turned in before you leave! The cook is reimbursed at a later date. The cook should save all receipts and submit a check request. Forms for check requests can be found in an envelope posted on the door of the South End office.

### ***THANK YOU FOR YOUR WORK!!! IT IS SO APPRECIATED!!!***

*Note: We ask that Race Directors not swim the event they're overseeing. The point is to volunteer on this particular day. The Race Director should serve as a point of contact if/when things go wrong. The best place for a Race Director is in the boat with the Lead Pilot so that they can see events unfold on the water and make decisions about safety.*

*If you have any questions, call or email the Swim Commish*

2012 Contact -

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