

CARAVAN “HOW TO” FOLDER



Equipment needed and Personnel:

Setting up

- Setting up caravan
- Setting up the desk
- Setting up the Laptop
- Setting up the Printer
- Setting up the PA system
- Setting up the Lynx camera system
- The Two Way radio
- Using the airhorn

Race day logistics

- Laptop use during the race day
- Race draws
- PA system use during the race day
- Lynx use during the race day
- Queries/Disputes/Protests/Disqualifications and Appeals
- Money

At the end of the day



Equipment needed

- caravan
- Table and chairs
- PA system
 1. amplifier
 2. microphone and cord
 3. cables
 4. speakers and stand
- Laptop, mouse and cables
- Printer, cables and printing paper
- Pens, scribble paper, and results folder
- Lynx mobile unit black coloured carry cases x2, camera lens, camera stand, step ladder, tent pegs,
- Airhorn
- 2 way radios x 10 – 2 for the starter, 1 for boat, 1 for marshalling, 2 for caravan, 1 for chief official, 1 for race secretariat, 1 for volunteer coordinator, 1 spare
- Bunting
- DBSA banner
- No smoking signs x2, Covid 19 signs
- Power cords for all of the electrical equipment used, surge arrester
- Equipment for Starter

<ol style="list-style-type: none"> 1. Tent 2. Lynx starter transmitter 3. airhorns x2 4. ear muffs 5. flags – 1 red, 1 white 6. loud hailer equipment 7. 2 way radio x2 8. race draw 	Personal stuff for Starter: sunscreen water or other fluids food such as nibbles jacket if it is windy
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Personnel

Time Keeper / Chief Judge	Records the order of the boats crossing the finish line independently Enters the start and finish times of each race onto the race sheet Prints a copy of the race results
Data entry person	Enters times given by the camera person onto computer, saves and prints results
Camera (Lynx system) person	Operates the Lynx system Records the start through to the finish of each race Replays the race and gives the times to the data entry person
Announcer	Calls up teams, announces race results and makes any other announcements as required
Chief Official	Deals with queries/complaints/disputes

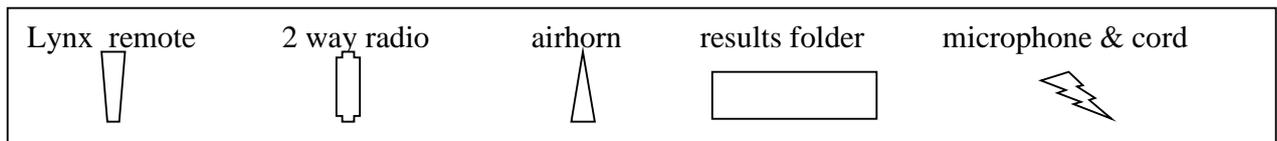
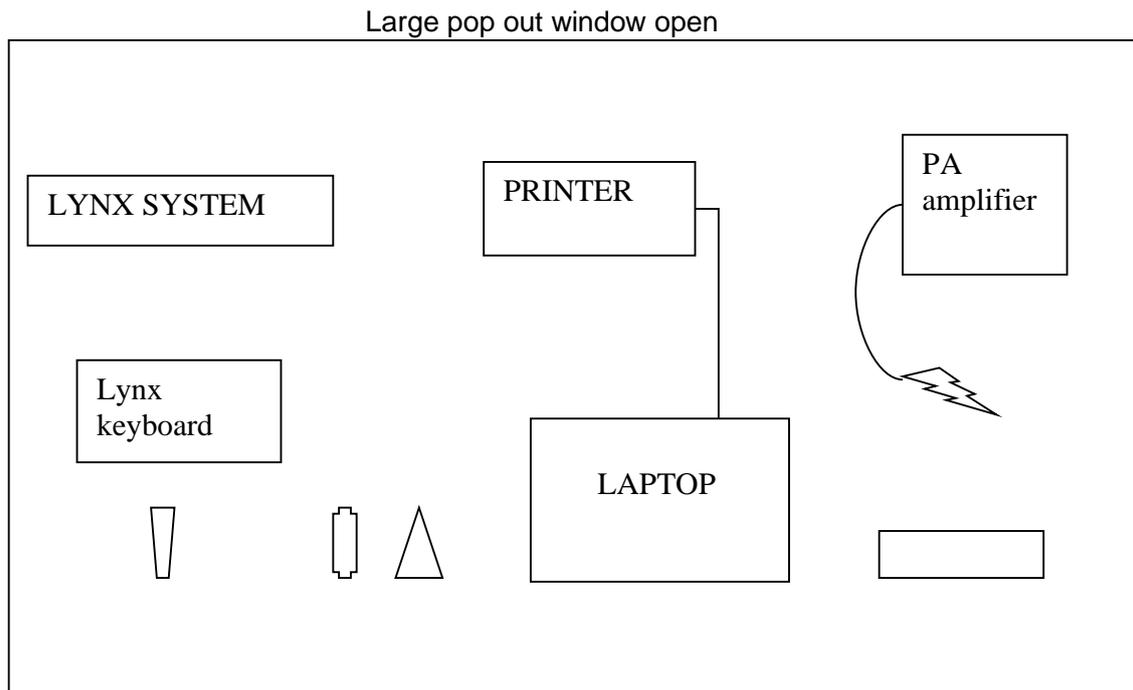
Setting up the caravan

1. The caravan is allocated to be transported (and returned) by a Club for the day.
2. Need to check that the caravan is positioned so that the caravan is next to the power pole near the white marker on the wall at Aquatic Reserve.
3. Check that the caravan is stable.
4. The tent for the race secretariat is placed outside the caravan entrance.
5. The results sleeve is attached to the tent.
6. The team needs to bring the tents and table from the boat shed (and return it at the end of the day).
7. They need to check that the power cords are in place and that there is power to the caravan.

As soon as the power is working the equipment can be placed as per diagram.

One person from the Club helps inside the caravan while the rest of the Club set up the race secretariat tent and table and results sleeve, clipboard for signing on for volunteers, hand sanitizer and 2-way radios.

Setting up the desk in the judging caravan





Setting up the LAPTOP

The laptop is brought to the race day

1. Unpack it from its carry case.
2. Connect power cord, & mouse cable.
3. Connect to power and turn on.
4. Start computer.
5. Once desktop has appeared click activate the internet.
6. Click onto the Revolutionise logo at the bottom of the desktop.
7. Find the regatta check the date to ensure that the correct race draw is used
8. The race schedule has already been done .
9. Print out 5 copies of the race draw:–
 - one for the caravan
 - one for race secretariat
 - one for marshalling
 - one for the starter and
 - one for safety boat

Setting up the PRINTER

1. Printer is found under the bench seat at the end of the caravan.
2. Connect the printer cable to the side of the laptop.
3. Connect to power.
4. Turn the printer on.
5. Place new paper in the printer tray.
6. You need to print 5 copies of the race draw for the day.
7. Ensure printer is working before the Club help leaves.
8. Print race results.
Race results are posted (extra copy of grand final results are kept in a folder for presentations at the end).

Setting up the PA system

1. The PA system is setup by the Club that the task is assigned to on the race day.
2. Remove the PA speakers and stand from the caravan. Remove the PA amplifier from the storage area under the bench seat at the end of the caravan and place it on the desk with microphone cord and microphone closet to the bench seat.
3. Erect the speaker stand ensure the legs are open wide enough to provide a stable base, place bunting around the legs.
4. Connect the speaker's cones (4) to the speaker's crossbar, place the cross bar on top of the speaker stand. The speaker cable is placed into the appropriate socket, then connect the cable to the silver coloured connection at the back of the machine of the PA amplifier.
5. Plug the microphone cord into the Micro phone 2 outlet at the back of the machine.
6. Check the volume (in most cases you will not need to adjust the volume).
if you do adjust the microphone volume control on the front panel.
7. Test the equipment with an announcement so that you can get feedback from the Clubs that they can hear.
8. Ensure that the speaker cones are facing away from the houses to the South at Aquatic reserve and towards the Club tents.



9. Elevate the speakers to ensure that the PA cable is draped over the top of the caravan and well clear of people walking underneath.
10. at the end of the day pack up the equipment, place the microphone and cord in its own box inside the PA amplifier box, return equipment to the caravan.

Setting up the Lynx system

The Lynx camera system is used for timing the races and the captured picture on the finish line to obtain a race time for the teams that participated:

1. The mobile unit consisting of 2 large black carry cases, lens case and stand are stored in the shelving in the caravan.
2. The step ladder is stored at the far end of the shelving.
3. The camera stand, camera, lens, signal transmitter and step ladder are used outside the caravan.
4. When the camera stand in line with the finish line and in the correct position anchor the stand with tent pegs to maintain safety and stability of equipment.
5. The Lynx system monitor, key board and cables are placed on the desk closest to the large window.
6. Follow the instructions as to how the Lynx system is assembled to be operational.

The Two Way radio

- The 2 way radios are collected from the boat shed office by the Club assigned the task
- The radios are bought into the caravan and placed underneath the desk on the shelf and plugged into the powerpoint
- The 2 way radio allows you to contact
The Starter
Safety boat
And people assigned a 2 way radio for the race day
Any boat on the water if you need to
- **Channel 57 is used**
- Need to check that the 2 way radios are working before the races start
- Each boat on the water should have their own 2 way radio so that they are able to hear the Starter at the start line
- Remember to turn off the 2 way radio at the end of the race day

Using the airhorn

The airhorn is used as boats cross the finish line

- It needs to be checked before the races start for the day
- Remember to hold the airhorn well away from your ears and other people's ears around when it is used
- As the boats cross the line only give a short press of the button on the top
- If the canister is empty, just unscrew to top section off and attach it to the new canister



Race day logistics

7:30am	Set up for race day, Clubs to complete assigned tasks
8:00am	Captains/Sweeps meeting Team sheets are handed in
8:35am	Volunteers and race officials meeting
8:45am	Race 1 marshalled
9:00am	Start of race 1
Time between races	According to race schedule, need to check with Chief Official
Breaks	As needed for the officials/volunteers during the day if extra break time is required check with Chief Official
Finish time	Depends on the number of races and any issues that occur

IT IS IMPORTANT

- Teams need to be at the start line at the designated time or it puts everything behind time
- When times are being entered after a race AVOID having people talk or interrupting during this time. No other people other than officials need to be in the caravan.
- Lane 1 is closest to the shore 6 is furthest away.

Lane number	Lane colour	Boat number
Lane 1	Red	1
Lane 2	Blue	2
Lane 3	Yellow	3
Lane 4	Pink	4
Lane 5	Green	5
Lane 6	Orange	6

- At the end of the race day ensure a copy of the race draw results has been saved for posting on the DBSA website then log out of Revolutionise.
- Shut down the computer and pack the equipment away.

Laptop use during the race day

The laptop is used to document the finish time of the boats as they cross the line

1. When the race is finished the Lynx person view the Lynx system and will give time of each boat-by-boat number or team name and a race time.
2. The time is given in minutes; seconds .frames.
3. If unsure, repeat the time back to camera person to verify that the information given was correct.
4. GETTING THE CORRECT TIME IS IMPORTANT
5. When times are being entered avoid having people interrupting.



6. Once you have entered all the finish times for that race and the computer will place the boats in the order that as they crossed the line- 1st, 2nd etc.
7. You need to repeat the time back to the Lynx person to verify that the information was correct.
8. Save and print results which are then announced and posted on the results sleeve.

Race draws

- During a race day there may be heats run for various categories which end up with a semi or finals race.
- The time of the team determines their place and lane in the semis or final race
- Check the placings with the Chief Official.
- The placings determine which lane the team goes into for the given race as listed on the race sheet.
- You need to inform the Starter of the race draw.
- A copy of the race draw is posted on the results sleeve
- The marshalls and Announcer need to be informed of the race draw
- The race draw needs to be announced over the PA system so that teams are aware of the draw

PA system use during the race day

Announcements during the day include

- calling up teams to the marshalling area - get into their boats for races. **It is important** to call up teams so as one race begins the boats on shore are already loaded and moving away to the start line. Teams need to be at the start line at the designated time or it puts everything behind time
- race results after a race has been completed included the type of race, the distance of the race, the name of the team, their placing and their race time
ie. Results of Mixed Masters over 200 metres is as follows
1st was Powerblades with a time of 1 minute, 2 seconds and 40
2nd was ACDC with a time of 1 min, 30 seconds, flat
- advertising – raffles, book sales,
- Mobile coffee shop (their coffee and drinks van),
- At times you may need to call up specific people to the judging tent
Chief Official, Volunteer Coordinator, race jury, maintenance personnel
- other announcements include
sponsors of DBSA
team sheets to be given in to the finish line caravan
race draws
items that have be found and passed into the finish line caravan
cars that need to moved (need to obtain registration, make and colour)

Lynx system use during the race day

1. It is important to have an uninterrupted view of all aspects of the race.
2. The Lynx system needs to be ready prior to start of the race. The Starter should check that you are ready to go.



3. If you are not, you need to inform the Starter immediately so that the race can be put on hold.
4. Listen to the race start, ensure the system is operational when the race starts.
5. After the races commences follow the boats down the course until the last ¼ of the race, hold down the capture button.
6. Continue until the last boat has crossed the line.
7. Check picture, enter boat number on keyboard as the nose of each boat as the nose of the boat crosses the line to give a race time.
8. The information that needs to be given is the number or colour of the flag of the boat, lane 1 is closest to the shore 6 is furthest away.

Lane number	Race lane colour	Boat Numbers
Lane 1	Red	1
Lane 2	Blue	2
Lane 3	Yellow	3
Lane 4	Pink	4
Lane 5	Green	5
Lane 6	Orange	6

9. The time is given in minutes; seconds and frames.
10. In the event that two boats cross the line use the zoom button to get an accurate picture. If unsure call the Chief Official to check.
11. Once all boats times have been obtained.
12. Save the file and the next race will appear.
13. There is enough time between races to get the results.
IT IS IMPORTANT TO GET THE FINISH OF EACH BOAT AS THEY CROSS THE FINISH LINE
14. At the end of the day, pack up the equipment into the carry cases and fold up the camera stand and returned the equipment to their appropriate locations in the caravan.

Queries/Disputes/Protests/Disqualifications and Appeals

If anyone approaches the race secretariat with a problem:

- Get them to write down their query on the sheet at race secretariat and inform that their concerns will be addressed
- Call the Chief Official on the PA system

Disputes: shall be addressed by the Chief Official.

Racing Protests: the Team Manager must lodge in writing the protest to the Chief Official within 15 minutes of the end of the race. It is to be accompanied by a fee of A\$55 in cash A meeting of the competition committee shall discuss the protest and provide decision to the parties involved in writing.

Disqualifications: refer to the racing rules.



Appeals: the acknowledgement of a decision or disqualification from the Chief Official an appeal may be lodged no later than 20 minutes later in writing by the Team Manager to the Chief Official no later than 20 minutes later.

The race jury deal with these matters.

Money

- All teams are aware that money is not to be bought to the judging tent during the race day
- However sometimes money can come from corporate teams, late entries or protests or appeal fees
- Please call DBSA Treasurer to deal with these situations as they arise
- The other item that may be bought to the finish line caravan are receipts from Clubs that have purchased items for the race day ie. Toilet paper, prizes
- The receipts need to include what the items was, who purchased it and the date it was purchased so that the appropriate Club can get reimbursement at a later date

At the end of the day

- Shut down Lynx system and store in appropriate cases and locations in the caravan
- Close computer
- Assigned Club will complete their assigned tasks ie caravan equipment,
- At presentations all of the volunteers and race officials are acknowledged for their help during the race day, prizes are presented for the race categories finals.
- Advise everyone that the race event has closed for the day over the PA system
- Assigned Club to dismantle and store PA equipment in caravan