

Top Yacht Guide for ORCV Ocean Sailors

Overview

Top Yacht is widely utilised by Australian skippers, sailors and yacht clubs as a platform for race entry, crew participation and race administration.

This multi-functional database stores boat information and documentation along with sailor information enabling clubs to ensure yachts and crew members meet specific safety and eligibility requirements as set out in each Notice of Race.

The amount of information required varies depending on the category of the race.

The majority of ORCV races are offshore Category 2 and 3 so this Top Yacht Guide is written to accommodate ORCV'S offshore requirements.

Prior to the commencement of any race conducted by ORCV, a complete crew list is extracted from Top Yacht and includes safety and emergency details of all race participants. This information is pulled from your Top Yacht Sailor Profile and is provided to the Race Director and Incident Management Team lead. It is used to identify people on board each yacht in case of an incident, so it is vitally important that all information is correct and up to date.

How to log in to Create or Update your Offshore Racing Sailor Profile

To compete in ORCV races you will need to create an offshore crew Sailor Profile in Top Yacht.

1. Go to: <https://topyacht.com.au/web/sailors/>
2. Under The Keelboat section, click on: **Update/Create Top Yacht Sailor ID profile**
3. This takes you to the Log In page where you can either:
 - Log in to check/update your profile
 - Create a new sailor profile if you do not already have one*
 - Request your Top Yacht password via email if you have forgotten

If you are unable to log in, it could be that the email you currently have does not match the email in your Top Yacht profile. If you are unable to progress past this point, please email support@topyacht.com.au for assistance or contact the ORCV office.

* Please do not create a new sailor profile if you have had one in the past. This creates duplicate sailor profiles which becomes problematic when trying to add crew to boats. If you think you may have an old Sailor Profile but are unable to access it as you have changed your email address / do not know the password, please email support@topyacht.com.au for assistance or contact the ORCV office.

Once you have logged in, you can update information in two different sections, depending on if you are currently added to an offshore race crew list.

IMPORTANT: When you have updated your information in either the No Specific Race Section or specific race section you must press **Save Changes** before you move to another section or Log Out.



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Input / Update Your Information

The default position of the drop-down menu is “No Specific Race.” If you have not been added as a crew member for an upcoming ocean race, you cannot update race specific PLB information or offshore crew experience.

Sailor Basics Section

Please keep your mobile & email details up to date.

Emergency Contact Person

ORCV requires your Emergency Contact number to be an Australian phone number and a mobile number is preferred. Your Emergency Contact person must be available and in Australia at the time you are racing and must not be competing in the same race. You may need to update this section of your profile if your Emergency Contact person is sailing with you or on another yacht in your next race.

Your Emergency Contact person may, or may not, be the same person as your Next of Kin person.

Australian Sailing Number

Include your Australian Sailing (AS) Number (if you have one). You can check your Australian Sailing number [here](#)

If you have previously been allocated an Australian Sailing number for a Sail Pass at a local club or for a training course, this number will show as Temporary or Inactive. To participate in ORCV races you must have a current, active Australian Sailing number. If you are not a member of a Club and do not have an active AS number you will need to purchase either a Bay Pass, a Coastal Pass or an Ocean Pass [here](#)

Once you have purchased this pass, please update your Top Yacht Sailor profile with the correct AS Number.

Sailor Offshore Items Required by ORCV

Year of Birth

Required as some ORCV races have a minimum age and/or requirement that the majority of crew are over 18 years of age. This information is also required by medical practitioners in case of emergency.

Jacket Colour

Required in a man overboard scenario.

Weight

Required in a helicopter rescue scenario and/or required by medical practitioners in case of emergency.

Medical Conditions / Doctor

Please keep any relevant medical condition information up to date and it is good practice to advise your skipper and your emergency contact person of any medical conditions.

Next of Kin Section

Your Next of Kin (NOK) details are required, and this person may or may not be the same as your Emergency Contact person. Please include a current address and phone number to enable relevant authorities to speak in person to your next of kin if necessary.

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Qualifications Section

ORCV check your current qualifications so please keep them up to date, particularly your Radio Operators Licence, First Aid and Safety and Sea Survival Certificate (SSSC) Expiry dates.

Depending on the category race and crew numbers, minimum numbers or a percentage of crew are required to have a radio operator licence, a first aid certificate and a current Safety & Sea Survival Certificate. Providing this information assists ORCV to ascertain if crew members on any one boat reach the required minimum.

If you are unsure of your SSSC status check via Australian Sailings Accreditation Finder [here](#)

If you need to book into an ORCV SSSC Full course, please click [here](#)

If you need to book into an ORCV SSSC Refresher course, please click [here](#)

My Rescue Beacons Section

Each crew member is required to carry a registered Personal Locator Beacon (PLB) during a Category 2 race. As part of our crew compliance regime ORCV checks all crew PLB's are registered with AMSA.

In this section fill in the 15 digit HEX ID of your PLB. Do not fill in this section if you are borrowing a PLB to use for an upcoming race. Please make sure your ID correctly includes only Letters from A – F and numbers from 0 – 9. If you are borrowing a PLB for an upcoming race, the details of that PLB can be entered once you select the race from the future race drop-down menu.

You can check your PLB registration is current via AMSA Beach Check [here](#)

Race Specific Section

The following two sections only in appear in Top Yacht when you have been added as a crew member to an upcoming ocean race and you select that race from the drop –down menu. These additional sections in this area of your Sailor Profile may require updating for each upcoming race.

Beacons for: (Race name will appear here)

If you are borrowing a PLB from a friend or utilising a boat PLB for a specific race, you need to include the 15 digit PLB Hex ID for the beacon you are using in this race in this section.

ORCV does a first round PLB check two weeks before the race so please do not leave it until the week before the race to input your PLB details for this race.

You must also ensure that the owner of the PLB updates the registered details of the PLB with your information.

Recent Offshore Experience (Offshore Racing) Section

Sufficient sailing experience must be demonstrated in accordance with AS Special Regulation 2.04 and is a mandatory requirement to be demonstrated if between 16 and 18 years of age.

Please keep this up to date, specifically with recent Category 1, 2 & 3 races you have participated.

Prior to a race, ORCV look at the combined experience of the crew members onboard each yacht to ensure that at least ½ the crew (including the Skipper and/or Person in charge) have completed one race of the category entered or equivalent passage for a cat 2 race and at least 2 crew members for a cat 3 race.