



## Top Yacht for ORCV 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 and enables clubs to ensure both yachts and crew members meet specific safety and eligibility requirements as set out in each Notice of Race.

The level of required documentation and crew information varies depending on the category of the race. The lower the category race, the more stringent the safety and documentation requirements.

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

## How 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. Click on: Update/Create Top Yacht Sailor ID profile
3. This takes you to the MY Self log in screen where you can either:
  - Log in to check/update your profile
  - Register and create a Top Yacht profile
  - 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 doesn't match the email in your Top Yacht profile. If you are unable to progress past this point, please call the ORCV office on 9088 7210 for assistance.

4. The next screen is the MY Self Screen where you enter/update your personal details.

**Be aware there is a 25-minute session timer in the top right-hand corner which you may need to reset during this process, or you will be timed out.**

Please fill out your contact details, making sure you include your mobile number and as much information as possible.

5. Down the bottom of this section is the **SHOW OFFSHORE RACING** button. Click this to expand the table to include fields that must be filled out for ocean races. See explanations on the next page if you are unsure as to why we require certain information.
6. Fill out the required details and click **SAVE CHANGES**.



## Information Explanations

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 MY Self 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.

### Emergency Contact Information

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

Please make sure this number is correct and your AS Number is active. Click [here](#) to check.

### 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.

### Next of Kin

It is mandatory for ocean racing for each participant to include next of kin information. This must include a home address to enable relevant authorities to speak in person to your next of kin. Your next of kin contact person may, or may not, be the same as your emergency contact person.

### Licences & Certificates

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.

### Sailing Experience

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.

### Personal Locator Beacon (PLB)

Each crew member is required to carry a registered Personal Locator Beacon (PLB) during a Category 2 race. Your PLB HEX ID must be included in your MY Sailor Profile for your boat to be compliant. ORCV does a currency check of all PLB's as part of our crew compliance check. Check your PLB status [here](#).