

Race Officer Guide



INTRODUCTION

The success of everyone's sailing depends upon good management of racing activities.

Please ensure you prepare adequately and follow the advice in this guide.

If you need assistance during the day, please ask a member of the Sailing Committee who should be able to advise you.

RACE OFFICER RESPONSIBILITIES

A modest amount of preparation will help to ensure a successful duty for you, and a good day's racing for all competitors.

Please ensure you are familiar with the club's sailing instructions. They govern racing at the club and you **MUST** comply with them.

Your duty starts 90 minutes before the first race....

The RO is responsible for all sailing activities on the lake, however other groups will often be using the lake and the RO should decide the allocation of space and time, in conjunction with the leader of the other group(s). Club racing takes priority over all other activities, but every effort should be made to accommodate other users.

The RO is responsible for running races as detailed on the sailing programme, and must familiarise

Race Officer Responsibilities - cont

themselves with the days schedule beforehand.

Specific responsibilities are:

- Setting courses(s)
- Starting and managing races
- Recording and publishing the results.



SAFETY BOAT CREW - DUTIES

The primary responsibility of the safety boat crew is to assist sailors in difficulties. This overrides any other activities they may be called upon to perform such as recovering boats or kit, or moving marks etc.

The safety boat crew will assist the PRO in running races. Typically this will include:

- Laying or moving racing marks, at the direction of the RO.
- Assisting or acting as lead/guide boat (ensure you know the course!)
- Passing messages to competitors.
- Delivering tea/coffee to officials on the water.

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Don't forget to read the Sailing Instructions

TIMETABLE

At least 90 minutes before the start of the first race:

Familiarise yourself with the days program and who will be using the lake.

Ensure all rota'd staff are present. Note any that are not.

Check all necessary equipment and paperwork is in place.

There is a Checklist in the Race Hut

Check you have radio communication with the safety boat crew.

- Decide on the course and ask the Safety Boat to **provisionally** lay out the marks. Please refer to the separate course laying guidelines before making any decisions.
- Be particularly aware of the differing requirements if you're going to use the Committee Boat (To be encouraged when a good windward start cannot be laid from the Race Hut).
- If you are not confident please ask for assistance and advice.

60 - 30 minutes before the start of the first race:

- Make signing-on sheets available.
- Go with safety boat crew to finalise the mark positioning.
- Write up the course on the Course Board situated at the Race Hut (**course must be displayed at least 10 mins before the first Warning Signal**).
- Rig flags on Race Hut veranda or on the Committee Boat.

COURSE SETTING

Setting a poor course will spoil a race – please follow these guidelines:

- Use the Start boat if a windward start cannot be achieved from the race hut.
- Set at least one long, true beat, using as much of the lake as possible.
- Avoid wind shadow areas for marks.
- Try to make the windward mark a port rounding.
- Use moveable marks for the windward and/or leeward marks so they can be quickly and easily adjusted.
- **PLEASE** seek advice if you are unsure.
- Always set more laps than you expect – shortening is easy but you *cannot* extend a race!
- More than 6 marks on each round is probably too many! Keep it simple.
- It is imperative that the start and finish at the same line. This is particularly easy to forget if using the Committee Boat.
- The Race Hut start/finish line is defined by the yellow mast displaying an **Orange** flag and the moveable triangle and the ODM (The ODM is a pole buoy with a **Blue** flag)
- Lay the ODM 90° + 5° to the wind.
- An inner distance mark (IDM) may be laid and will be a pole buoy with a **Red** flag (Race Hut starts).
- This can be very useful in setting courses for difficult wind directions. (North or Easterly wind).
- Ensure the line has a slight port bias.
- Only use a reaching start as a last resort, ensuring it is biased in such a way to avoid one end being unduly favoured.
- **Make the first leg as long as possible.**

PRE START SEQUENCE

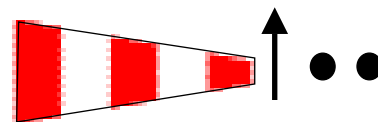
10 minutes before the start of the race:

- Raise Orange 'on station' flag
- Ensure safety boat is on station.
- Ask the the safety boat to make final adjustments to mark positions.
- Ensure race team is ready for the start sequence.
- Check the signing on-sheet, all on the water have entered. (or if on the start boat, get the safety boat to collect from the Race Hut)

STARTING

- Use the 'Radio' clock provided and start the race on a whole minute.
- The flag must be removed at precisely the correct time as this is the authoritative means of communication.
- Sound signals should be made at the correct time, but are secondary importance.
- If serious problems are encountered, raise the postponement flag and start again!

AP or Answering Pennant



The ● mean a sound signal.



Start Sequence is 3 - 2 - 1 - go

START SEQUENCE

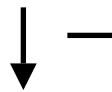
3 minutes – raise class flag (Handicap) and one sound signal



2 minutes – raise flag P (Blue Peter) and one sound signal



1 minute – lower flag P (Blue Peter) and one LONG sound signal



0 minutes - lower class flag and one sound signal



RECORD THE ACTUAL START TIME....

CLASS STARTS

- Spring and Summer Series use class starts, and this changes the starting sequence.

- The start order and class flags are:

– National 12 -



– Laser -



– Solo -



– Handicap -



- The start of one class is also the warning signal (3 minutes) for the next class....
- The sequence repeats until all classes are started.
- After a general recall, the class goes to the end of the queue and starts after all other classes have started.

CLASS STARTS - Cont

0/3 minutes – raise 1st class flag one sound signal



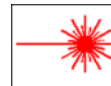
2 minutes – raise flag P (Blue Peter) one sound signal



1 minute – lower flag P and LONG sound signal



0/3 minutes - lower 1st class flag one sound signal and raise next class flag



The sequence repeats until all races are started.

Individual Recall?

Identifiable boat(s) OCS (On Course Side)



Raise flag X Make a one sound signal within 5 secs

Try to Inform OCS boats – hail or ask safety boat to pass message (not required but good practice, will not infringe a rule)

Lower flag X when all have returned. (or for 2 minutes)

General Recall?

(too many boats OCS to identify)



Raise 1st substitute and 2 sound signals.

Continue with the next Class start.

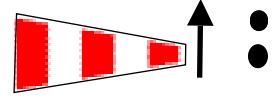
Lower the 1st Sub after 1 minute.

Recalled class go to the back of the queue.

(for class starts, this will be after all other classes have started correctly).

POSTPONEMENTS

- The PRO can postpone an un-started race whenever necessary by raising the Answering Pennant AP and making two sound signals.



- To end a postponement, the AP is lowered and a one sound signal is made.
- The warning signal for the next start is made 1 minute after the postponement flag is removed.

DURING THE RACE

- Record all boats as they cross the Start/Finish gate on each lap and their order.
- In dying winds, record the time as this would allow a result to be calculated if the next lap cannot be completed.
- Keep a good lookout for boats in difficulties
- your view may be better than the safety boat crew's
- Decide when to finish the race
- Typically 45 minutes for the lead boat

FINISHING THE RACE

- To shorten the course, raise flag S and make two sound signal when the lead boat is on the last leg of the course.
- Record the time when each boat crosses the line, and record the number of laps completed.
- Boats completing less laps still finish, but the number of laps is important!
- Use the 24 hour clock in format: hhmmss

RESULTS and PROTESTS Etc.

RESULTS CALCULATION

- You will need the signing on sheets and the race record sheets. These can be found in the Race Hut filing trays.
 - The signing on sheets link sailors to sail numbers.
 - The race record sheets link sail numbers to the start time, finish time and the number of laps completed.
- Use the **RO Results Tool** on the PC in the race hut to calculate the results.
- Log on to the PC as 'Race Officer'. (no password)
 - Open the excel spreadsheet using the icon on the screen.
 - Save it immediately, click on 'save as', save the spreadsheet using the format:
S#R# ddmmyy.xls
- Where **S** is the series number, **R** is the race number and ddmmyy is the date, e.g.
S3R2^050511.xls
Or **AliceLisleR2^050511.xls**
- Only type in the white cells - Leave the blue cells alone
 - Complete the series, race number and date,
- Add the race start time in the box at the top of the sheet.
- All times must be added in 24hr clock format with no added characters... 'hhmmss'
- For example 13 minutes and 23 seconds past 4 pm is entered

161323

- The spreadsheet has separate tabs for each race, and a summary tab which combines the day's results (The latter being for info only).

- For each competitor, type in the helm's name and the sail number.
- Enter the class code either from the drop-down list or by directly typing the code.
- The class and PY number will be added to the appropriate column automatically.
- If their class is not listed, please enter the PY directly into the cell (even though the cell is blue!)
- Enter the finish time (format hhmmss) and the number of laps completed.
- Check that the 'status' column still says 'OK'
- If not, check for errors in the time fields.....
- The tool will calculate the handicap finishing order if all the information is added correctly.
- If the final column shows N/A or any other error, please check your data entry and correct the problem.
- Carefully check that the results look to be correct, with no obvious errors or anomalies.
- You can usually work out roughly in your head who's likely to be first.
- When happy Print 2 copies of the summary sheet. Display one on the results board in the clubhouse and file the other with the signing on sheet, race record, lap counting start and finish times in the results folder.
- Attach the results to an E-mail and send to Les Radford - Results co-ordinator:

lesradford@btinternet.com

This will ensure the results are uploaded to the website as soon as possible.

PROTEST and DISPUTES

- The RO is the first point of contact for resolution for disputes or protests.
- Please refer to section 17 of the club sailing instructions for guidance on the appropriate action.

Advisory Hearing

A number of members have been trained as Rules Advisors. Their names will be displayed on the Official Notice board.

It is an alternative to calling a full protest hearing which may take an hour or so to set up.

The protestor can fill in a protest form (but this is not a requirement for an Advisory hearing) available in the club house near the Office or you can put the details down on a piece of paper.

DETAILS REQUIRED

Race number

Boat protesting

Boat protested

Where on the course

Time

Rules infringed (if known)

A brief description of the incident.

The boat may voluntarily accept an Exoneration Penalty of 20% for a rule broken, but she is not required to do so.

Note the penalty on the Results sheet. Also E-mail Les that xyz has a 20% penalty and there score should be adjusted.

The Results co-ordinator will adjust the scores.

