



Notes for Race Officers (Club Racing)

Scope

This document is a broad based outline to aid Race Officers in running a successful Sunday Club Race Day or Wednesday Evening Race.

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This document should be held within the Race Hut and stored in the folder titled “Notes for Race Officers (Club Racing)”.



Notes for Race Officers (Club Racing)

1. Course Design

For Sunday Point Series & Class Race Days the requirements are for two types of course both of which must be set. A Windward Leeward course and a conventional "Round the Cans" course.

1. There are four separate starts (possibly five if there is a Junior Handicap Fleet)
 - a. Flying Fifteen
 - b. Handicap
 - c. Laser
 - d. Solo
 - e. Junior Handicap (Possibly)
2. The Flying Fifteen Fleet start 1st and may choose either the Windward Leeward or the conventional "Round the Cans" course.
3. The Handicap Fleet start 2nd and within this start some boats may elect to sail the Windward Leeward course and others the conventional "Round the Cans" Course.
Note: The Results for boats racing the Windward Leeward course will be scored separately in their own point's series within Sailwave.
4. The Laser Fleet will start 3rd, the Solo Fleet 4th and the Junior Handicap Fleet, if they race, will start 5th. All these fleets would conventionally sail the "Round the Cans" course.

For all other Events including Wednesday Point Series a conventional "Round the Cans" needs to be set.

2. Course Length & Average Laps

Aim for a race time of around 40 Minutes for the lead boat in each class.

Be aware of the disparity in speeds of boats in the Handicap fleet. If need be shorten course for slower boats so they have a similar race time to the faster boats. Sailwave will automatically calculate average laps when you enter number of laps completed for that race of each competitor.

If there are "back to back" races with some boats lagging someway behind (not the Handicap boats as their times will be needed), then send a rib to take numbers and inform them you will be finished based on their current position. Once done inform them they can now sail back to the start area.

Long courses in very light winds restricts the options of the Race Officer. In such conditions it is best to set a short course with multiple laps allowing the option to shorten if the wind drops.

3. Briefings



















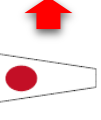
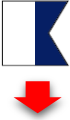







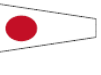








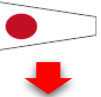









Competitors appreciate an attempt to explain what you are planning to do, where you intend to start and when you intend to start. Use the Club PA system. **Note:** In order to set good courses for all fleets the Committee Boat may be needed. Competitors will appreciate the Race Officer for doing so.

Notes for Race Officers (Club Racing)

4. Start Sequence & Flags

Starting sequence for Racing on Sunday (5 Starts)

Reference: Sailing instructions, SI 6.1 & SI 12.1. Classes will start at 3 Minute intervals in the following order, using the designated Class Flags (Appendix A).

Time to 1 st Start	Elapsed Time	Flags			Sound	Signal	Notes
6 Mins	0 Mins					 Hooter	Flying Fifteen Flag UP Flying Fifteen 6 Mins
3 Mins	3 Mins					 Hooter	Prep Flag Up & Handicap Flag UP Flying Fifteen 3 Mins Handicap 6 Mins Use postponement Flag if wind changes direction and course needs changing.
1 mins	5 Mins						One Whistle Blow Flying Fifteen One Minute
0 Mins	6 Mins					 Hooter	Fly Fifteen Flag DOWN. Laser Flag UP Flying Fifteen Start Handicap 3 Mins Laser 6 Mins Hold Flying Fifteen flag at dip if boats are over the line (1 extra hooter) or fly general recall (2 extra hoots) if necessary
---	8 Mins						One Whistle Blow Handicap One Minute
---	9 Mins					 Hooter	Handicap Flag DOWN. Solo Flag UP Handicap Start Start Timer to record Race Times Laser 3 Mins Solo 6 Mins Hold Handicap flag at dip if boats are over the line (1 extra hooter) or fly general recall (2 extra hoots) if necessary
---	11 Mins						One Whistle Blow Laser Radial Start Laser One Minute
---	12 Mins					 Hooter	Laser flag DOWN. Jnr Handicap Flag UP Laser Start Solo 3 Mins Jnr Handicap 6 Mins Hold Laser flag at dip if boats are over the line (1 extra hooter) or fly general recall (2 extra hoots) if necessary
---	14 Mins						One Whistle Blow Solo One Minute
---	15 Mins					 Hooter	Solo flag DOWN. Jnr Handicap Flag UP Solo Start Jnr Handicap 3 Mins Hold Solo flag at dip if boats are over the line (1 extra hooter) or fly general recall (2 extra hoots) if necessary
---	17 Mins						One Whistle Blow Jnr Handicap One Minute
---	18 Mins					 Hooter	Jnr Handicap & Prep Flag DOWN Jnr Handicap Start Hold Jnr Handicap flag at dip if boats are over the line (1 extra hooter) or fly general recall (2 extra hoots) if necessary




















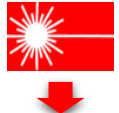









Note: Lower Prep Flag with Solo Flag if there is no Junior Fleet. Remember to record times in minutes and seconds to enter on the computer of the Handicap Fleet. Any fleet with a General Recall goes to the end of the sequence.

Notes for Race Officers (Club Racing)

5. Start Sequence & Flags

Starting sequence for Racing on Wednesday Evening

Reference: Sailing instructions, SI 6.1 & SI 12.1. Classes will start at 3 Minute intervals in the following order, using the designated Class Flags.

Time to 1st Start	Elapsed Time	Flags	Sound	Signal	Notes
6	0			A Handicap Flag UP	A Handicap 6 Mins
3	3	  		Prep Flag UP & Laser Flag UP	A Handicap 3 Mins Laser 6 Mins Use postponement Flag if wind changes direction and course needs changing.
1	5	  		One Whistle Blow	A Handicap One Minute
0	6	   		A Handicap Flag DOWN. B Handicap Flag UP	A Handicap Start Laser 3 Mins B Handicap 3 mins Hold A Handicap flag at dip if boats are over the line (1 extra hoot) or fly general recall (2 extra hoots) if necessary.
---	8	  		One Whistle Blow	Laser Radial Start Laser One Minute
---	9	  		Laser Flag DOWN.	Laser Start B Handicap 3 Mins Hold Laser flag at dip if boats are over the line (1 extra hoot) or fly general recall (2 extra hoots) if necessary.
---	11	 		One Whistle Blow	B Handicap One Minute
---	12	 		B Handicap flag & Prep flag DOWN.	B Handicap Start Hold B Handicap flag at dip if boats are over the line (1 extra hoot) or fly general recall (2 extra hoots) if necessary.





Remember to record times in minutes and seconds to enter on the computer of the A & B Handicap Fleets. Any fleet with a General Recall goes to the end of the sequence.

Notes for Race Officers (Club Racing)




6. Other Flags

Alternative Preparatory Flags

In the unlikely event of several General Recalls, alternative Preparatory Flags to Flag P may be used to deter overly keen competitors from starting early. Penalty severity for early starters increases from left to right in the table below.

Possible Preparatory Flags			
P Flag	I Flag	U Flag	Black Flag
			
Preparatory Flag	Rule 30.1 is in effect	Rule 30.3 is in effect	Rule 30.4 is in effect
Competitors over the line at the start may dip below the line to exonerate themselves.	Competitors over the line within one minute of the start may exonerate themselves by going round either end of the line and sailing back through the start line.	Competitors over the line within one minute of the start will be scored OCS but not if the race is restarted or re-sailed where they can re-start with the rest of the Class.	Competitors over the line within one minute will be scored OCS even if the race is restarted or re-sailed but not if the race is postponed or abandoned before the starting signal. Display their sail number before the next warning signal so they know not to start in the restart/Re-sail.

Other Main Use Flags

Postponement Flag	Individual Recall	General Recall
		
Sounding two hoots and raising this flag means the race start has been delayed	Sounding one hoot after the starting signal and raising this flag recalls individual competitors who were seen to be over the line at the start.	Sounding two hoots after the starting signal and raising this flag recalls the whole fleet. This is normally done when you could not identify all over the line competitors.

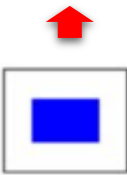

Notes for Race Officers (Club Racing)

7. Race Finishing

If competitors have completed the displayed number of laps, finish them as they come through the gate/finish line.

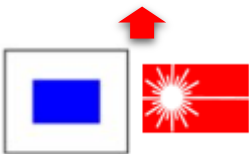



If the Race Officer wants to finish before the displayed number of laps have been completed then the shorten course flag should be used.

Shortening Course for ALL Classes

Notes	Flag	Sound	Signal
The Race Officer wishes to shorten for all competitors in all classes.		 2 x Hoots as finishing boat rounds the last mark	Shorten Course flag UP

8. Shortening Course for a SPECIFIC Class

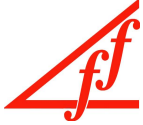





Due to the gaps that develop between boats within classes it may not be possible to raise the shorten course flag on its own as some boats in other Classes may not have started there last lap. In this case Class Flags should be used to indicate which Class you are shortening for.

Notes	Flag	Sound	Signal
The Race Officer wishes to shorten for only the Laser Class.		 2 x Hoots as the first finishing boat in the Laser Class rounds the last mark	Shorten Course flag & Laser Class flag UP
The Race Officer having shortened for the Laser Class now wishes to shorten for the Handicap Class also.		 2 x Hoots as first finishing boat in the Handicap Class rounds the last mark	Handicap Class flag UP

Essentially when shortening course for a specific Class, sound two hoots as the boat of the class you wish to finish rounds the last mark, and raise the Shortening Course Flag with the specific Class flag. For each subsequent Class you wish to shorten for, sound two hoots as the boat rounds the last mark and raise the appropriate Class Flag.

Notes for Race Officers (Club Racing)

9. Class Flags

Flying Fifteen Class	Handicap Class	Laser Class	Solo Class	B Handicap Class	Junior Handicap Class
					



Notes for Race Officers (Club Racing)

Appendix A

Wednesday Evening Fleet Splits

1. The A handicap will include all boats faster than 1098 based on the revised PY numbers being used for the series and which are displayed on the club notice board and in the declaration room.
2. Boats between 1098 and 1117 may choose either to sail in the A or B Handicap fleet, but should stay with the same fleet for the entire series. These boats include, 420, Laser Vago XD S/H, Comet Trio, Laser 2000, Wayfarer and National 12.
3. Boats in the PY range 1098 – 1117 should inform the Race Officer on each occasion, if they are sailing in the B Handicap Fleet otherwise they will be deemed to have sailed in the A Handicap Fleet.
4. The Laser Fleet will include Laser, Laser Radial and Laser 4.7's.
5. The Laser Radials Start 1 Minute before the Laser Standards and the Laser 4.7's start 3 Minutes before the Laser Standards.



Notes for Race Officers (Club Racing)

Appendix B

Committee Boat ~ Shore Preparations

1. The key for the committee boat can be found hanging up to the right of the Race Hut Door.
2. All flags and the race timer should be on the committee boat but double check all are correct and present before going afloat.
3. Take pencils and race position sheets to record each competitors results
4. Buoyancy Aids must be worn by all once afloat.

Committee Boat ~ Starting

1. It is the Race Officers responsibility to ensure that the committee Boat has sufficient fuel for the day. A third of a tank should be adequate for a day's racing.
2. If refuelling is required follow the procedure "Committee Boat ~ Re-fuelling" detailed below.
3. The committee boat has been fitted with a new single battery isolator. The isolator must be turned fully clockwise to switch on.
4. Each time you start the engine from cold follow the procedure below.
 - a. Turn on the ignition switch for 10 seconds then off for 20 seconds. Repeat once. This will allow the pump to draw fuel into the engine.
 - b. Start the Engine
5. At the end of the day please switch the isolator off by turning anti clockwise. The isolator cover is not removable.

Committee Boat ~ Refuelling

1. When filling the fuel tank please do not overfill it as this will result in fuel spillage when the tank is moved to the committee boat.
2. Please ensure that the vent located in the tan filler cap is open before attempting to start the engine. The engine will eventually stop as the fuel will not be drawn into the engine.
3. If the boat runs out of fuel and the tank is empty, refuel the tank and follow the procedure below.
 - a. Ensure that the vent on the fuel tank is open
 - b. Turn on the ignition for 10 seconds and turn of for 20 seconds. Repeat 5 times.
 - c. Turn on the ignition for 20 seconds and turn of for 20 seconds. Repeat 5 times.
 - d. Start the engine and allow to idle for 5minutes.
 - e. This procedure will move fuel to an empty lift pump. Failure to follow will result in the lift pump running without fuel and burn out the lift pump.



Notes for Race Officers (Club Racing)

Appendix C

Safety Boat and Race Officer Back Up Fleets

If there is a shortfall on the days Duty Team then volunteer backups can be ask from the fleets as per the following table.

Laser	Solo	Flying Fifteen	Handicap
January	February	March	April
May	June	July	August
September	October	November	December

Senior Officers able to offer advice

Laser	Solo
Pete Sherwin	Rob Mitchell
Julian Cooke	Chris Goldhawk
John Rogers	Simon Chapman
Helen Martin	Toby Peacock
Steve Smith	

Flying Fifteen	Handicap
Keith Harris	John Smalley
Ian Cadwallader	Tim Johnson
Bill Chard	Nick Martindale
Claire Jefferies	Derian Scott
	Colin Evans
	Andy Jones