

Notes for Race Officers – Hedgecourt (2018)

At least 2 weeks before the duty day, check that Support Boat Helm/Crew and Assistant Race Officers (AROs) are available for their duty. Initial confirmation can be gained by referring to the DutyMan information on the Club website. However it is strongly recommended that the Race Officer confirms by telephone wherever possible. When contacting the Support Boat Helm check that he or she has read 'Support Boat Operating Guidelines for Hedgecourt', available on line (as for Sailing Instructions below), the RO should also be aware of the content. Make sure that Support Boat team are aware they may be called upon to go into the water to carry out a rescue and are therefore appropriately dressed.

Sailing Instructions for Club racing are in the CMYC Handbook and online at: www.cmyc.co.uk -> Member Area -> Downloads.

1. Preparation

- On arrival, open Entrance gates and Clubhouse patio door.
- Brief AROs and Support Boat team on the timetable and ensure that they understand their roles (For suggested allocation of roles see under heading number 2). If the SBH has not read the 'Support Boat Operating Guidelines for Hedgecourt' brief him or her on the main points. A copy should be available in the RO folder.
- On the course board indicate that Briefing will take place 30 minutes prior to start time.
- Set up Signing-on sheet on clipboards and make available for the competitors to sign on; it is their responsibility to do so, but it is useful for AROs to circulate in the rigging area.
- Collect the Optimum stopwatch and whistle from the Race Officers box, and check that these are working (press start/stop, and clear when stopped). A personal back up stopwatch is highly recommended.
- Check that the stop watch is in 5-4-1-0 count down then up mode, if the event requires two starts (this is defined by in the sailing instructions and is not a decision for the RO) set the watch to count down from 10 minutes (press prog twice), for a single start set it to count down from 5 minutes (press prog once).

2. Suggested allocation of roles for RO and AROs

- RO: Makes sound signals, sights along Start/Finish line for premature starters, calls out sail numbers as boats cross line at end of laps and at finish, operates backup stopwatch.
- ARO 1: Hoists and lowers visual signals, completes Back-Up sheet.
- ARO 2: Starts stopwatch, calls out times during start sequence and when RO calls out sail numbers.
- ARO 3: Enters Race Record sheet and keeps an eye on any abnormal entries, cross-checking with Back Up sheet if appropriate.

3. Conditions

- RO should take a circuit of the lake to assess wind strength & direction, take a burgee to assess the best position for the windward mark and plan the course (refer to next section).
- Position Outer Distance Mark (ODM) with ideally 5-10° of port end bias (ie. port end nearer the wind). ISAF recommend a line length of between 1.3 and 1.5 times the number of boats times the boat length. This may be difficult to judge, be generous.
- Check numbered buoys are in appropriate positions for the prevailing conditions, if not have them moved, after returning ashore if time is tight.

4. Course

- Design a course using a beat for the first leg with preferably a port rounding at the first mark. Note if the wind is northerly it will not be practical to have a beat for the first leg.)
- Try to include a variety of reaches and runs, avoid fetches as these may become beats as the wind shifts.
- Exclude intermediate marks on a leg unless there is a good reason for including them.
- Draw the course on the board, list the marks with their required side and include the Start/Finish line at end of list.

- Check again that buoys being used have sufficient clearance (and wind?) for the course to be sailed (you may move them within their general area).

5. Number of starts

CMYC 2018 Sailing Instruction (SI) no. 7 states that:

All races that are part of a series, except those noted below, shall have two starts, Comets (standard and Xtra rigs) first, Handicap second. Start Racing, Wakefield, Autumn Saturdays, Double Handers Day & Rapid Races shall have a single start. Special events not defined in this handbook may differ.

- Note on Course Board the start times for each fleet.
- See also section 10 and 11 for race starting procedures.

6. Briefing

- Ensure AROs and SB crew attend briefing.
- Go through the Course, start times, class signal(s) to be used, race duration (see SI 13) and give time check by watch being used.
- If there are competitors who are new to racing or inexperienced, make sure that all competitors are aware of this.
- Check that competitors have signed on correctly, first name and surname and correct boat variant e.g. Topper 4.2 not just Topper or Sail Cube (club variant of Oppie) rather than Optimist.

7. Race Recording sheets

- Prepare sets of Race Record sheets & Backup sheets on clipboards.
- AROs should transfer details from Signing-on sheets to Race Record sheets, listing classes in alphabetical order with blank line between classes, and in numerical order within Class.
- If there are back to back races, separate sheets should be prepared for each race.

8. Prepare for start

- RO and at least one ARO to be taken to Maid of Kent 15 minutes prior to start, others to follow ASAP with all clipboards and RO instructions (but NOT the Signing-on sheets). The three small RIBs are permitted to carry a maximum of four people.
- Check that the length of line and its angle to the wind are still OK, as in 3 above. The line can be shortened after the start, this is particularly worth doing if it reduces the possibility of competitors inadvertently sailing through the line when not finishing a lap, resulting in disqualification.
- ODM may be moved up until the Preparatory Signal (4 minutes prior to start time).
- Aim to start at the agreed time but be prepared to give some flexibility for boats that may have been delayed in getting afloat.

9. Postponing a start

- If still ashore, make an announcement, and write on Course Board.
- If afloat, hoist Red and White cylinders (AP) with 2 sound signals at any time prior to the Warning Signal.
- End a postponement by lowering the AP (one sound signal) one minute before the new Warning Signal time.

10. Starting sequence – Single Start

Times given below are for a count-down watch set to count down from 5 mins.

- 5 mins: Warning Signal: Hoist Class signal (Yellow cylinder) with one sound signal.
- 4 mins: Preparatory Signal: Hoist Blue over White cylinder with one sound signal.
- 1 mins: One Minute Signal: Lower Blue over White cylinder with one sound signal.
- 0 mins: Start: Lower Class signal (Yellow cylinder) with one sound signal.
- NOTE: If the VISUAL signals are not made at the correct times, abandon the start by hoisting Blue over White and White/Blue/White cylinders with 3 sound signals. When ready to restart sequence lower both cylinders with 1 sound signal one minute before new Warning Signal.

11. Starting sequence – Two Starts

If the handicap fleet starts at a time other than 0 mins the Race Officer must clearly identify the time at which the handicap fleet started relative to the recorded results, e.g. 5mins before or 5mins after.

Times given below are for a count-down watch set to count down from 10mins

- 10 mins: 1st fleet- Warning Signal: Hoist first Class signal (Yellow cylinder) with one sound signal.
 - 9 mins: 1st fleet - Preparatory Signal: Hoist Blue over White cylinder with one sound signal.
 - 6 mins: 1st fleet- One Minute Signal: Lower Blue over White cylinder with one sound signal.
 - 5 mins: 1st fleet- Start : Lower first Class signal (Yellow cylinder) with one sound signal
- AND** - 2nd fleet- Warning Signal: Hoist second Class signal (White cylinder).
- 4 mins: 2nd fleet - Preparatory Signal: Hoist Blue over White cylinder with one sound signal.
 - 1 mins: 2nd fleet - One Minute Signal: Lower Blue over White cylinder with one sound signal.
 - 0 mins: 2nd fleet - Start, lower second Class signal (White cylinder) with one sound signal.

NOTE: If the VISUAL signals are not made at the correct times, abandon the start by hoisting Blue over White and White/Blue/White cylinders with 3 sound signals. When ready to restart sequence lower both cylinders with 1 sound signal one minute before new Warning Signal.

12. Premature starters

- At 30 seconds to go, stand sighting along the start line, one Assistant ready to record any premature starters & another counting down the last 10 seconds to the start.
- Make one sound signal & hoist White/Blue/White cylinder.
- If practical notify the offenders by hailing their sail numbers, this is a courtesy not a requirement.
- Record these numbers and delete when that boat has returned and is completely behind the start line or an extension of the line.
- Any who do not completely return to the pre-start side of the start line shall be recorded as OCS (On Course Side) in results.
- Four minutes after the start or sooner if all OCS boats have returned to the start side of the line lower the White/Blue/White cylinder. It is particularly important that it is lowered before a subsequent start signal.

13. General recall

- General Recall is appropriate if it is not practical to identify ALL the offenders
- Hoist Blue/Yellow/Blue/Yellow/Blue cylinder and make 2 sound signals.
- Lower it with one sound signal one minute before the new Warning Signal.

14. After start

- Unless required to assist someone, keep SB alongside during starting procedure in case you need it, for instance if shortening the line after the start.
- Subsequently ensure that the SB either stays alongside or returns at frequent intervals (10-15 mins) to receive any instructions.

15. Recording

Record the time at which each boat crosses the Start/Finish line as follows:

- The RO calls out the class of boat and its sail number (the last three digits may be adequate) as it approaches the line, an ARO calls the time when the boat reaches the line.
- On Race Record Sheet insert the time in appropriate lap column.
- On Backup Sheet abbreviate the boat class to one or two letters followed by the last three digits of the sail number in the first column. These entries can be made as the boats approach the line and the lap times added in the second column as appropriate. Although it is helpful if the entries are in the correct chronological order, it is not essential that they are.
- On intermediate laps the EXACT time is not necessary, but it is when the boats finish!

16. Boats that Retire

- Boats that sign on but do not approach the starting area should be noted on the Record Sheet as DNC.
- Boats that arrive in the starting area but retire before the start should be noted on the Record Sheet as DNS.
- Boats that retire after starting should be noted on the Record Sheet as DNF.

17. Finish

- The maximum race times are given in the sailing instructions, if there are two starts then this time must be applied from the first start. There is only one finish signal it applies to all fleets.
- At end of Race time, hoist White/Blue/White cylinder with 2 sound signals
- Record finishing times for every boat as under Recording.
- Make a sound signal as each boat finishes (when any part of the dinghy first crosses the line, usually the bow; it is still 'racing' until it has cleared the line in ANY direction).
- Premature starters that did not restart correctly are not given finishing signals, but record their time.

18. Shortening the course

The race may be finished earlier than the planned duration if necessary, for example:

- To ensure that all boats are off the water by 30 minutes after sunset (bye-law 9).
 - To ensure that the scheduled number of races can be completed and finish at a reasonable time.
 - In certain conditions (for example in heavy weather or extreme light airs).
 - In order to avoid a small number of boats having to do an additional lap (particularly if the lap length/time is long).
- If possible shorten the course such that the leading boat on the water is finished first.
 - Indicate the decision to shorten the course by giving two sound signals and hoisting the shorten course visual signal (white/blue/white).

19. Ashore after race

- Remind helmsmen to sign off on the relevant Signing-on sheet (but it is their responsibility to do so).
- Should any competitor wish to dispute an incident in the race, refer to the RYA Rules Disputes Options (available in RO cabinet in Club House) – request assistance if necessary. Encourage resolution through mediation.
- Collect together all Race Record sheets, Back Up sheets, Signing-on sheets for the day. If you have a smart phone take a photo of each sheet and email them to the Sailing Secretary, this can be done through the Contacts page on the club website. Place the sheets in the slot at side of RO cabinet for processing.
- Tidy up all gear and power boats, open and return first aid kits to the cabinet, lock the boathouse(s).
- Thank the members of the race team for their assistance.
- Make sure someone will lock the Clubhouse and that the last member to leave locks the gate.

20. Special situations

- If necessary SI 5 allows you to alter the course from the Maid of Kent by using the display board and numbers with green or red background to indicate the required side for rounding each buoy.
- This may be appropriate in certain circumstances (eg. for Open meetings) but it calls for good preparation on the part of the RO and good understanding on the part of competitors, and should not be attempted unless the RO is confident that these conditions are met.
- Radios are not normally required or used at Hedgecourt; they may be helpful in certain conditions, but should only be used if all those involved are familiar with operation of handsets and appropriate call procedures.

Sailing Sub Committee

March 2018