



Race Officer's Manual

1 Overview

The Race Team, under the authority of the Race Officer, is responsible for organising the weekend's racing.

If a designated Race Officer cannot fulfil an assigned duty, we ask that swaps should be made *only with other designated Race Officers*.

The Race Team's fundamental objective is to provide a series of *safe* and *enjoyable* races. This implies that the organisation should be efficient, the courses well chosen, and the results accurate.

The safety of competitors and the Race Team is the paramount consideration.

- If conditions are too wild to permit safe racing do not hesitate to postpone or abandon racing.
- If conditions become unsafe during the race do not hesitate to abandon it and recall the competitors.

NOTE: Safety cover must be maintained until all competitors are safely ashore, including from all Keelboats. This is particularly important following an abandonment.

NO PERSONS UNDER THE AGE OF 16 WILL BE ALLOWED TO CREW ON BOARD ANY SAFETY CRAFT - THERE CAN BE NO EXCEPTIONS TO THIS RULE

The Fast Handicap Dinghy class has opted not to start racing in less than 3 knots of wind. Handheld anemometers are kept in the Start Boat Bag and in the Race Office to allow wind speed to be checked. Wind speed should be checked on the water to ensure an accurate result is obtained.

Members of the Race Team may exchange functions with one another but the *responsibility* for a given task remains with the designated individual.

This document provides guidance but does not form part of the LLSC Sailing Instructions. A competitor seeking redress under RRS 62.1a may use it.

There are three main changes this year:

- 1. Fast Handicap and Flying Fifteens will sail longer Points courses using an additional mark.**
- 2 There will be only 2 races on Sunday Points days, each with a longer race duration.**
- 3.. Fast Handicap will sail extra loop in Islands races.**



2 Equipment

Equipment for taking afloat:

Start Flag-bag:

Club burgee, Flags Orange, Blue, Red, Green, NP1, NP2, NP3, NP4, NP5, NP6, P, X, 1st Sub, S, N, AP, H, L

Mory Flag-bag:

Club burgee, Flags Orange, Blue, NP1, NP2, NP3, NP4, NP5, NP6, S, N

Start Boat Bag (blue):

Race Officer's Manual, Sailing Instructions, Course Charts, Duty Crew manual, Radio Notes, Ceardach Manual, Spare horn, Whistle, Anemometer, Compass, Clip board, Biro and Pencils, Paper

Mory Bag (blue):

Mory Manual, Course Charts, Powerboat Speed Restrictions, Radio Notes, Spare horn, Clip board, Biro and Pencils, Paper

Primary RIB Bag (black):

Duty crew manual, RIB Manual, Course Charts, Powerboat Speed Restrictions, Radio Notes, Clip board, Biro and Pencils, Paper

Secondary RIB Bag (black):

Duty Crew Manual, RIB Manual, Course Charts, Powerboat Speed Restrictions, Radio Notes, Clip board, Biro and Pencils, Paper

3 Preparation

In the two weeks prior to your duty - please contact all the members of your duty team (including the Tea Person). Ensure that they know they are on duty and will turn up on time. Also remind RIB coxes that they should be able to lay marks using GPS on Points day.

On Duty day - please arrive at the club in good time (suggest no later than midday), armed with a weather forecast. Discuss the coming day's racing with your duty team.

On arrival at the Club:

Flags: Hoist the club burgee to the top of the flagpole and the Red Ensign on the Yardarm.

Pontoon bridge: Lower the bridge (See separate instructions).

Sheds: Open sheds.

At least an hour and a half before the start - prepare the entry sheets, taking care to fill in all the headers, and place them on the table outside the Race Office. Prepare the DUTY TEAM SIGN IN SHEET and print your own details on the sheet. Synchronise your watch with the radio clock in the Race Office. Ensure that safety boat preparation is on schedule.



At least 1 hour before the start –

- Give your coxswains clear instructions about safety cover and procedures.
- Ensure that all duty crews have read and understood the Safety Notes.
- Ensure safety/escort vessels are launched.
- **Perform radio check with all safety/escort boats. Ensure all radios are operating on Lo Power, 1watt for hand sets, minimum setting for fixed radios**
- Make sure the keys for the tea person are hanging up behind the kitchen counter. Contact a member of the House Committee if they are not.

3.1 **Island Series**

Examine the wind direction and strength and decide whether you will start the race from mark M (the default), from mark A or from the clubhouse. If you are not starting from mark M, fly flag A or C as appropriate from the club flagpole.

Unless you are starting from the shore, load Mory with the necessary equipment:

- Blue Start Flag-bag
- Start Boat Bag
- Mory Flag-bag
- Mory Bag
- Timers
- Course boards

Ensure Primary RIB is equipped with:

- Primary RIB Bag

Ensure Secondary RIB is equipped with:

- Secondary RIB Bag
- Dan buoy to lay the Start Line

3.1.1 **Points Series**

All starts are from M.

Load Ceardach with the necessary equipment:

- Blue Start Flag-bag
- Start Boat Bag
- 5 Timers
- Course boards
- Handheld radio – RO may prefer to use handheld radio - improved visibility of race - while communicating

Ensure that Mory is equipped with:

- Mory Flag-bag
- Mory Bag



Ensure that the Primary RIB is equipped with:

- Primary RIB Bag
- two orange and one yellow dumpy marks – stored in Shed 2

Ensure that the Secondary RIB is equipped with:

- RIB Bag
- One orange dumpy mark - stored in Shed 2
- the Dan buoy to lay the start line

3.1.2 General Handicap Series

All starts are from M

Ceardach should be loaded with the necessary equipment as for Points Series (see above) except that only three timers need be taken aboard.

Both the Primary and Secondary Ribs should be equipped as for the Points Series except that:

- The Primary RIB should carry the windward orange dumpy mark and the hitch/wing orange dumpy mark.
- The Secondary rib should carry the Dan buoy and the leeward orange dumpy mark.

3.2 Safety Boat Allocation

Mory acts as Escort for keelboats.

The RIBs act as Safety boats for dinghies and Flying Fifteens.

Details below:

3.2.1 Island Series

MORY – The race is started from Mory. The Race Officer should then be taken ashore by the Secondary RIB, leaving the flags, which should remain on Mory to allow the Cox and Crew to control racing for the Keelboats and Achilles. Mory should leave the “M” mark after the last fleet has started and follow the Keelboat and Achilles fleets to provide safety cover.

PRIMARY RIB – the Primary RIB will be as specified on the current duty rota. She should provide effective safety cover for the dinghy and Flying Fifteen fleets, maintaining contact with the front of the dinghy fleet.

SECONDARY RIB – the Secondary RIB as specified on the duty rota assignment of the Primary RIB. The Secondary RIB should provide effective safety cover for the dinghy and Flying Fifteen fleets from the back of the fleet.



3.2.2 Points Series

CEARDACH – The Race Officer should station Ceardach at M. He/she should remain on Ceardach until the dinghy and Flying Fifteen racing is complete.

MORY – Provides safety cover to the Keelboat and Achilles fleets and advises the Race Officer on the finishing point for these classes. When these fleets are approaching the finish then Mory should radio the Race Officer, so that the Secondary RIB Cox can go ashore to finish the Keelboat and Achilles race. If the Secondary RIB is required for safety cover of the dinghies then Mory Cox and Crew should go to the Race Office to finish the Keelboats and Achilles. If in Mory's opinion the race should be shortened at any point, Mory should advise the Race Officer of this and shorten the race with the agreement of the Race Officer.

PRIMARY RIB – the Primary RIB will be as specified on the current duty rota. She should maintain effective safety cover of the dinghy and Flying Fifteen fleets for the duration of the racing. She should also lay the 2 windward marks (one orange Dumpy mark and one yellow Dumpy mark) and the wing mark (orange Dumpy mark) for the dinghies and Flying Fifteens.

SECONDARY RIB – the Secondary RIB will be as specified on the duty rota assignment of the Primary RIB.

- She should lay the leeward mark (orange Dumpy mark) and the Dan buoy for the start line
- She should then tie off to the starboard side of Ceardach.
- The Secondary RIB Crew should then assist the Race Officer with the race starting.
- The Secondary RIB Cox should monitor the fleet from the Secondary RIB, which is tied off to Ceardach.
- If a safety critical incident occurs then the Secondary Crew should attend the incident with the Secondary Cox while the Race Officer postpones the start.
- During the races the Secondary Cox and Crew should provide safety cover for the dinghy and Flying Fifteen fleets from the Secondary RIB.
- Before each finish, the Secondary RIB should again tie up to the furthest side of Ceardach so that the Crew can assist with finishing.
- The Secondary RIB Cox may also be required to finish the Keelboat and Achilles races at the Race Office but only if the conditions do not require the Secondary RIB to be covering the dinghies. The Crew should be left on Ceardach with the Race Officer if this occurs.

At all times safety is paramount and if the Secondary RIB is required to attend a safety incident then all other responsibilities cease.

3.2.3 General Handicap Series

CEARDACH – Race Officer should station Ceardach at M. He/she should remain on Ceardach until the racing is complete. The Ceardach crew should monitor the progress of the Keelboat fleets and assist the Race Officer with starts, timing of rounds and finishes of the dinghy and Flying Fifteen fleets. He/she should also assist with the start of the Keelboat fleets.

PRIMARY RIB - The Primary RIB will be specified on the duty rota.

- The Primary RIB should maintain effective safety cover of the dinghy and Flying Fifteen fleet for the duration of the racing.



- She should also lay the windward and hitch mark (two orange Dumpy marks) before the first race.
- Between the first and second race, under the direction of the Race Officer, she should move the hitch mark to become the wing mark for the second race.

SECONDARY RIB – the Secondary RIB will be as specified on the duty rota assignment of the Primary RIB.

- She should lay the leeward mark (orange Dumpy mark) and the Dan buoy for the start line
 - She should then tie off to the starboard side of Ceardach.
 - The Secondary RIB Crew should then assist the Race Officer with the race starting.
 - The Secondary RIB Cox should monitor the fleet from the Secondary RIB, which is tied off to Ceardach.
 - If a safety critical incident occurs then the Secondary Crew should attend the incident with the Secondary Cox while the Race Officer postpones the start.
 - During the races the Secondary Cox and Crew should provide safety cover for the dinghy and Flying Fifteen fleets from the Secondary RIB.
 - Before each finish, the Secondary RIB should again tie up to the furthest side of Ceardach so that the Crew can assist with finishing.
 - The Secondary RIB Cox may also be required to finish the Keelboat and Achilles races at the Race Office but only if the conditions do not require the Secondary RIB to be covering the dinghies. The Crew should be left on Ceardach with the Race Officer if this occurs.
- **At all times safety is paramount and if the Secondary RIB is required to attend a safety incident then all other responsibilities cease.**

3.3 Choosing a course

3.3.1 Course Charts

The courses are detailed on the club course charts in this manual. There are 3 separate course charts:

- General Handicap Chart – used by dinghies and Flying Fifteens for ‘Average Lap’ General Handicap races. Keelboat General Handicap courses are shown on the same chart.
- Keelboat Chart – used by Keelboats and Achilles
- Dinghy Chart – used by Fast Handicap Dinghies, Medium Handicap Dinghies, Slow Handicap Dinghies and Flying Fifteens

General Handicap: For Achilles and Keelboats there are two courses for each wind direction. Any of the courses may be used at the Race Officer’s discretion.

For Dinghies and Flying Fifteens the first race will be a windward/leeward course and the second a triangle course.

“Islands Courses” and “Keelboat Points”: There are three courses for each wind direction for each series. The first two are longer courses and the third gives either a shorter course or a course with more shortening options, designed for lower wind days.

“Dinghy Points”: The Dinghy Points course does not need to be chosen as it is always a Triangle-Sausage course and only requires the wind direction to be determined.

For all courses the first leg should be chosen to be as near as possible a true beat.



3.3.2 Courses sailed by each fleet

Keelboats and Achilles sail:

- Islands courses for the Island series
- Keelboat Points courses for the Points series
- Keelboat General Handicap courses for the General Handicap races.

Fast and Medium Dinghies and Flying Fifteens sail:

- Islands courses for the Island series
- Dinghy Points courses for the Points series
- Dinghy and Flying Fifteen courses for the General Handicap series

Slow Handicap dinghies sail:

- Dinghy Points courses for the Points series
- Dinghy General Handicap courses for the General Handicap series

NOTES:

1. The Slow Handicap Dinghy class does not participate in Islands races.
2. The Fast Handicap Dinghy class has opted not to start racing in less than **3** knots of wind.

A handheld anemometer is kept in the Race Office to allow wind speed to be checked. Wind speed should be checked on the water to ensure an accurate result is obtained. The abandonment signal should be given for this class (display N over class flag with three sounds.) before you enter the start sequence.

Only the courses sailed by the requisite class are shown on each chart.

3.4 Dinghy Points and General Handicap Course

3.4.1 Points Course

The Fast Handicap and Flying Fifteens course will be:

EITHER the Green course: 1a 2 3 Gate 1a 3 Gate

OR the Red course: 1 2 3a Gate 1 3a Gate

continuing until the Race Officer finishes the fleets.

The Medium and Slow Handicap course is always

1 2 3 Gate 1 3 Gate

continuing until the Race Officer finishes the fleets.

Note: The Gate **must** be passed through on each beat (mark 3/3a to 1/1a) and **may** be passed through on downwind legs.

As the boats pass through the Gate, tally the number of laps completed in the appropriate column in the race entry sheet. This will help ensure that all competitors in a class are finished after an equal number of laps.



IMPORTANT

The Dinghy Points races have Target times of **40** minutes for each of 3 Saturday races and **50** minutes for each of 2 Sunday races. Remember to anticipate the need for a “shorten course” by timing the boats mid-fleet rather than the leader.

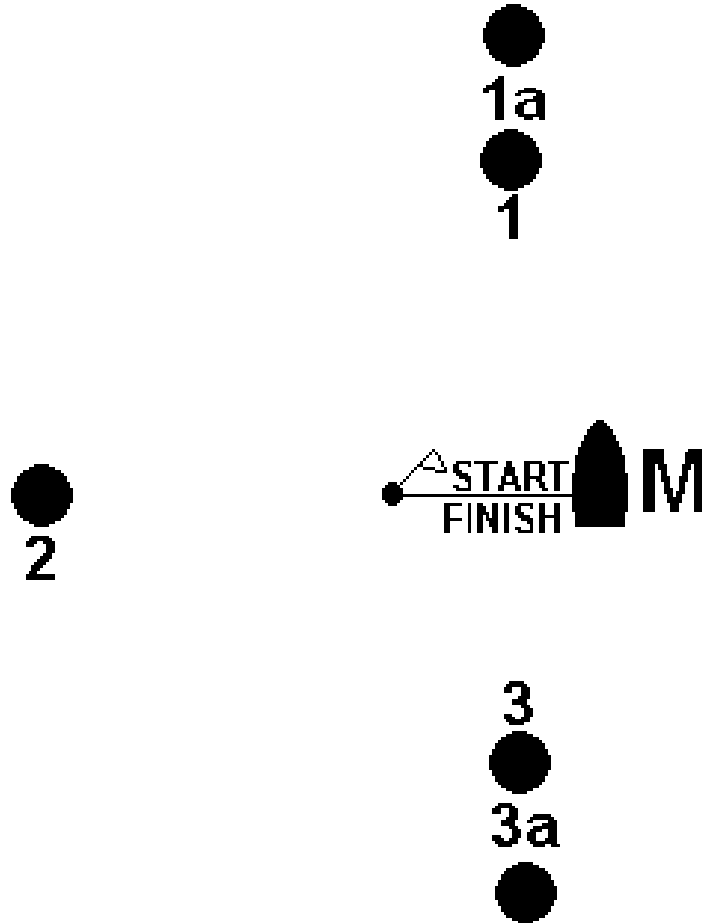


Figure 1 - Dinghy Points Course



3.4.2 Setting the Points Course

The course is marked by 3 orange and 1 yellow inflatable dumpy marks.

There are 12 positions centred on M for marks 1, 2 and 3 (orange dumpy marks), as shown on the chart below. Normally Mark 1a (yellow dumpy mark) will be laid 200 metres to windward of Mark 1. However if the wind is from North through to South-East, i.e. off the land, then Mark 3a (yellow dumpy) will be laid 200 metres downwind of Mark 3.

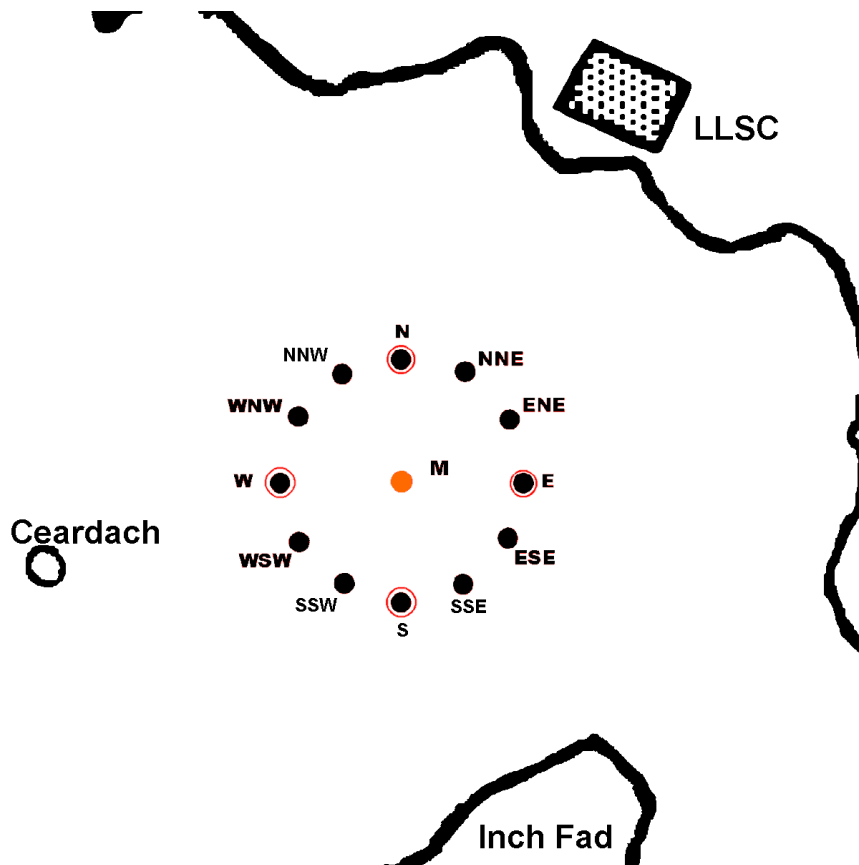


Figure 2 - Dinghy Mark Positions

To set a course:

Identify the position on the chart closest to windward. This is where to lay windward mark 1.

The wing mark should be three positions anti-clockwise of the windward mark.

The leeward mark should be directly downwind of the windward mark (6 positions from windward mark).



3.4.3 To lay the Points course

The RIBs are equipped with GPS units, ready programmed with the mark positions, and instructions on how to use them.

If the RIB crews have not used the GPS systems instruct them to go out 20 minutes early to familiarise themselves with its use.

Having identified the mark positions required for the course, instruct the Primary RIB to lay the windward mark by giving them the name of the most windward position (e.g. NNE).

Instruct the Secondary RIB to lay the leeward mark in a similar manner.

Instruct the Primary RIB to lay yellow dumpy in position 1a or 3a as appropriate.

Display Green flag on Committee Boat if Mark 1a is in use or Red flag if Mark 3a is in use.

3.4.3.1 Example course

For example, **if the wind is from NNE**, the mark positions would be:

Windward Mark: NNE
 Wing Mark: WNW
 Leeward Mark: SSW

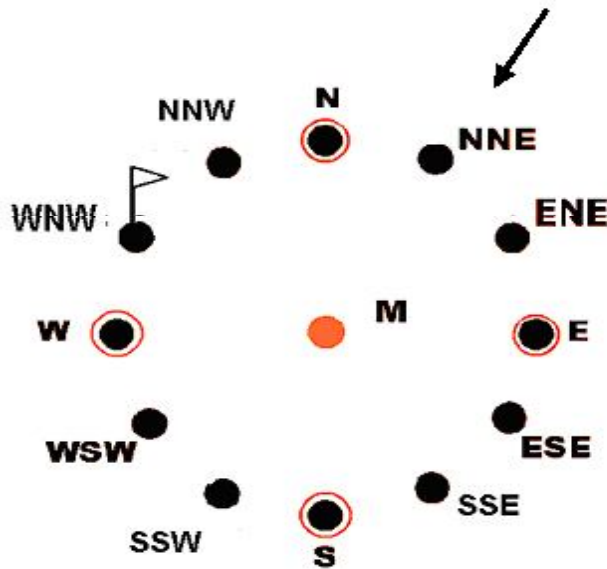


Figure 3 - NNE Dinghy Points Course



3.4.4 Dinghy Points Mark Position Calculator

Wind Direction			
Windward Mark	Wing Mark	Leeward Mark	Yellow Dumpy
N	W	S	3a, 200 m beyond S
NNE	WNW	SSW	3a, 200 m beyond SSW
ENE	NNW	WSW	3a, 200 m beyond WSW
E	N	W	3a, 200 m beyond W
ESE	NNE	WNW	3a, 200 m beyond WNW
SSE	ENE	NNW	1a, 200 m beyond SSE
S	E	N	1a, 200 m beyond S
SSW	ESE	NNE	1a, 200 m beyond SSW
WSW	SSE	ENE	1a, 200 m beyond WSW
W	S	E	1a, 200 m beyond W
WNW	SSW	ESE	1a, 200 m beyond WNW
NNW	WSW	SSE	1a, 200 m beyond NNW

3.4.5 General Handicap Course

The Dinghy General Handicap course is always:

123 Gate continuing until the Race Officer finishes the fleets.

Race 1 will be a windward/leeward course and race 2 a triangle. Both will have the same order of marks – **123** Gate

Note: The Gate **must** be passed through on each beat (mark 3/3a to 1/1a) and **may** be passed through on downwind legs.

As boats pass through the Gate, take the time and number of laps completed of every boat. The time and number of laps should be recorded in the appropriate column in the race entry sheet.

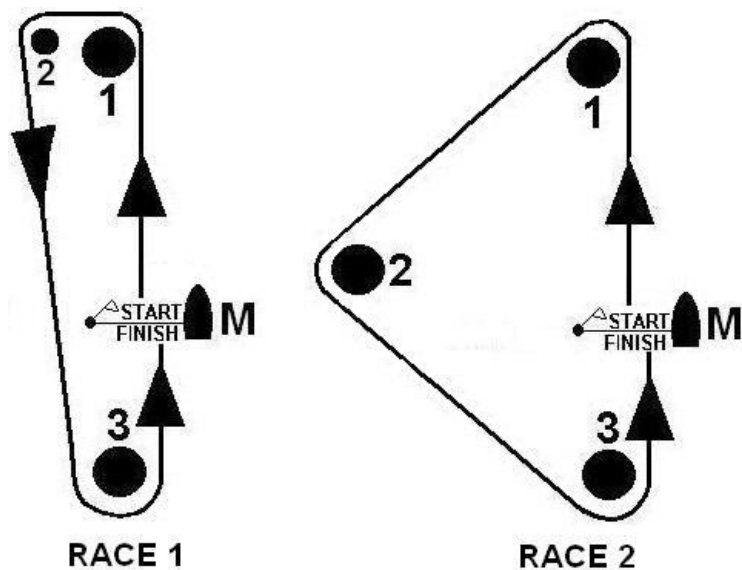
NB. Every lap for every competitor must be recorded and the time taken as this information is used to work the 'Average Lap' time and race result.

The race should be shortened after about 40 minutes. All boats finish as they pass through the Gate after the first boat has finished.



IMPORTANT:

The Dinghy General Handicap races have a Target race time of **40 minutes** for the first boat and **60 minutes** for the last boat.



3.4.6 Laying the GH course

The course should be set in the same way as for Points series except that:

Race 1 will have a hitch mark rather than a wing mark. This should be set about 50 metres to the left of the windward mark (see diagram above).

The position of the marks is the responsibility of the Race Officer who can choose to set them by GPS (as with Points Series) or by sight depending on the wind strength and direction.

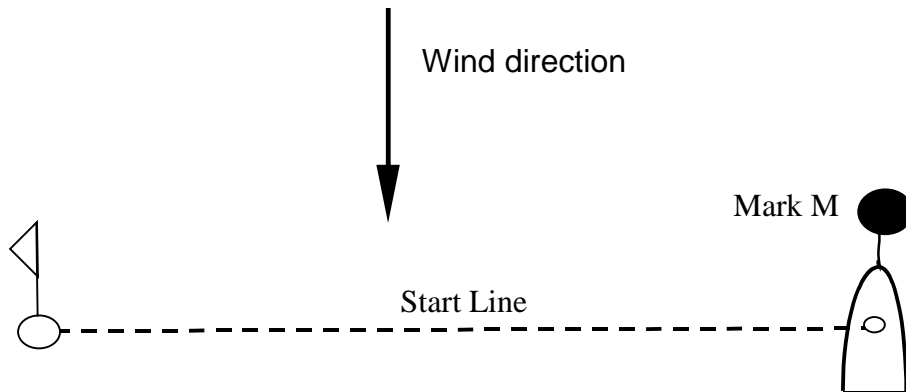
The size of course should be similar to that set for Points Series.

When Race 1 is finished, the hitch mark must be moved to become the wing mark for Race 2. This should be done by the Primary RIB.

4 Starting the race

4.1 Islands Series

- Secure Mory to mark M. Confirm that your chosen course provides a reasonable beat to the first mark. Instruct the Secondary RIB to lay the Dan buoy so as to create a start line about 100m long on the *port* side of the committee boat as shown below. Remember the water is deep, so the Dan will deploy some way to leeward of its anchor.



- Fly the club burgee on the side of the wheelhouse roof furthest from the line.
- Mount your chosen course number on the committee boat's display board on the starboard side of the committee boat.
- Follow the start sequence in section Starting Sequence – Islands and Points Series.
- Note that there is no Slow Handicap Class for Island Series.

4.2 Points Series

In the points series the Flying Fifteens and dinghy classes have **three back-to-back races on Saturdays and two on Sundays**. These races are started on the water using Ceardach as the Start Boat.

- The Race Officer should secure Ceardach to M. The Secondary RIB Crew should assist the Race Officer with starting and finishing the races, while the Secondary RIB Cox remains in the Secondary RIB tied to the furthest side of the Committee Boat from the start line, and actively looks for safety incidents occurring in the fleet.
- Confirm that the first mark is a reasonable beat, for both the Keelboat and Achilles fleets and for the dinghy and Flying Fifteen fleets.
- Confirm that the dinghy marks are laid in the correct positions.
- Fly the club burgee on the side of the wheelhouse roof furthest from the line.
- Mount your chosen course number for the Keelboats and Achilles on the committee boat's display board.
- Follow the start sequence tables on the following page. Start 2 timers for the Keelboats.
- After all fleets have started, give one timer to Mory (via a RIB) and keep the other safe in case required for Secondary RIB to finish Keelboats.
- Start 3 timers for Dinghy sequence – the second timer is in case of failure of the first, and the third to give to a RIB if needed to shorten at a mark.

*If no Slow Handicap dinghies appear you may omit the final sequence



4.3 General Handicap Series.

In the General Handicap series the Flying Fifteen and Dinghy classes have two 'back to back' races and the Keelboats one Olympic course race. These races are started on the water, at M, using Ceardach as the Start Boat.

- The Race Officer should secure Ceardach to M.
- Confirm that the first mark is a reasonable beat for Keelboat and dinghy fleets.
- Confirm that the dinghy marks are laid in the correct positions.
- Fly the club burgee on the side of the wheelhouse roof furthest from the line.
- Mount the chosen course number for Keelboats/Achilles on the Committee Boat's display board.
- Follow the start sequence tables as displayed for General Handicap Races.
- Start 1 timer for the Keelboats. This should be kept on Ceardach but may need to be given to the Secondary Rib to shorten course for Keelboats.
- Start 2 timers for the dinghies and keep both on Ceardach – the second timer is in case of failure of the first.



4.4 Start Sequence - Islands and Points Series

Time (nominal)	Timer Mins	Flags UP	Flags DOWN	Action	Why?	Start?
As Convenient not later than Dinghy/FF Warning		Green OR Red			Mark 1a or 3a for Points Course	
13.53	-7			Start Timer	Got to start somewhere!	
13.54	-6	Orange Flag		Horn	Time Warning	
13.57	-3	NP1 & NP2		Horn	Class Warning	
13.58	-2	P		Horn	Prep. Signal	
13.59	-1		P	Horn (long toot)	1 min. Warning	
14.00	0	NP3/4/5	NP1 & NP2	Horn	Class Start	Achilles/Keelboat
14.01	+1	P		Horn	Prep. Signal	
14.02	+2		P	Horn (long toot)	1 min. Warning	
14.03	+3	*NP6	NP3/4/5	Horn	Class Start	Med/Fast Dinghies /FF
14.04	+4	*P		Horn	Prep. Signal	
14.05	+5		*P	Horn (long toot)	1 min. Warning	
14.06	+6		*NP6	Horn	Class Start	Slow Dinghies
After the last boat has crossed start line			Orange Flag Down	Islands – Leave Mooring Points – Start boat remains on Mark M	Mory acts as K/boat escort Ceardach acts as time/finish boat for Classes 3/4/5/6	

***NB.** For the Islands Series there is no Slow Handicap class so the final sequence is omitted

***If** no Slow Handicap dinghies appear for a Points race you may omit the final sequence.



4.5 Start Sequence for 2nd and 3rd Points Races

Time (nominal)	Timer Mins	Flags UP	Flags DOWN	Action	Why?	Start?
As Convenient not later than Dinghy/FF Warning		Green OR Red			Mark 1a or 3a for Points Course	
	-5			Start Timer	Got to start somewhere!	
	-4	Orange Flag		Horn	Time Warning	
	-3	NP's 3/4/5		Horn	Class Warning	
	-2	P		Horn	Prep. Signal	
	-1		P	Horn (long toot)	1 min. Warning	
	0	NP6*	NP's 3/4/5	Horn	Class Start	Med/Fast Dinghies/FF
	+1	P*		Horn	Prep. Signal	
	+2		P*	Horn (long toot)	1 min Warning	
	+3		NP6*	Horn	Class Start	Slow Dinghies
After the last boat has crossed start line			Orange Flag Down	Points - Start boat remains on Mark M	Ceardach acts as time/finish boat for Classes 3/4/5/6	

***If no Slow Handicap dinghies appear for a Points race you may omit the final sequence.**



4.6 Start Sequence - General Handicap Series

Time (nominal)	Timer Mins	Flags UP	Flags DOWN	Action	Why?	Start?
13.53	-7			Start Timer	!!!!!!	
13.54	-6	Orange Flag		Horn	Time Warning	
13.57	-3	NP1		Horn	Class Warning	
13.58	-2	P		Horn	Prep. Signal	
13.59	-1		P	Horn (long toot)	1 min. Warning	
14.00	0	NP2	NP1	Horn	Class Start	All Keelboats
14.01	+1	P		Horn	Prep. Signal	
14.02	+2		P	Horn (long toot)	1 min. Warning	
14.03	+3	NP3*	NP2	Horn	Class Start	Med/Fast & FF
14.04*	+4	P*		Horn	Prep. Signal	
14.05*	+5		P*	Horn (long toot)	1 min. Warning	
14.06*	+6		NP3*	Horn	Class Start	Slow Dinghies
After last boat has crossed start line			Orange Flag Down		No longer on station as Start Boat	

***The starting sequence for the second General Handicap race is the same as for the second Points race**

***If no Slow Handicap dinghies appear for a GH race you may omit the final sequence.**



4.7 Lomond Isles and Trophy Weekend.

Time (nominal)	Timer Mins	Flags UP	Flags DOWN	Action	Why?	Start?
12.53	-7			Start Timer	!!!!!!	
12.54	-6	Orange Flag		Horn	Time Warning	
12.57	-3	NP1		Horn	Class Warning	
12.58	-2	P		Horn	Prep. Signal	
12.59	-1		P	Horn (long toot)	1 min. Warning	
13.00	0	NP2	NP1	Horn	Class Start	All Keelboats
13.01	+1	P		Horn	Prep. Signal	
13.02	+2		P	Horn (long toot)	1 min. Warning	
13.03	+3		NP2	Horn	Class Start	Med/Fast Dinghies/FF
After last boat has crossed start line			Orange Flag Down		No longer on station as Start Boat	

***NB. For the Lomond Isles and Trophy Weekend there is no Slow Handicap class.**



5 Recalls, postponements and abandonments, changes of course.

Individual recalls. Premature starters will be notified by the display of Flag X accompanied by one sound. The flag should be removed when the last premature starter returns to the pre-start side of the line *or at the 1 minute signal for the next race.*

A general recall is only needed if premature starters cannot be identified or there was a fatal fault in the start sequence. It is signalled by the First Substitute and two sounds. Recalled Classes will start at 3-minute intervals 3 minutes after the last scheduled start and in their original order.

To postpone races not yet started, display the Answering Pennant (Flag AP) and give two sounds. At the end of the postponement give one sound and remove the Answering Pennant. The sequence recommences after one minute with the Warning Signal (Class Flag) at –3 minutes.

To change the course from the committee boat before the start, postpone the race as above but give five short hoots, change the course number on the side of the committee boat and start the race after removing the AP as above.

To abandon the current race after the start and prepare for a new start shortly, display flag N (with class flags as appropriate) and give three sounds. This instructs the selected classes that the race is abandoned and will be re-started. Lower flag N with one sound signal 1 minute before commencing the countdown sequence with the Warning Signal (Class flag) at –3 minutes.

To abandon current racing and give further signals ashore, display flag N over flag H and give three sounds. This instructs all vessels racing and waiting to start that racing is abandoned meantime and further signals will be made ashore.

In the event of abandonment, safety cover **must** be maintained until all boats are safely ashore.

To abandon racing for the day display N over A with three sounds.

In the event of abandonment, safety cover **must** be maintained until all boats are safely ashore.

To abandon a race for 1 class only (e.g. Fast Handicap in low wind) display N over class flag required with three sounds.

6 Monitoring the race

Safety is the paramount consideration. You must continuously monitor all fleets for actual or potential safety problems and ensure that your safety cover is effectively deployed.

If safety problems arise you must ensure that they are effectively dealt with. ***Remember that safety of crews takes ABSOLUTE precedence over recovery of boats.***



Regularly assess each fleet's progress and the changing weather conditions. Evaluate the desirability of shortening course and identify places where this is practical. Generally the race should be shortened at a point close to the club to allow ease of returning to moorings/the shore. Courses have been designed to provide suitable shortening points.

Mory Cox or Crew (as designated on the Duty Rota) should advise Race Officer as to if/when to shorten a Keelboat or Achilles race. However, the final decision to shorten rests with the Race Officer.

Remember: “Dinghy Points” and General Handicap courses for Dinghies and FF’s by their nature MUST be shortened.

7 Finishing

7.1 Full course

For the “Points Series” if the Keelboat and Achilles classes are *not* shortened then Mory should radio the Race Officer when the fleets are approaching A to finish. If not required for safety cover of the dinghies then the Secondary Cox should go ashore and finish the Keelboats from the Race Office, leaving Secondary Crew on Ceardach with the Race Officer. Otherwise, Mory should finish these fleets.

The “Dinghy Points” and Dinghy GH courses must always be shortened as there is no defined finish point. 1.8.2.1 - Shortening the Race – “Dinghy Points” Series.

For all other series all boats should be finished by the Race Officer at the Race Office unless race is shortened as in Section 2.8.2.2 – “Shortening the Race, All Other Series”.

7.2 Shortening the race

Remember that handicap fleets often contain a wide range of boat speeds.

Competitors well behind on the water may be ahead on handicap. Nothing irritates competitors more than races in which half the fleet doesn't finish - especially when non-finishers were potential winners.

It is important to anticipate the need for a “shorten course” by timing the boats **mid-fleet** rather than the leader.

If in doubt, shorten sooner rather than later.



7.2.1 Dinghy Points Series

7.2.1.a When to shorten

The Dinghy Points courses **must always be shortened** as there is no defined finish point. The race should normally be shortened at M with finish times taken by the Race Officer and Secondary RIB crew. However, if this is not possible, for example due to low wind, then a RIB should be used to shorten the race at another mark.

The Dinghy Points races have a target race time of **40 minutes (Saturdays) and 50 minutes (Sundays)** for the first boat and **60 minutes (Saturdays) and 70 minutes (Sundays)** for the last boat. Remember to anticipate the need for a “shorten course” by timing the boats mid-fleet rather than the leader.

7.2.1.b To shorten course at the Gate:

- Display “On station” orange flag, preferably as first boat in first class being shortened rounds the 2nd last mark.
- Display Flag “S” and sound two horns, preferably just after the first boat in each class being shortened rounds the leeward (last) mark.

If this is not possible, for example, due to low wind or time limit concern, then the race may be shortened at any of the three marks of the course:

7.2.1.c To shorten course at another mark:

- Select an appropriate mark and deploy a safety boat to it.
- The finishing vessel must set a finish line. Anchor in a position providing:
 - as short a finish line as possible (e.g. 50m), to provide as fair a finish as possible.
 - a finish line perpendicular to course from the last mark
 - finishing vessel to outside of course
- The finishing vessel must display Flag “S” and Orange flag, and the class flags of the classes being shortened. (If all classes are being shortened the class flags may be omitted)
- Two sounds should be made as the first boat in each class approaches.
- All boats should then be finished each with a single sound, and their numbers and finishing times recorded for later use by the Race Officer.

7.2.2 General Handicap Dinghies and FF's

7.2.2.d When to shorten

All races **must be shortened** as there is no defined finish point. The race should be shortened at M with finish times taken by the Race Officer and Crew of Ceardach.

The target race time is 40 minutes so races should be finished at around 40 minutes. The last boat **must** be finished within 60 minutes.

All races must finish at M so that complete rounds can be timed for all competitors.



7.2.2.e **How to shorten**

- Display 'On Station' orange flag, preferably as 1st boat rounds leeward mark. The first boat to finish will not necessarily be the leading boat as faster boats will probably do more laps than the slower boats. Choose a suitable gap in the boats at around 40 minutes' duration.
- Display Flag S and sound two horns. All boats will now finish as they pass through the gate

7.2.3 **General Handicap Keelboats.**

The courses are shorter than Islands or Points courses and should normally be finished at M. In light winds, if the race needs to be shortened, this can be done either at A from the clubhouse or at a mark on the course. In either case, this should be done by the crew of the Secondary Rib.

The time limit for these races is 2hrs 15minutes for the first boat and 2hrs 45minutes for the rest.

7.2.4 **All Other Series**

7.2.4.f **When to shorten**

Races often need to be shortened, to ensure that the race is of an appropriate duration. Courses are designed for ideal wind conditions, which don't normally occur.

For Island Series, all classes have a time limit of 3 hours for the first boat and 3hrs 45mins for the rest. The same time limits apply to Keelboats for the Points series.

For the General Handicap Series for Keelboats the time limit is 2hrs 45minutes for the first boat and 2hrs 45minutes for the rest.

The Race Officer is responsible for the decision whether to shorten the Dinghy and Flying Fifteen fleets. However, **Mory should advise on whether to shorten the Keelboat or Achilles classes.** If Mory decides that these fleets should be shortened then she should advise the Race Officer and, if the Race Officer is in agreement, then she should shorten these races herself.

7.2.4.g **Where to shorten**

Where possible, shorten the course at, or close to, the club. Depending on the fleet and course, consider:

- Slow Handicap and GH courses frequently pass A, giving plentiful opportunities for shortening from the Clubhouse.
- Keelboat points courses are designed to take the fleet over large areas of the loch, to avoid short legs. Thus these courses tend not to pass A. However, the courses have still been designed to provide convenient shortening options, for example at marks N, L, or C.
- Island courses are often the most difficult to select an appropriate shortening point. Try to anticipate the need to shorten, and use a small island or obvious headland, pier etc on a larger island. Try also to shorten fairly close to the club if possible.



7.2.4.h How to shorten

To shorten course at mark A from the Clubhouse:

- Display the large Flag “S” board and the class flags on the wire in front of the Clubhouse.
- Sound two horns as the first boat in each class being shortened approaches the finish line.

To shorten course at another mark:

- As for Section 7.2.1.c – “To Shorten at Another Mark”.

To shorten course elsewhere:

- If it is necessary to shorten part way round an island, try to pick an obvious landmark on the island eg, a pier or prominent point, and anchor perpendicular to the shore giving as short a line as possible.

However, remember that boats will spread on an Islands course. Be careful not to penalise either side of the course!

- Otherwise finish as for Section 7.2.1.c – “To Shorten at Another Mark.”

8 Results

8.1 Recording

As each boat finishes, sound the horn and record its number and time on CONTINUOUS RECORD sheets provided in the Race Office. This sheet should be used for all boats finishing and a time for each must be recorded (including Achilles).

When time permits, transcribe the finishing times to the appropriate Signing-in/Results sheet. This is usually ashore after racing.

Fill the start time for each race onto the results sheet and calculate the elapsed time for each boat by deducting the start time for its race from its individual finish time.

Use the PY Calculator on the Race Office PC and print the results

or

Calculate the corrected time as described below:

8.2 Finding the Corrected Time by Calculator

The calculator performs calculations with elapsed time entered as hours, minutes and seconds.

On a calculator using $\boxed{D^{\circ}M'S}$



Divide the elapsed time by the Portsmouth Number and multiply it by 1000, the normal base number.

EXAMPLE Elapsed time 2 hour 15 min and 32sec Find corrected time for PY=919.

PROCEDURE

REGISTER DISPLAY

2 DMS 15 DMS 32 DMS	2°15'32.00	(elapsed time in hours)
÷919	919	(CHECK YOUR INPUT IS CORRECT)
x 1000	1000	(Portsmouth Number)
=	2°27'28.75	(Base number)
		(Corrected time)

Round off seconds to a whole number: 2h 27m 29s.

Determine the race placings and write them on the Signing-in/Results sheet and place on the table outside the Race Office. This should be your first priority and should be done quickly, remember you are also responsible for organising the cleaning up as well.

8.3 Results by Sailwave

Feed the results straight into Sailwave on the PC in the Race Office and copy the results back on to the results sheets.

If unsure about result calculation procedure, please find a member or the Sailing Committee or experienced hand.

Write results on the Signing-in/Results sheet and place on the table outside the Race Office. This should be your first priority and should be done quickly, remember you are also responsible for organising the cleaning up as well.

8.4 Calculating results for General Handicap Average Lap racing:

Each finisher's time is divided by the number of laps she sailed.
This time is then multiplied by the number of laps sailed by the fastest boat.
These adjusted times are now used as the Elapsed Time to calculate results in the normal way (see previous page)

For Example:

a Topper completes 3 laps in 42 minutes – 14 mins. per lap.

The fastest boat, a 505, completes 5 laps in 40 minutes – 8 mins. per lap.

The Topper's time per lap, 14 minutes, is now multiplied by 5 (laps sailed by the 505) to give an Elapsed Time of 70 minutes.

The Elapsed Time of the 505 remains at 40 minutes and the Corrected Times are calculated in the normal way (see above)



9 Protests

A boat intending to protest must show this on the race entry sheet. Protests must be lodged, on the appropriate form available from the cabinet outside the Race Office, within half an hour of the last boat coming ashore.

On receipt of a Notice of Intention to Protest you should check that the Notice contains the protestor and protestee's names, the date, time and race concerned, and the rule alleged to have been infringed.

Once you have received the written protest you should mark the results sheet for the race concerned 'subject to protest' and transmit the Notice to the Commodore (Chairman of the Club Protest Committee) by hand if possible and mail if necessary.

10 After racing has finished

Make sure that safety craft helms note any defects or damage in the appropriate Log Book and inform the Bosun or Sailing Captain.

Make sure that safety craft are refuelled and fuel cans are returned to the fuel store.

When the racing is finished, the Race Team is also responsible for cleaning the clubhouse and securing the club premises.

10.1 Cleaning

On Saturday a swift brush round is sufficient but on Sunday the club should be properly cleaned.

Clean all floors. The Hall carpet should be vacuum cleaned. The Lounge can be swept. The remaining floors should be swept and mopped.

Dust the lounge tables. Clean cookers and worktops in the kitchen. Clean tables in the dining area. Clean basins and urinals in the toilets.

There have been problems in previous years with insufficient cleaning of the Gents. Please, particularly on Sunday, clean THOROUGHLY as per instructions.

10.2 Rubbish

Empty all bins and have a duty team member take the wheelie bins to the gate.

10.3 Security

It is the Race Officer's responsibility to ensure that ALL club equipment is properly stowed.

If setting the burglar alarm, please ensure that you FIRMLY close each of the 5 internal doors.



At the end of the weekend, the Race Officer should ensure that remaining full members are aware that the last full member to leave is responsible for ensuring that the Clubhouse and all external stores and sheds are secured before leaving.

10.4 Radios, Flags & Pontoon Bridge

Radios should be switched off and portable sets put on charge in the Race Office.
Take down Flags, club burgee and ensign.
Raise and secure Pontoon Bridge (See separate instruction sheet).

11 And Finally!

At the end of your Duty Weekend:

Please remember that you are expected to be the **last** of the Duty Team to leave the Club and as a final check think:

Flags

Pontoon

Race Office

RIBs

Rubbish

and

Clubhouse security.

We hope you enjoyed the experience, please inform the Sailing Captain of anything that you feel may improve the lot of the RO in the future.

Thank you very much to you and your team on behalf of the members of the Club.