



# Nottinghamshire County Sailing Club

## Race Officer Instructions

### Preparation

1. Contact your duty crew at least 2 weeks in advance to ensure that they will be attending. If they are not, remind them that it is their responsibility to arrange a replacement able to carry out the same role. i.e. safety driver for safety driver.
2. Arrive at the club at least one and a half hours before the start time of the first race.
3. Open the clubhouse and race office.
4. It is strongly recommended that you have a fully charged mobile phone with you, in a watertight pouch if necessary, throughout the duty period.
5. These instructions are complementary to the individual race series instructions you will have also received which take precedence should there be any conflicts.
6. The NCSC Sailing Instructions are the governing instructions.

### Prepare Safety Cover

1. Liaise with and brief the Safety Officer. He / she will ensure safety boat actions are carried out, as listed below, and will co-ordinate their cover as determined by the event and prevailing conditions.
  - a. Safety crews to bring the safety boats to the landing stage.
  - b. Fuel tanks are left on board the boats. Check all boats have enough fuel.
  - c. Allocate one driver and one crew to each safety boat.
  - d. Ensure each safety crew has a radio and knows how to use it. Radios are mounted on the safety boats. Additional radios are stored in the cupboard in the race office.
  - e. When safety boats are available, raise the club burgee to signify that there is safety cover. Safety cover should be available from half an hour before the first race until the last boat of the last race returns to shore.
  - f. Ensure that adequate safety cover is available for the conditions. This will range from two boats in light winds to three in cold windy weather. If there is not sufficient safety cover, postpone the racing.
  - g. Plan with the safety boat drivers who is going to be responsible for setting the line and where to position safety boats. When boats are not needed, they should be stationary, one at each end of the lake. If a third boat is available but not needed, it should be moored to the committee boat or to the pontoon near the clubhouse. Equipment, including keys, should be left on board safety boats at all times to allow others to use the boats in an emergency..
2. Switch on the radio in the Race Office.

3. Ensure a full radio check has been completed. Radio checks should be undertaken when the boats are on the water and separated – not on the pontoon.
4. Bring the committee boat (Commodore or Stoke Ferry, as required) to the pontoon, mooring in the allocated space.
5. If an **emergency** occurs and an **ambulance** is required, ensure an ambulance has been summoned and request assistance of any first-aider. First aid equipment is available beneath the key locker and behind the bar. Send someone, preferably with a mobile telephone, to the end of the road to guide the ambulance.

## **Prepare Race Management**

1. Write any special instructions on the chalk board.
2. Liaise with Race Clerk who will carry out the actions as below.
  - a. Put out a signing on sheet (fill in the date and approximate start time).
  - b. For large races consider separate signing on sheets for the fast and slow fleets and for Juniors. Consider using sub headings to aid clarity.
  - c. Check all necessary equipment is on board the committee boat. I.e. flags:- Class, P, I, Z, Black, individual recall, general recall (the last two may be on a single flagstaff), postponement, abandonment, change of course, shorten course, finish. Stop watch, course board, numbers, burgee, spare horn (manual), pens and paper.
  - d. Pay particular attention to Junior sailors with regard to which race they are competing in i.e. junior start or adult race. The sign on sheet provides opportunity for juniors to declare their intentions; the race clerk should ensure they are clear on this point.
3. Post any amendments to the Sailing Instruction on the board near the race office.
4. 30- 40 minutes before the start time travel out to the start area.
5. If there is too much or too little wind to hold a race, hoist the postponement flag with two sound signals. Lower the postponement flag when boats should launch ready for the delayed start and if possible make an announcement about the expected start time. If the first race of the day has been postponed, it is recommended that the first race to be held on the day is the postponed race. Regardless of the start time. All races can be shortened to catch up on lost time (refer to Appendix A for specific notes on class race postponement)
6. Anchor the committee boat using the sufficient length of chain to prevent drifting. In windy weather use an extra mud weight or anchor on the bow. Get safety boats to drop a stern anchor to prevent the boat swinging. Ensure the buoy attached to the stern anchor line is close to the stern of the committee boat.

## **Setting the course**

NOTE 1 - A recommended course – as displayed in the relevant folder - should be used where possible.

NOTE 2 - Mark 5 should not be used if the wind is blowing towards it. In very windy conditions boats can be blown onto the rocks on the lee shore. Put in a movable mark or use mark 6.

1. Set the start line. The start line is between the staff on the committee boat and an outer distance mark. The outer distance mark should be positioned to give a 5 degree port bias (i.e. 5 degrees to windward of a line at 90 degrees to the wind) to the line. The start line should be least one boat length for each starter..
2. Set the course. Make the first beat as long as possible. The first mark should be a port rounding mark, use moveable marks **A, X or T** to give a true beat. The course length should be approx. 15 – 20 mins per lap for the fast boats so that the starting area is clear for all starts before the first boats come through to start their second laps. In light winds or in winds over 20 mph select a course using only the centre of the lake.
3. Display the course on the side of the committee boat. Indicate the mark numbers in the direction of rounding, the gate and the number of laps.
4. Attach the flags to the halyards in the order required and decide who will raise and lower which flags. The class flags, Blue Peter (P) or I Flag (I), individual recall (X), general recall (First Substitute), postponement (AP) need to be ready. Decide who is going to sound the sound signals and operate a back up timer.
5. Windsurfers will normally race as a class under windsurfing rules and will require a separate start. If there is no Windsurfer Class start, two or less windsurfers may start with the Handicap Fleet but will be subject to dinghy rules.

## **Start Sequence**

NOTE – Refer to individual race series instructions and the NCSC SI's for details and Appendix A of this document for current race start times.

1. Courses can be changed before the first warning signal (class flag). Raise Flag L with 2 sound signals and display the course change board above the course on the course board.
2. If you are not ready to start the start sequence on time, raise the postponement flag (AP) with two sound signals. The postponement flag is lowered with one sound signal one minute before the warning signal i.e. raising of the class flag.
3. Follow the start sequence provided for the series.
4. If there is a general recall, the recalled fleet starts after the last start in the sequence.
5. If anything goes wrong with the start sequence after the warning signal, raise the postponement flag (AP) with two sound signals. Start the sequence again by lowering the postponement flag with one sound signal one minute before the warning signal.
6. The start sequence is indicated to the racing craft using the flags. Sound signals are advisory only: if the sound signal fails continue with the sequence.

## **During the Race**

1. Ask the race clerk and ARO to record each boat as it passes through the gate on each lap.
2. Note the approximate time taken by the leading boats in each fleet to complete a lap.
3. Consider whether you have any junior boats to finish early (see below).

4. When it is close to the minimum time for each race, plan the finish sequence. You should aim to avoid splitting classes in the handicap race, unless boats of the same class are very spread out.
5. Ensure safety boats are fixed to mooring boys when not involved in rescue duties.

## **Finishing Procedures**

1. The finish line is usually the start line / gate, but may be moved to another mark of the course (see NCSC SI's).
2. In class races only, after 15 minutes has elapsed, boats still to finish may be finished at a line formed between a boat and any mark of the course ahead of them, even if the leaders have completed the full course.
3. All handicap races are average lap races. Boats of the same class may be finished having completed a different number of laps.
4. The S flag should be raised to indicate when the finish line is open, this may be after the shortened course signal or when the lead boat is approach the end of the final lap of the number originally posted on the course board.
5. If the class has completed the number of laps indicated on the course board then record each boat as it crosses the finish line and give a short hoot on the horn for each boat.
6. If race needs to be shorter than the number of laps indicated on the course board, shorten the race as per the Sailing Instructions. You can either shorten course for all boats of all classes or you can shorten course for each class separately.

## **Time Limits**

1. If the leading boat of any class fails to complete the first lap within one hour the race may be abandoned. Hoist the abandonment (N) flag with 3 sound signals. Note: The race officer has discretion to relax this time limit if it is likely that the first boat will cross the line imminently eg within 5 to 10 minutes. However, it needs to be considered as to how long the line will remain open after the first boat finishes – see 3 and 4 below.
2. If the first lap is taking more than 30 minutes and the wind is dying, consider finishing the race at a mark of the course. However, in average lap races all boats must do the same length of race.
3. In class racing the finish line will be open for a maximum of 15 minutes after which boats may be finished at any mark.
4. In handicap racing (except junior boats) the finish line will be open for a maximum of 30 minutes. Boats not finishing within 30 minutes will be scored DNF. This is less likely to be needed if slow handicap boats have been finished early in the finish sequence.
5. If junior boats (Mirror, Topper, Optimist) have been finished after one lap or approximately 20 minutes, this does not affect the time limit of the handicap race.

## Between Races

1. Ensure safety boats have sufficient fuel.
2. At least 15 minutes before the race announce start time of next race. This cannot be before the published start time. Times listed in Appendix A are the **earliest** times at which races may be started. Do not delay the start waiting for stragglers.

## Calculating the Results and Protests

1. Complete the race results sheets. Include the names of both helm and crew as recorded on the signing on sheet.
2. To obtain a finishing position all helms / crews must sign on. If a helm / crew do not sign on prior to the race starting they **must not be given a finishing position** as they have not entered the race.
3. For class races record the position of each boat finishing the race. For those who were sailing in the vicinity of the start line but did not start or who retire record RTD. If there is a disqualification, you still need to record the finishing position of the disqualified boat in case the disqualification is not upheld.
4. For handicap races work out the elapsed times and positions (separate instructions are available).
5. If the lead boat in any class within a handicap race has a worse place than a boat of the same class that has completed fewer laps, it must be given a position in front of the class boat that has completed fewer laps.
6. If a boat is seen to miss a mark, including the gate, record their finish time (or position in class racing) then submit a protest.
7. Duplicate the results using the club printer / computer as per local instructions. Put master results in the relevant result box file post provisional results on results board and print an additional copy to the results scorer.
8. Protests must be lodged in writing at the Race Office within 30 minutes of the last boat reaching the shore and should be heard on the day of the incident. It is the responsibility of the Race Officer to ensure a protest committee has been formed. If the protest has not been heard, the Race Officer must inform the Sailing Secretary or the Club's Protest / Rules Co-ordinator as soon as practicable with all relevant details regarding the protest.
9. A list of members able and willing to hear protests is displayed in the race office.

## At the end of racing

1. When all boats have finished racing and returned to shore safety cover may be withdrawn. If boats, which have been racing, are still cruising, you should advise them that safety cover is being withdrawn. It is acceptable for any member to take responsibility for a safety boat rather than it being put away, assuming they are suitably qualified. They must affirm that they take responsibility for putting the boat away securely when they have finished with it.
2. Make sure you have switched off the Start Timer or the batteries will be flat for the next Race Officer.
3. Take down the Club Burgee, this will signify the end of safety cover

4. Refuel the safety boats and leave fuel cans on board.
5. In conjunction with the Safety Officer, lock the committee and safety boats on their respective moorings (ref comment in 1. above).
6. Ensure that all radios, especially those on safety boats, are switched off.
7. Complete the appropriate report sheets to note any incidents that may have occurred during the days events and in particular to record any issues with safety craft in order that these may be attended to by the Bosun.

### **At the end of the day**

1. Make sure you have left the results sheets in the relevant box-file.
2. Ensure hand held radios returned to chargers in Race Office, and RO radio is off.
3. Lock both doors of the race office.
4. Ensure the safety store and fuel store are both locked.
5. Put all keys back in the key locker.
6. If you are the last person to leave, lock the club house and the gates.
7. Have a safe journey home

Amended: Nov 2016 Dave Snutch, Sailing Secretary

# Race Timer Instructions: Initial set up and controls

**1** Turn on (Green button)

**2** Press 'Menu' Select program – '6 3 0' etc will display. '+' or '-' to scroll through

**3** Press 'Menu' Select Number of fleets (starts) required. FLT 001 etc will display. '+' or '-' to increase / decrease

Plug into Stoke Ferry / Commodore

Hold both these keys (5 Sec) to reset or turn off

Press to start sequence (60 sec lead in count)

Press for each finishing boat (time briefly displayed then stored)

**4** Press 'Menu' Select Option – 'Normal', 'Pursuit' or 'Univ.' will display. '+' or '-' to scroll through

**5a** For 'Normal' or 'Uni' Press 'Menu' HOME screen shows **Unit ready to start**

**5b** For 'Pursuit' Press 'Menu' Input Pursuit Interval '+' or '-' to scroll Press 'Menu' **Unit ready to start**

USB port for times download

## Set Up Steps

- 1** Turn on
- 2** Sequence  
Menu → +/- to select (eg 6/3/0 is NCSC usual)
- 3** Starts  
Menu → +/- to select (eg 006 = 6 starts in sequence) For PURSUIT – select 200 ('-' from 001)
- 4** Race options  
Menu → +/- to select (NORMAL / PURSUIT / UNI)
- 5a** Unit ready  
For NORMAL or UNI (VERSITY) selected in Step 4 - Press 'Menu'. When ready to start sequence, press 'START'
- 5b** Unit ready  
For PURSUIT selected in Step 4. press 'Menu' and set pursuit interval ('+/-') – eg 30 seconds, Press 'Menu'. When ready to start sequence, press 'START'. To cancel horn after all boats started press 'MENU'

## Starting

Individual recall horn

General recall horn (also adds one more start to the end of the sequence)

Press 'START' – there is a 1 min count down so you can get ready – then it fires the hooter as per selected sequence to end of number of races selected

## Finishing

Finishing position

Time is displayed for 3s then stored

FINISH button – horn sounds and time shown on red screen, records time every time button pressed, and counts up. (ie use this to finish the boats, logging finish order with class & sail number)

## **Race management – a best practice guide when using the race timer introduced for 2016**

### **Overview**

The introduction of a new race timer (Ref. RC PRO SRC-2) in March 2016 means that race results recording can now be done in more than one way. The timer displays a finish time upon sounding the horn and also stores this time in a log which can be retrieved after the race completion. Therefore the current process of the race clerk recording both the finishing boat's sail number and time can be reduced to just recording the sail number, thereby significantly reducing the workload at times of bunched finishes and increasing the accuracy of the finish times recorded.

### **Guidelines**

To make use of the finish times storage capability and to generate the overall results for a race the following best practice guidelines are recommended.

1. The race clerk should transfer the race entrants: class, sail number and crew, from the signing on sheet to NCSC Results Recording sheets, in Class blocks as feasible.
2. The race clerk then transfers from the race office to the committee boat, taking the completed sheets and a suitable number of blank 'on the water' results recording sheets, clip-board and pens to the committee boat.
3. As current practice, the laps completed can be marked off on the completed Results sheets.
4. When finishing the Windsurfers and Juniors, which is generally substantially before the main fleets, it is suggested that the Stoke Ferry bulkhead mounted horn button is used (so as not to log a time on the race timer) and their finish times read off the display (as for the previous timer) and recorded by the race clerk / ARO as previously, on the Results sheet, or separately.
5. When finishing the main fleets use the 'On The Water' results recording sheets.
6. The boat sail numbers are recorded sequentially as they pass through the line with each boat getting a horn signal using the Timer 'Finish' button – thereby recording the time in to the stored log.
7. After the last boat has crossed the line the logged times can be recorded against the sail numbers: reset the timer (push 'menu' and 'log' at the same time for 5 seconds), push the 'log' button, scroll through the times using the '+' and '-' buttons.
8. At a convenient time, probably back ashore, transfer the recorded times onto the Results sheets – where handicapped results are required – and carry out handicapping process as usual using the Race Office PC system.
9. Class racing fleets require only the finishing order to be transferred, even though the log will have also recorded their times.



## APPENDIX A

Race start times for club series races.

Black & White -	AM race, combined fast and slow handicap and junior start – 1100hrs PM race, Pursuit and junior starts – 1315 hrs
Thursday Eve	Fast, slow and junior start commencing at 1900hrs
Stanier	2 races on Saturday with handicap and junior starts – 1415hrs
Main	2 class races at 1100hrs and 1315hrs*
Wadsworth	Handicap race following the class racing on Sunday – 1530hrs
Tuesday Evening	2 short handicap races – 1900hrs
Oakleaf	AM race, fast and slow handicap and junior starts – 1100**
Frostbite	PM race, pursuit and junior starts – 1315**

### Notes:

\*Postponement of morning class races – the latest time at which a morning class race can be started is 1300hrs after which it will be deemed indefinitely postponed. If no race is sailed before 1300hrs a subsequent race will be the second class race followed by the Wadsworth if sufficient wind.

In the case of a late start for the first class race, race officers should consider holding the second class race back to back however this remains at RO discretion

\*\*In accordance with club series SI's the order of the Oakleaf and Frostbite races will be reversed on the final Sunday of the series.

# Appendix B

## 10 Top Tips for race officers

Most race officers only run the racing on two days a year – we are amateurs and can't be expected to get it right every time albeit this is the expectation of many of the racers. These tips are intended to help your duty go smoothly minimise the stress levels and earn compliments rather than complaints from the sailors.

### 1 Prepare before the day

Do read all the information that comes with your duty reminder – things do change from year to year and this is your chance to update yourself on these and remind you of the general requirements.

Especially read the instructions for the new race timer as the operation and recording is quite different from the old one. Do contact all the duty crew to make sure they will be attending.

### 2 Prepare on the day

Get to the club early and make sure everything you need is present and in working order – test the race timer is working correctly. Set the flags on the halyards in the order they need to be used. Use the halyards by the start post for special flags such as postponed and L which do not need to be hoisted or lowered during the start sequence. Also get on the water early so there is time to relocate the committee boat if necessary. Remember that the start time is the start of the race not the time of the first flag!

### 3 Setting the course

Keep an eye on the wind to see how stable it is and its strength and direction. This will enable you to start thinking about the course before you go out on the water – at least 40 minutes before the first start. When setting the course do consider using the standard courses – they have been well thought out. If you are setting your own course then keep in mind the following in order to avoid fleets interfering with each other and give a fair race for all:

The first mark must be to port

If the wind direction is variable ( so often it is at Notts County) set two beats one biased to the left and the other to the right of the mean wind direction

Minimise crossovers of courses and avoid the give way boat being on a tight spinnaker reach. By using marks A and X it is often possible to eliminate crossovers altogether

Avoid cross overs in front of the start line

Avoid boats passing the wrong way through the start line (this will make your job of monitoring the race more difficult).

Avoid two beats being sailed on the same section of the lake

Include a run

Place the last mark of the course near to and behind the gate so that boats will naturally pass through the gate – if you have a beat from 5 to 10 then the line should be near to mark 5 not half way down the lake!

If it is very windy avoid lots of gybe marks

The length of the course needs to reflect the wind strength. Long courses make it difficult to get a race of the specified time (particularly in light winds) and short courses run the risk of confusion as boats finishing their first lap mix with boats waiting to start

### 5 The Start

The start line should have 5-10 degrees port bias - if you are not good at eying this in use the compass to find the bearing of the mean wind direction and subtract 80 or 85 degrees to give the bearing of the line. Lines that are too port biased or too starboard biased rarely lead to a fair start for

all. The start line should be long enough to fit 1.5 times the total length of the boats in the largest fleet – good luck with that one but if in doubt make the line longer rather than shorter.

### **6 Recording the race**

When it is windy make sure 2 people are recording the laps as it's very easy for the race clerk to miss a boat while watching exiting racing and for boats to be a lap or more apart at the finish.

### **7 Finishing Flags**

Try to stick to the advertised length of race but you can vary it if there is a good reason to do so.

When finishing many RODs get the finishing flags wrong:

The Blue flag is only needed if you have moved the committee boat during the race.

If the fleet completed the stated number of laps no flags are required just hoot the boats as they finish.

If there is a shortened course:

If all fleets are being finished together raise the shorted course flag as the first boat of the first fleet to be finished rounds the last mark with two hoots – all fleets will then finish when they complete the current lap though it is courteous to give two hoots as the first boat of each fleet rounds the last mark.

If individual fleets are being shortened raise the shortened course flag and the fleet flag of the first fleet as the first boat of that fleet rounds the last mark. For subsequent fleets raise fleet flag when the first boat of those fleets rounds the last mark ( the shortened course flag will already be up) – note that on a Sunday there are 8 fleets so you could need 8 class flags up at the same time so be prepared. Don't forget that if you have fleet flags flying at the finish it is only the fleets with the flags flying that are finishing – so if you shorten the windsurfers early ( as you should do) you will need to either take it down before you start finishing the dinghies or use all the dinghy flags

### **8 Finish recording.**

Have 2 people record the finish positions and times - it can be very difficult to record all the boats when there are a large number of boats finishing together – note that the new race timer will record all the race times but not the boat numbers or the order that they finished and I would suggest you use the old system of recording the times in parallel with the timer until you are comfortable with the technology of the new timer. Use a Dictaphone or video on your phone as a backup during the finishing period.

### **9 Race Results**

Once the results of handicap races have been calculated check that the positions look about right ie the boats that seemed to be doing well on the water are at the front end of the results. Don't forget to deduct the elapsed time at the start of the race (eg on a Sunday main series the race clock will be reading 6 mins at the start of the menagerie fleet so deduct 6 minutes and on a Thursday the slow fleet start the race clock will be reading 3 mins at the start of the slow fleet so deduct 3 minutes)\*\* If on a Sunday there is not time to calculate the results between races leave it until the end of the day.

### **10 Have a drink you deserve it**

\*\* a new race results calculation spreadsheet is expected to be implemented in 2017 which will remove the need for these manual deductions.