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Overall responsibility for running the event lies with the Race Officer, but tasks may be delegated according to the knowledge and skills of the race team members. The Race Officer is responsible for safety on the water and must ensure the Safety duties detailed below and appended to these instructions are carried out by the Safety team.
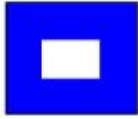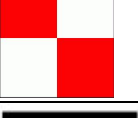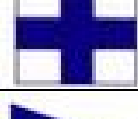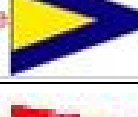
Preparation

1. Contact the 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. Find or print out copies of the signing on and race recording sheets.
3. Arrive at the club at least one and a half hours before the start time of the first race.
4. Open the clubhouse and race office.
5. It is strongly recommended that you have a fully charged mobile phone with you, in a watertight pouch if necessary, throughout the duty period.
6. If an **emergency** occurs and an **ambulance** is required, ensure an ambulance has been summoned and request assistance of a 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 Safety Cover

1. Liaise with and brief the Safety Team. Ensure safety boat actions are carried out, as listed below. Using radio communication 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. Check all boats have enough fuel.
   c. Ensure each safety boat is manned by one qualified driver and one crew.
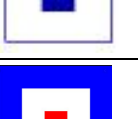   d. Ensure each safety crew has access to radio on their boat and know how to use it. Radios are mounted on the safety boats. Additional handheld radios are stored in the cupboard in the Race office.
   e. When crewed safety boats are available, raise the club burgee to signify that there is safety cover. 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 a minimum of two boats in light winds to three or more in cold windy weather. If there is not sufficient safety cover, postpone the racing and seek volunteers from those present at the club. Note that Safety boats covering RYA Training courses cannot be shared with the Race team to provide cover for missing or inexperienced Safety crews. They can only be called upon to assist in an emergency.
   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 on the pontoon and again when the boats are on the water and separated.
4. Only bring Triton to the pontoon if it is impractical to ferry occupants by Rib to the mooring.

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Flags which should always be carried on Committee boat			
Flag	Function	Image	Notes
P	Preparatory signal		One of these flags used for the Preparatory signal
I	1 Minute round the ends		
Z	20% penalty if over start line		
U	Disqualification unless race re-started		
Black	Rule 30.4, Disqualification if over the line		
X	Individual Recall (on a pole)		These 2 flags are on one pole for fast deployment
1st Substitute	General Recall		
Answering Pennant	Indefinite Postponement		
L	Change of course (Notice posted)		
Blue	Boat on station for finish		
S	Shorten course		
W	Finish for slow boats likely to exceed time limit		
N	Race Abandoned		

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Prepare Race Management

1. Post any amendments to the Sailing Instructions and any notes for the day on the notice board outside the Race Office. Use the tannoy to inform competitors of start times anticipated and any changes to the normal racing programme.
2. Liaise with the SI and /or organisers of all concurrent events to agree how the water is to be shared during the day.
3. Put out signing on sheets on the desk outside the Race Office. Fill in the Race description, date and approximate start time. For Sunday Class racing add headings for each fleet so that the entries are grouped together to assist the Race clerk & Result Secretaries. Ensure all competitors have the opportunity to sign on by arranging for the sheets to be collected only after the start sequence is underway and boats have left the shore.
4. Note Junior racing guidelines which detail options for Juniors starting in races and how their results are recorded.
5. Check all necessary equipment is on board the committee boat. I.e. flags:-
(Class, P, I, Z, Black, postponement, abandonment, change of course, shorten course, and individual recall and general recall on a single flagstaff), stop watch or timer, course board, numbers, burgee, spare horn (manual), pens and paper.
6. 30- 40 minutes before the start time travel out to the start area.
7. If there is too much or too little wind at this stage to hold a race, hoist the postponement flag (AP) on the club flagstaff with two sound signals. Lower the postponement flag not less than 15 minutes before the delayed start and if possible, make an announcement about the expected start time. All races can be reduced in duration to catch up the race programme for the day. On Sundays the morning race should be postponed indefinitely if it cannot be started before 13.00.If conditions remain unsuitable for the Wadsworth race 30 minutes after the normal start time it may be abandoned.
8. Anchor the committee boat (Triton) using the recommended length of chain (which is marked) to prevent drifting.
9. Monitor the wind direction for at least 10 minutes before you decide the position of your windward mark.
10. Set the timer to the correct programme (see Appendix A for use of the timer).

Setting the course

1. There are recommended courses in the Race Officer manual in the Race Office. Recommendations relating to individual series are provided in the instructions for each series. Consider where the last mark before the Gate will be.
2. If mark 10 or mark 1 is the leeward mark, the start line should be set sufficient distance upwind to ensure that boats waiting to start have space to keep clear of other activities at the club house end of the lake.
3. Set the start line. The start line is between the staff on the committee boat and the yellow outer distance mark. The outer distance mark should ideally be positioned to give a 5 degree port bias (i.e. 5 degrees to windward of a line at 90 degrees to the wind). The start line should be least one boat length for each starter.

4. Set the course.
    a. Make the first beat as long as possible.
    b. The first mark should be left to port,
    c. Use moveable marks **A, X or T** to give a true beat.
    d. Minimize crossovers of legs, especially in front of the start line
    e. Avoid boats passing through the start line on any leg of the course in either direction other than the leg leading through the Gate.
    f. Place the last mark of the course near to and down wind of the gate
    g. The course length should be approx. 15 – 20 mins per lap for the fast boats, so that the starting area is clear before the first boats come through to start their second laps.
    h. In light winds or in winds over 20 mph select a course using only the centre of the lake and minimize the number of gybes.
    i. Mark 5 should not be used if there is a strong wind is blowing towards it, as boats can be blown onto the rocks on the lee shore. Put in a moveable mark or use mark 6.

5. Display the course on the side of the committee boat, showing the mark numbers and the direction of rounding, the gate and the number of laps. Carefully check that the direction of rounding means that boats must round the mark and cannot leave it out. Check that nothing is obscuring view of the course boards. If the committee boat is not in use, display the course on the whiteboard below the clubhouse adjacent to the slipway.
6. 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) and postponement (AP) flags need to be attached ready.
7. Have the pole with individual and general recall flags attached, accessible to the person calling the start line.
8. Decide who is going to sound the sound signals and operate a back-up timer.

Start Sequence

1. Courses can be changed any time before the first warning signal (class flag). Raise Flag L with 2 sound signals and display the new course.
2. If you are not ready to start on time, raise the postponement flag (AP) with two sound signals. The postponement flag is lowered with one sound signal one minute before the first warning signal i.e. raising of the class flag.
3. Follow the start sequence provided for the series.
4. 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.
5. Sound signals are advisory only. If the sound signal fails continue with the sequence.
6. Note any starters in the Junior Start to distinguish them from Juniors who have chosen to race in the other fleets.

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During the Race

1. Record the sail number of each competing boat as it passes through the gate on each lap. The recommended procedure is in Appendix B.
2. Note the approximate time taken by the leading boats in each fleet to complete a lap.
3. If you see a boat miss a mark or miss the gate, note the boat number. Record them as NSC on the results sheet.
4. When it is close to the target time for each race, plan the finish sequence. You should aim to avoid splitting boats of the same class in the handicap race, unless boats of the same class are very spread out.

Finishing Procedures

1. The finish line is usually the start line/gate but may be moved to another mark of the course. Hoist the Blue flag to indicate the finish line is in a new position.
2. Follow the finishing procedure on the instructions for each series.
3. All Handicap races are average lap races. In a Handicap race boats of the same class may be finished having completed a different number of laps.
4. Boats which have started in Summer series Class fleets (Eg RS400, Scorpion, Aero 7 & below, ILCA 7, ILCA 6, ILCA 4, Solo) should complete the same number of laps as the leader.
5. At the finish one person should call the boat number and (if needed) the time as they cross the line, another person should write these down with the 3rd person ready to write as a back up if several boats are finishing together.
6. It is useful to have a backup audio recording of finishers as well.
7. The most accurate procedure during the race is to record all boats in order as they come through the gate each lap and not to attempt to sort them into classes (see Appendix B). This enables the number of laps each boat has completed to be tracked.
8. When only some fleets are being finished alert the scorer to which boats are finishing and which are continuing as they are about to cross the line.
9. Ensure all boats in handicap fleets and those with different rig sizes (Topper & ILCA) have their times recorded as they finish.
10. The Aero Summer series Class race is open to rig sizes up to and including Aero 7. Within that fleet boats with different rig sizes will race on equal terms and no handicap will be applied or times recorded. Aero 9's will start & race as part of the Menagerie handicap fleet and will be timed.

Time Limits

1. If the leading boat of any class fails to complete the first lap within about an hour the race may be abandoned, if it would be fair to all fleets. Hoist the abandonment (N) flag with 3 sound signals.
2. If the first lap is taking more than about 30 minutes and the wind is dying, consider finishing the race at a mark of the course. However, in average lap races all boats then must do the same length of race.

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Between Races

1. At least 20 minutes before the next race, announce start time of next race, preferably using the tannoy (Microphone behind the bar). This cannot be before the published start time. Do not delay the start waiting for stragglers.

Emailing the Results and Protests

1. Entrants for each race must sign on with a unique sail number for their class using the paper sheets laid out on the desk outside the Race Office. Online entries will not be used for club races in 2024.
2. Please add the elapsed times to the race sheets (ie subtract the number of minutes each fleet starts after the first start from their recorded finish times).
3. The Results Sec will calculate handicap positions & publish results for the Stanier, Wadsworth, Thursday evening & Winter series. The Menagerie Summer Sunday series will require calculated results. The Spring series will be scored by Graham Young. (See details in Black & White race instructions).
4. All boats which start and complete the course should have their finishing position or finish time recorded.
5. Signing on and results sheets should be photographed and sent by email to the Results Sec. at results@ncsc.org.uk and the Sailing Sec at sailingsec@ncsc.org.uk. The Race officer should file the originals in the appropriate result boxes. Fleet race results should also be copied and given to the class scorers and/or Fleet reps. This includes the Summer Menagerie fleet results which the Results sec no longer processes.
6. 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 DNF.
7. Classes such as ILCA's (Lasers), Aero's and Toppers have different rig sizes which should be noted on the results sheets.
8. For each boat in handicap races record the number of laps sailed, the finishing time and which start they were in. Note how long any start is delayed by a general recall. This information will enable the scorer to calculate the correct elapsed time.
9. 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. Highlight instances of this for the scorer.
10. 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, while the memory is fresh. 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 Protest / Rules Coordinator or the Sailing Secretary (with a copy [eg photograph] of the form) as soon as possible.
11. A list of members able and willing to hear protests is displayed in the Race Office.
12. Highlight any results which are subject to protest for the scorer; and photograph the protest form (including any decision) and send by email to Results Sec. at results@ncsc.org.uk, the Sailing Sec at sailingsec@ncsc.org.uk and the protest co-ordinator (racemanagement@ncsc.org.uk).
13. If the protest has not been heard on the day of the race the Protest Coordinator (or Flag officer if the Protest Coordinator is unavailable) should organise a committee and hearing as soon as possible. The Designated chair of the committee will communicate the time and place of the hearing to all parties by email. (Member's email addresses can be obtained by logging in to the Club website and opening the Member Directory under Membership in the Portal).

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After the end of racing

1. Please clean mud off the anchor on the committee boat before it is fully stowed.
2. When all boats have finished racing and returned to shore safety cover may be withdrawn. If boats which were racing are still cruising, you should advise them that safety cover is being withdrawn. It is acceptable for any suitably qualified member to take responsibility for a safety boat rather than it being put away. They must affirm that they take responsibility for putting the boat away securely when they have finished with it.
3. Make sure you have switched off the start timer and stored it in its box.
4. Take down the club burgee, to signify the end of safety cover
5. Refuel the safety boats and leave fuel tanks on board.
6. In conjunction with the Safety Officer, lock the committee and safety boats on their respective moorings
7. Ensure that all radios, especially those on safety boats, are switched off. Check all handheld radios are in their charging points in the Race Office cupboard.
8. Complete the Race Officer report sheets to note any incidents and in particular to record any issues with the safety boats.
9. Lock both doors of the Race office.
10. Ensure the safety store and fuel store are both locked.
11. Put all keys back in the key locker.
12. If you are the last person to leave, lock the club house and the gates.

Appendix A

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

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)

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Race Sheet - **please photograph & send to** results@ncsc.org.uk. Retain original or file in Race Office when open

Date		Series & Race number (ie 1 or 2)		Enter position each lap						Start Time ....:..........
Class	**Sail no.**	**Helm** *(if known)*	**Crew** *(if amended)*	**1**	**2**	**3**	**4**	**5**	**6**	**Finish time**

Race Officer:………………………………………… Date…………………………   Ver 2021_1

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Appendix B Alternative RYA method for recording results in handicap races.

One of the most difficult tasks on the committee boat is to time and record the finishers. Unlike the start, you do not get a second chance if anything goes wrong. Many teams record the boats as they go though the line on their first lap, then tick them off on subsequent laps and then add times against them as they finish. The problem is with this method is that on the final lap boats are not in the same order as they were on the first lap, so the recorder has to find each boat on the recording sheet and then add the time. This works fine for a small fleet or class races but does not work well in large handicap fleets because it takes too long to find the boat on the list.

The suggested method is to record each boat in order as they come though the line on lap 1, then when the leading boat begins their second lap, begin a new column and to write boats down in order. If there are some boats still completing lap 1 when the first boats complete lap 2, they still go in lap 2 column.

Date _____ Race number: _____ Start time: _____

Lap 1 Sail No.	Lap 1 Time *Optional*	Lap 2 Sail No.	Lap Time *Optional*	Lap 3 Sail No.	Lap Time *Optional*
1289		1477		1477	
1477		1289		1663	
1663		2044		1289	
2226		1663		2226	
		2226		2044	

When the finishing sequence starts, begin a new column, or even better a new sheet, and write down the boats in the order they come though the line and their finish time. If they are too close together to get all times, write down the boat numbers and just get as many times as you can, especially the first and last of a bunch. The missing times can be extracted later from the 'Log' on the Race Timer, or interpolated.

Date: _____ Race number: _____ Start time: _____

Finish Sail No.	Finish Time	No. Laps		Finish Sail No.	Finish Time	No. Laps
2044	48.15					
1477	50.51					
1663	50.57					
2226						
1289	50.59					

You can check the number of laps by referring back to the lap recording chart. In this example 2044 did one less lap than the other four boats.

The time for 2226 was missed but can be estimated and inserted as 50.58. Or, if less straightforward, each push of the Finish button on the timer stores the time, and these can be seen after the race by pushing the Log button. The last race appears first, and subsequent pushes bring up previous races. Use the '+' '-' buttons to scroll through the times recorded, and as long as the boat finishing order is known and each boat is given a horn, then the times can be correlated to the boats.

This lap recording method is much easier for handicap races and when there are a lot of boats. It also works well when there are class races too. The boats can be sorted into fleets after the race has finished.

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Date: _____   Race number: _____   Start time: _____

Lap 1 Sail No.	Lap 1 Time *Optional*		Lap 2 Sail No.	Lap Time *Optional*		Lap 3 Sail No.	Lap Time *Optional*

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Lap 4 Sail No.	Lap Time *Optional*		Lap 5 Sail No.	Lap Time *Optional*		Finish Sail number	Finish Time	No. Laps sailed

Retired: _____ OCS: _____

_____   _____

BFD:_____

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FLEET RACING & HANDICAP FINISH FORM

Use separate forms for each start to show correct start time

Date

Class/fleet

Time of start

Race area

Time of first boat

Time of last boat

Order	Boat No.	Finish time	No. Laps	Order	Boat No.	Finish time	No. Laps
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

Appendix C Instructions for Using Sailwave to Calculate Handicap Race Results

All handicapped club series results are calculated by the Results Secretary apart from the Summer Sunday Menagerie races and added to the record each race series. Race teams may wish to calculate results on the race day but are not obliged to do so.

1. Open the file for the series eg. Saturday Stanier 2021 from the folder 'Results 2021'
2. Click on Sail Number Wizard and check that it shows the race that you are entering e.g. race 2, race 3 and change if necessary

3. Click 'Next' (bottom right corner).
4. Enter the sail number of a boat. A list of those already entered with no results will come up as possibilities when you are part way through. Click on the boat number in the list and then 'Next'.

Boats that already have a result in that race will not appear on the list of possibilities.
If the boat has not sailed in the series previously, no possibilities will come up so click 'New' before 'Next'.
The programme will not allow you to enter the same sail number twice. If you have a different helm or crew sailing a boat that is already entered, add it as new.

5. The type of results being entered is then displayed. Click on 'elapsed time' and enter the elapsed time in minutes and seconds e.g. 54 minutes and 23 seconds. Remember to deduct 3, 6 or 9 minutes if taking readings from club timer according to the start sequence. Check the correct number of laps is showing and if not amend. Then press 'Finish'.


6. Then enter the next boat, until all boats have been entered.
7. When all results have been entered close the sail number wizard box .
8. Save the file by selecting the file menu and 'save series'.
9. To score the race, press 'Score series'.

The scoring panel will show 'Appendix A'. Press 'Score series, in bottom right box.

10. Save the scored series by selecting the file menu and clicking on 'save series'.
11. To see the results press 'Publish' on top bar and then 'results'.

This will display results format. Make sure that publish a series summary table is not ticked and that publish individual race table is ticked. Put in the race number e.g. Race 24. Then click 'Next'

Click on 'preview' to display the results.
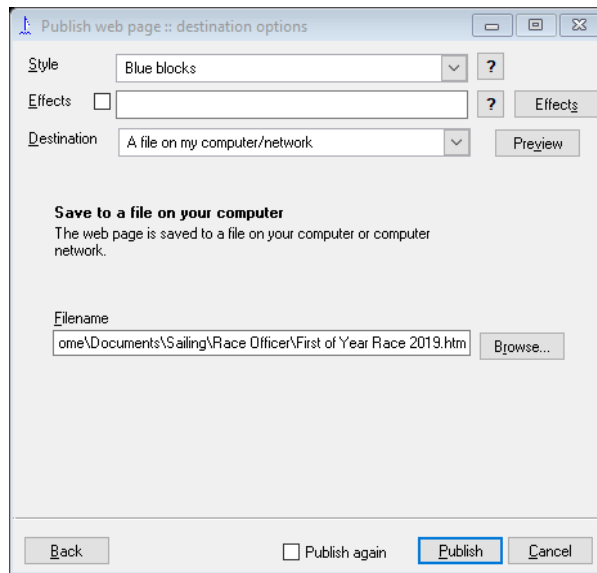
You can print these by right clicking on the results display and clicking on 'print' from the menu. Then click on 'Publish' at the bottom to save the results file.

If there any competitors who are sailing two different boats in the series, or a boat with two rigs e.g. ILCA 7 (Laser standard) and ILCA 6 (Laser radial), enter them as separate people. The results coordinator will amalgamate the results at the end of the series.

NCSC Safety Team

The Safety team are responsible for operating their craft in a safe manner and assisting water users who get into difficulties. Rib Drivers must have attended the club Safety Boat Handling Course and be tagged as Safety Drivers on Sailing Club Manager.

On the day of your duty

- Please arrive one and a half hours before the first race starts

- Dress for the weather on the water and have Waterproofs & Buoyancy aid. Remember duty on a light wind day may involve long spells of inactivity just observing the sailing craft with risk of discomfort from cold and / or sunshine. You must wear closed toe footwear with straps, laces or zip to keep them on. Buoyancy aids and waterproofs are available in the Safety store.

All the keys are in the key box in the passage (opened with a club key). You need keys for:

- Rowing boat or Rigiflex
- Committee boat (Triton).
- Safety Boats (2 during the main summer series, 3 during Spring and Winter series)
- Fuel Store (keep locked unless filling the fuel tanks).
- Safety Equipment Store

Row / drive out to one of the safety boats, unlock and start engine (there is a guide to starting and unlocking on the Bosun's notice board),

Bring the dinghy back to the shore if it might needed to get another safety boat out during the race.

You can then bring in all the other Safety boats and check them. Triton (Committee boat) should remain on its mooring until the Race Team have been ferried out to board it. This will minimise the risk of damage to her hull.

Boat Checks:

- Controls and engine running correctly

- Radio aboard and operating

- Fuel & oil tanks full

- Tubes pumped up hard

- Paddle, Throwing line & Towing line on board

- 1st aid kit, thermal blanket, spare kill cord & tool kit – in safety box behind seat

- Knife available

- Fire Extinguisher on board

Test drive each boat to get used to the conditions. Eg practise picking up a buoy and approaching the jetty

Pre-Race Briefing

Rib Drivers and Race Officer meet and discuss the race plan. Agree which boat will set the line marks and which will move course marks (A, X or T). Note the course and the race timings. For pursuit races agree how finish line will be created between boats and ship blue flag on a staff (kept in Race Office).

Re-test all radios in use.

Team Personnel

There must be a full team (Driver & Crew per Safety boat) and at least 2 boats (3 in Spring & Winter) covering the races. Note that Safety boats covering RYA Training courses cannot be shared with the Race team to provide cover for missing or inexperienced Safety crews. They can only be called upon to assist in an emergency. If needed seek volunteers as soon as possible by asking people on the shore, posting a notice and broadcasting on the tannoy. Rib drivers must be tagged as such on Sailing Club Manager and can be checked using the Race Office computer if unsure.

During the Race

The Safety Boats need to be positioned so that the whole lake is covered, and any capsize or incident can be attended quickly. There are two red buoys that can be moved into a safe area to moor to.

DO NOT keep cruising around the lake unless it is extremely windy

Please ensure all the people using the water at NCSC are safe. If anyone appears to be in difficulties do not hesitate to offer assistance. If they are unresponsive assume they do need help and proceed to rescue them until it becomes clear they are capable of continuing unaided. If they are injured, shocked or cold transfer all crew members into your boat and bring them to shore in front of the club. Ensure someone on the shore will take care of them before returning to duties.

If the crew are unable to sail their craft back to shore after capsizing or a gear failure, a safety boat may tow the craft back to shore provided other safety boats are not engaged in rescue tasks and are likely to stay free during the tow. At all times the safety team must prioritise providing assistance to those at risk of personal injury. This may mean abandoning a tow and leaving empty (probably capsized) boats to drift on the lake. A condition of members entering NCSC events is that they accept the associated risk to their property.

If in any doubt the safety team must prioritise the safety of people over the recovery of capsized craft.

If they deem it appropriate, the Race officer (or Safety officer if appointed) may instruct the safety team not to tow boats ashore until a race ends and all competitors at risk are ashore

Priorities

The priorities for the Safety team are never in doubt and are in the following order:

1. Safety of yourself and your crew
2. Safety of crews being rescued
3. Safety of other crews
4. Prevention of further damage to disabled boats and windsurfers
5. Recovery of disabled or capsized craft
6. Assisting the Race officer to set the course.

Conditions

Before and during races if you consider conditions are too difficult for the safety team to provide adequate cover contact the Race Officer and agree action, eg abandonment, shorten course, postponement or additional Safety boats.

After Racing programme is complete

- Fill Fuel & Oil tanks
- *Return and secure all boats to moorings. Fit covers.*
- *Return Rowing boat or Rigiflex under clubhouse and padlock with chains*
- *Lower Club flag from Mast and store in Race Office*
- *Return keys to key cupboard and lock*
- *Report any damage to boats to the bosun by text, phone call or email ASAP. Complete a paper record on one of the report forms in Race Office*

If you have any questions, please contact the Bosun (07710 325539)

For the latest updates go to www.ncsc.org.uk/safety/

End of Duty Check List

Safety Boats (Ribs & Pioneer)
- Clipped to mooring buoy via Carabiner to D-ring on the outer bow
- Engine fully raised
- Fuel tank left full
- On correct mooring

VERY IMPORTANT
- Secure boat with chain padlocked to D ring inside boat at bow
- Remove Keys, Battery isolator & Kill cord from boat, hang in key cupboard
- All equipment stored away neatly
- Cover on and secured

Rigiflex

- Raise engine fully before coming towards slip way and launching trolley
- Secure boat on trolley and store under clubhouse
- Lock boat using padlock and heavy duty chain round clubhouse pillar
- Remove Fuel Tank and secure on hook in fuel store after filling
- Put kill cord & key in clubhouse key cupboard

Triton Committee boat

- Store flags on hooks in cabin.
- Course board, Buoy numbers and other equipment stowed in cabin
- Moor on white round mooring buoy
- Lock via chain to D-ring on foredeck using chain on grab buoy
- Turn engine off with key.
- Isolate Battery with both red switches below driver's seat.
- Close Windows, lock cabin with Chubb key and bring key set with you.
- Close back gate.

Ashore

- Lock rowing dinghy to pillar under the clubhouse with chain also through oars.
- Hang oversuits and lifejackets in safety equipment store.
- Lock safety equipment store.
- Lock fuel store.
- Put hand held radios on charge (in Race office)
- Switch off race office radio
- Ensure all boat keys, isolators and killcords are put away in the key cupboard.
- Assist Race officer to fill in report.
- Lock Key cupboard or check Race Officer will lock it.

Thank You