

Notts County Sailing club Race Clerk notes

- 1. Signing on:** Competitors are required to enter by signing on for each race in club series. A signing on sheet (see below) should be placed on the desk outside the Race office.
- 2. Recording entries:** You may wish to copy the entries on the sheet(s) before going on board the committee boat. You check off sail numbers of the competitors on the water before the start. Please note the rig sizes being used by ILCA (Laser), Aero and Topper competitors. Ask the Race officer to request a Safety boat to collect the signing on sheet and bring it to you on the Committee boat close to the time of the first start so you can finish copying the entries.
- 3. Recording positions and times during race:** Record the sail number and position of each competing boat as it passes through the gate on each lap and at the finish. At the finish the times of all boats competing in handicap races, Menagerie, ILCA (Laser) and Junior fleets must be recorded. The recommended procedure is in Appendix B. Records may be kept on the club race sheet (landscape format) or the RYA sheets (portrait format) below depending on your preference and the type of racing being run.
- 4. Checking results:** During the race it is very easy to miss boats passing through the gate and finish line, particularly if they are close together. Please ask the Race Officer and the Assistant RO to clarify any boat numbers, times and positions you are unsure about as you record them.
- 5. Results:** Please add the elapsed times to the race sheets (ie subtract the number of minutes each fleet starts after the Windsurfer start from their recorded finish times). Amendments to entries and Result sheets showing recorded and elapsed times against sail numbers 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 retain the original sheets. For Sunday Summer Fleet races copies should be made and passed to the Fleet scorers (See list below) or representatives if present or stored in the Results file in the race Office. The Results Sec will calculate handicap positions and publish those race results.
- 6. Calculating results:** Competitors may wish to see the handicap results on the day of the race. The Sailwave instructions are included below if you wish to work them out but you are not obliged to.
- 7. Fleet Scorers:** **RS 400** James Logan, **Menagerie:** John Davie, **Scorpions:** Kevin Nicholls, **Lasers:** Simon Parker, **Solos:** Brian Fisher, **Juniors:** Phil Dyne, **Windsurfers:** Guy Spreckley.
- 8. Video on being a Race clerk:** This link takes you to an online tutorial lead by Nadina Lincoln. <https://ncsc.org.uk/2021/07/12/race-clerk-session/>

Notts County Sailing club Race Clerk notes

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 <i>Optional</i>	Lap 2 Sail No.	Lap Time <i>Optional</i>	Lap 3 Sail No.	Lap Time <i>Optional</i>
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.

Notts County Sailing club Race Clerk notes

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

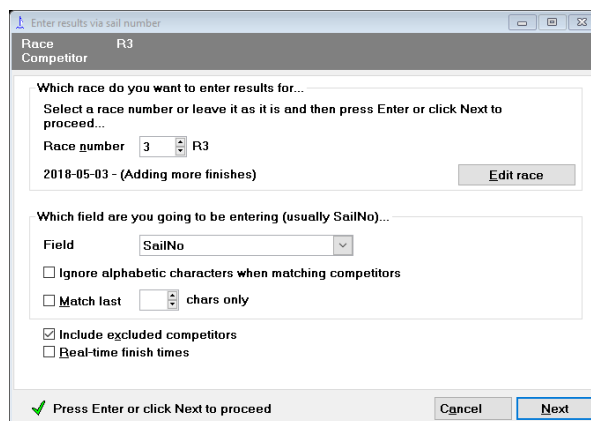
Order	Boat No.	Finish time	No. Laps	Order	Boat No.	Finish time	No. Laps
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45	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

Appendix C (Optional as Results Secretary will calculate results from raw data race on recording sheets)

Instructions for Using Sailwave to Calculate Handicap Race Results

All club series results are calculated by the Results Secretary 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



Enter results via sail number

Race R3
Competitor Ambiguous

Which race do you want to enter results for...
Select a race number or leave it as it is and then press Enter or click Next to proceed...

Race number 3 R3
2018-05-03 - (Adding more finishes) Edit race

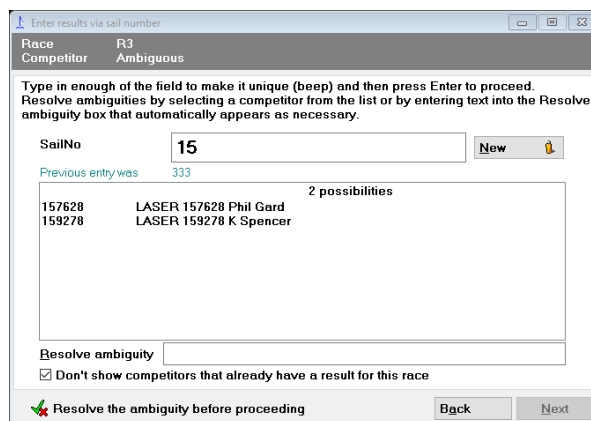
Which field are you going to be entering (usually SailNo)...

Field SailNo

Ignore alphabetic characters when matching competitors
 Match last chars only
 Include excluded competitors
 Real-time finish times

Press Enter or click Next to proceed Cancel Next

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'.



Enter results via sail number

Race R3
Competitor Ambiguous

Type in enough of the field to make it unique (beep) and then press Enter to proceed.
Resolve ambiguities by selecting a competitor from the list or by entering text into the Resolve ambiguity box that automatically appears as necessary.

SailNo 15 New

Previous entry was 333

2 possibilities

157628	LASER 157628 Phil Gard
159278	LASER 159278 K Spencer

Resolve ambiguity

Don't show competitors that already have a result for this race

Resolve the ambiguity before proceeding Back 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.

Notts County Sailing club Race Clerk notes

- 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'.

Enter results via sail number

Race R3
Competitor 999 (999)

Type in the result and then press Enter to record it in the series.
You can edit the result later by doubling-clicking on the result cell etc.

Record result as

Place or retirement code
 Elapsed time or retirement code
 Start time and finish time or retirement code

Elapsed time or 54.23 Laps 2

Elapsed time

Please note: Start times and finish positions are auto-populated based on the starts you have created for each race.

Press Enter or click Finish to save this result

Back Finish

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

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

Score series

Apply this scoring system

Appendix A

Options

Score all competitors as one group - scoring system is applied once

Sort results by field after scoring

Sorting field Fleet

Score groups of competitors separately - scoring system is applied to each group

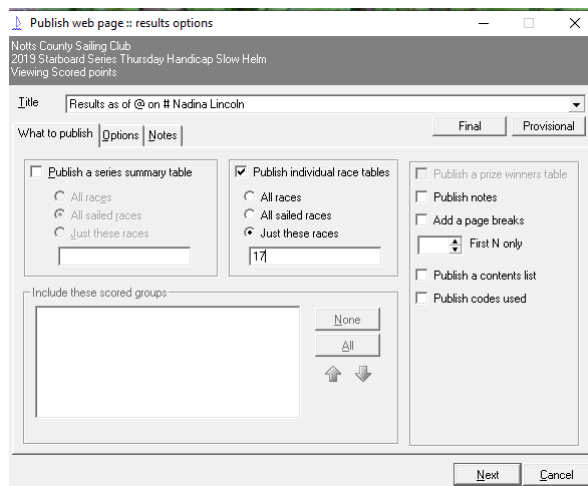
Grouping field Fleet

Score series Cancel

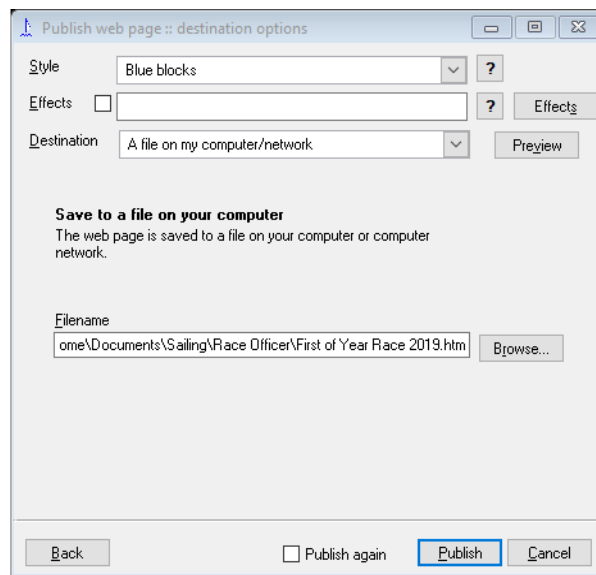
- Save the scored series by selecting the file menu and clicking on 'save series'.
- To see the results press 'Publish' on top bar and then 'results'.

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'

Notts County Sailing club Race Clerk notes



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. Laser standard and Laser radial, enter them as separate people. The results coordinator will amalgamate the results at the end of the series.