

## How to Do Race Officer Duties

### Before arriving at club

1. Check the weather forecast and try to understand what the conditions at the club will be like during the race.
2. Try to arrive around one hour before the published race start time- gives plenty of time to set up, make mistakes, start again etc.

### On arrival at club

1. Check that all buoys are still on their moorings. Take a note of any missing and report to sailing committee.
2. Remove shutters from around the race box.
3. If conditions are suitable for racing, then
  - a. Set up base and transit pole on grass verge, line up with red line in race box and the outer distance mark (buoy on the water).
    - i. Base is the wheel on clubhouse floor; transit pole is bright orange and is located above roof space of race box.
  - b. Remove calculator and race timer from storage box, connect to power.
  - c. Test horn.
  - d. Check radios
  - e. Set a course: -
    - i. Use the existing buoys laid out in the basin.
    - ii. The course should suit the current and predicted wind direction and strength and also the tide. Discuss with participants to ensure the course suits all, but particularly the least experienced or younger participants.
    - iii. Try always to have a start into the wind.
    - iv. Try to set the number of laps for a race duration of around one hour. The course can be shortened during the race if required.
4. Put the intended course onto the course board.
5. Put out the race entry forms, for completion by competitors. The signing- on sheets ensure results are allocated to the correct Boat/Helm/Crew.

### Countdown to Race Start

- 1 Races should always run in the order given in the programme.
- 2 The same sequence applies to handicap and short races.
- 3 Pursuit races are different (but easier).
- 4 No flags to be flown from the mast unless racing is cancelled, postponed, changed, or unless there is a recall.
- 5

### Race Start Procedure and Signals

#### Race postponed

Description	Signal	Flag Signal Status
Postponement	Raise Answering Pennant Sound Two Horns	

Reasons for postponement can include:-

Not enough water	Mis-firing of sound signals
Major wind change affecting start	Broken halyards
Mis-timing between signals	Safety problem (rescue boat, capsized boat etc)
Panic in race box	No competitors

### At end of postponement time,

Drop flag and give 3 hoots on horn to draw attention to this.

About 2 minutes later, give first sound signal and hoist B flag.

**Race Start Sequence**

Description	Signal	Flag Signal Status
At 5 minutes to start	Raise B Flag Sound Single Horn	
At 4 minutes to start	Raise P flag Sound Single Horn	 
At 1 minute to start	Lower Flag P Sound Single Horn	
At Zero (Start)	Lower flag B Sound Single Horn	

**Race is now underway.**

If a boat was over the line at the start then:-

Description	Signal	Flag Signal Status
Boat over the line	Raise X Flag Sound Single Horn	

To shorten the course (race) then:-

Description	Signal	Flag Signal Status
Shorten course	Raise S Flag Sound Two Horns	

The flag must be hoisted and the horn sounds given before the first boat rounds the penultimate mark.



### During The Race

Take a note of the time that each boat crosses the line at the end of each round. Except at the finish, you need only take a rough note of the hours/minutes. This will be useful in deciding whether or not to shorten course (i.e. predicting how long boats will take to do subsequent rounds) and may also be useful to “backtrack” times in the (unlikely!) event of mistakes or confusion with finishing times.

### Finishing The Race

When each boat crosses the line after the prescribed number of rounds, or after the shorten course signal, then give it a hoot and record its sail number and finishing time (including seconds) on the race results sheet.

### Abandoning the Race

To abandon the race

Description	Signal	Flag Signal Status
Race Abandoned	Raise N Flag Sound Three Horns	

## Results

When all the boats have finished, complete the race sheet by working out the corrected time with a calculator.

The formula is as follows:

$$\text{CORRECTED TIME} = \frac{\text{ELAPSED TIME IN SECONDS} \times 1000}{\text{PORTSMOUTH YARDSTICK NUMBER}}$$

For example:

A Laser 1 with a PY of 1078 starts a race at 14.00 hrs. and finishes at 15.00hrs

Elapsed time is 60 minutes, which equals 3600 seconds

Now put this into the formula:

$$\frac{3600 \times 1000}{1078} = 3339 \text{ (corrected time)}$$

For average lap time races, the corrected time should then be divided by the number of laps each boat has sailed.

So if our Laser has sailed 3 laps, his corrected time would be

3339 divided by 3 = 1113 (Average lap time)

If in doubt, consult a Committee member.

## Average Points

Remember that the Race Officers, and the safety boat drivers, are entitled to average points.

Please make sure you add your names to the race results sheets to ensure this happens.

## Short Races

These consist of usually 3 races of 15-20 minutes duration, over a short course, fairly close in to the shore.

Start sequence is as for Handicap Races – see above.

Last boat to finish gets a single hoot, and then 1 minute later the 5-minute count down sequence recommences. This is repeated between the 2<sup>nd</sup> and 3<sup>rd</sup> races.

All races are sailed back to back.

## Pursuit Races

### Pursuit Races

These run for 60 minutes, with the slowest boat in the fleet starting off at time zero.

Other boats then set off in order as noted below.

Boats set off from the beach, following the Race officer's count down, after which he launches the Safety boat and can follow the fleet.

The winner is the first boat to cross an imaginary line made by the safety boat and the first buoy to be passed after 60 minutes.

Mirror – single handed	0m.
Topper	+4m10s
Laser Pico	+5m30s
Graduate	+9m30s
Solo	+10m00s
Europe	+ 10m40s
GP 14	+ 11m20s
Laser Radial	+ 12m20s
Wayfarer	+ 12m30s
420	+ 13m00s
Laser full rig	+ 13m20s
Albacore	+ 13m50s
Kestrel	+ 15m00s
RS Vario	+ 15m00s