—— RACE OFFICERS HANDBOOK ——

<u>Introduction</u>

Thank you for taking on the duty of RACE OFFICER.

This simple guide is intended as a reference that will help you with the smooth running of your event, whether it is part of the club series or an individual event.

<u>No Need to read everything</u>, check 'what's on today' to see what sort of races you are running, then, turn to the appropriate page.

Race officering is fun! If in doubt ask someone nearby, they will have the answers and be happy to help.

- **Introduction.**
- **Safety – First Aid – Defibrillator.**
- **Race series – what's on today?**
- **Handicap races – Setting out a course – Race record sheets.**
- **Handicap races – Starting and finishing – Sound and Flag signals.**
- **Pursuit races – Setting out a course – Starting and finishing.**
- **Pursuit race, start times.**
- **Olympic courses – Setting out a course – Starting and finishing.**
- **Course map.**
- **Transit board.**
- **Race Signals.**
- **Race record sheets – Sailwave – Rules in Practice**

Please note: This handbook is intended as a guide and is specific to Priory Sailing Club. If you travel to other sailing clubs you may find differences in their procedures.

—— SAFETY ——

Before setting up a race, please observe the following guidance:

- **Assess the weather conditions, the forecast, the experience of the helms and crews and decide whether to run, postpone or cancel the race.**
- **It is a club rule to have a rescue boat on the water when racing is in progress.**
- **All helms and crews must wear a personal buoyancy aid or lifejacket.**
- **All helms must ensure that their boat has adequate buoyancy.**

THERE IS A FIRST AID KIT

INSIDE THE WETROOM ON THE RIGHT HAND SIDE WALL

AS YOU GO IN

There is also a FIRST AID KIT upstairs in the middle cupboard under the sinks.

—— DEFIBRILLATOR ——

Our defibrillator is located in the ground floor WC

WHEN FINDING A PERSON IN CARDIAC ARREST:

- **Check for danger**
- **Call for help**
- **Administer CPR**
- **Call 999**
- **Stay With the victim**
- **Send someone to get the Defibrillator**

– RACE SERIES - WHAT'S ON TODAY? –

The year is divided into 6 separate racing series, the Icicle, Spring, Summer, Autumn, and Frostbite and Winter Warmer. We also run an Olympic series throughout the summer. You can check on the club calendar upstairs or online to see which of these you are running.

Icicle series – Two races on each of 9 Sunday mornings.

The first race starts at 10:30 am.
Type and duration of both races decided by the race officer and those racing. You may consider a **30/40 minute handicap race** and a **50 minute pursuit race.**

Spring series – Three races on each of 6 Sunday mornings.

The first race starts at 10:00 am. 30 minute handicap race.
Second race starts at 10:45 am. 40 minute handicap race.
Third race starts at 11:45 am. 30 minute handicap race.

Olympic Pursuit – Two races on each of 5 Sunday mornings.

The first race starts at 10:00 am. 60 minute pursuit race.
The second race starts at 11:45 am. 60 minute pursuit race.

Summer series – Three races on each of 6 Sunday mornings.

The first race starts at 10:00 am. 30 minute handicap race.
Second race starts at 10:45 am. 50 minute pursuit race.
Third race starts at 11:45 am. 30 minute handicap race.

Autumn series – Three races on each of 6 Sunday mornings.

The first race starts at 10:00 am. 30 minute handicap race.
Second race starts at 10:45 am. 40 minute handicap race.
Third race starts at 11:45 am. 30 minute handicap race.

Frostbite series – Two races on each of 9 Sunday mornings.

The first race starts at 10:30 am. (Except on remembrance Sunday when it is 10:00am.)
Type and duration of both races decided by the race officer and those racing. You may consider a **30/40 minute handicap race** and a **50 minute pursuit race.**

Winter Warmer series – Two races on each of scheduled Sunday.

The first race starts at 10:30 am. Type and duration of both races decided by the race officer and those racing.

—— HANDICAP RACES ——

<u>Setting out a course</u>

A good course should include:

- **Start/ Finish line**
- **Beat (windward leg)**
- **Reach**
- **Run**
- **Gybe**

The Start/Finish line should be set across the wind, as near to 90 degrees as possible. A slight port bias will help to separate the fleet. The start line should be at least as long (approximately) as the length of all the boats competing, plus one boat.

The first mark should be to windward and centre of the start line. A temporary mark can be used to make this possible, ask your rescue boat driver to place it for you.

Ideally **the first mark should be left to port, although this is not always possible depending on the wind direction.**

Any combination of marks can now be used to create a course which includes the five points above. One long beat or two short beats will create opportunities for overtaking.

The trees around the lake create disturbed air and wind shadows, try to minimise sailing in areas directly in the lee of the trees.

To avoid a 'Hook Finish' the finish line should not be at the start of a leg. If needed a temporary mark can be used to make this possible.

<u>Race record sheets</u>

Fill in: Event/Date /Race officers name.

Make sure all racers have signed in on the race record sheet with their name, boat type and boat number.

Record each boat's lap time, every time they cross the start finish line, this will keep tabs on the number of laps completed.

After racing please pass your race record sheet to Paul Williams or a senior club member.

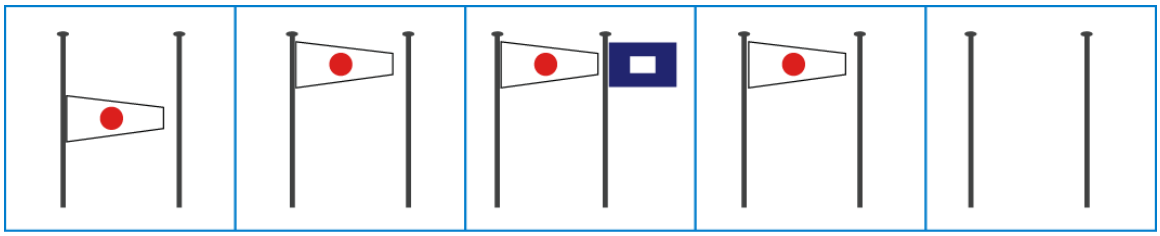
Handicap Races – Starting and Finishing

A stopwatch is attached to the race sheet clipboard, it can be set to count down from 10 minutes to the start, and then continue to time the race. To set up the timer:

PRESS STOP – PRESS CLEAR – PRESS PROG TWICE
Then the timer will start, when you press START.

Sound & flag signals

Pre-warning Start -10 min	Warning Start -5 min	Preparatory Start -4 min	1 Minute Start -1 min	Start
2 long toots	1 toot	1 toot	1 long toot	1 toot
Half raise No.1 Flag	Fully raise No.1 Flag	Fully raise 'P' Flag	Fully lower 'P' Flag	Fully lower No.1 Flag

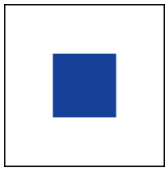


Start -10 min | Start -5min | Start -4min | Start –1min | Start

See race signals page for INDIVIDUAL RECALL and GENERAL RECALL.

Finish the race so that it ends a few minutes before or after the set time of the race and so that it does not split a group of boats that are in close competition with each other.

Considering the lap times of the fastest and the slowest boats, estimate whether they could do another lap and be closer to the set time of the race.



Signal: S

As the boat you are going to finish first, approaches the mark preceding the finish line,
Shorten the course by sounding 2 long toots, and display the 'S' signal on the transit board.

Once the first boat has finished, all the boats following it are finished when they reach the finish line.

A boat is finished when any part of her hull, crew or equipment in normal position, crosses the line from course side.

—— PURSUIT RACES ——

Setting out a course

A good course should include:

- **Beach start**
- **Beat (windward leg)**
- **Reach**
- **Run**
- **Gybe**

Any combination of marks can be used to create a course, which includes the five points above. One long beat or two short beats will create opportunities for overtaking.

Longer courses with fewer laps are easier to manage.

The trees around the lake create disturbed air and wind shadows, try to minimise sailing in areas directly in the lee of the trees.

Pursuit races – Starting and finishing

Pursuit races generally start from the beach area with each class of boat starting at different times according to their PY Handicap. The slower boats go first.
Handicap start times can be found on the next page.

When there are lots of different classes, we group boats with similar handicaps together to make starting more manageable. The more experienced sailors will help you with this.

Starting from the beach the boats join the course at an agreed point and the follow the course until the end.

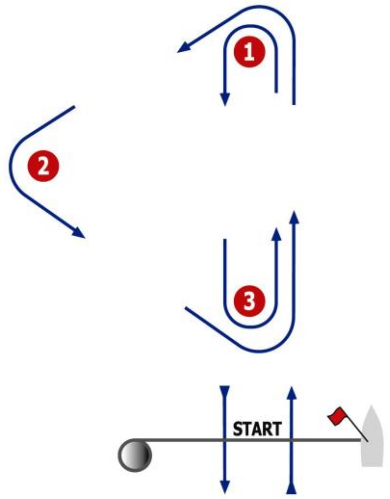
Keep a record of the number of laps each boat has done. Be careful not to miss the laps of the first boats to start. They may get around the course quicker than you think.

When the set time has elapsed, a toot on the horn or a whistle is blown. The boats then race to the next mark in the course wherever they are. They must take note of the boats in front and behind them.

When they report back to you, you can work out their position from the number of laps completed and their position on the course. Again the more experienced sailors will help you with this.

—— OLYMPIC COURSES ——

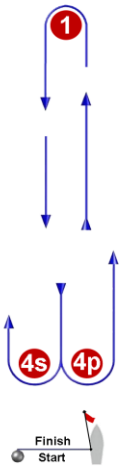
TL



Course TL- Triangle, Leeward Finish

Signal	*Mark rounding order*
TL2	Start - 1-2-3-1-Finish
TL3	Start - 1-2-3-1-3-1-Finish
TL4	Start - 1-2-3-1-3-1-3-1-Finish

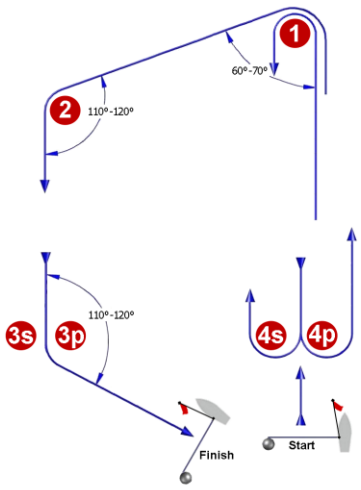
L



Course: Windward/Leeward

Signal	Marking Rounding Order
L2	Start - 1 - 4s/4p - 1 - Finish
L3	Start - 1 - 4s/4p - 1 - 4s/4p - 1 - Finish
L4	Start - 1 - 4s/4p - 1 - 4s/4p - 1 - 4s/4p - 1 - Finish

I



Course: Inner Trapezoid

Signal	Marking Rounding Order
I2	Start - 1 - 4s/4p - 1 - 2 - 3p - Finish
I3	Start - 1 - 4s/4p - 1 - 4s/4p - 1 - 2 - 3p - Finish
I4	Start - 1 - 4s/4p - 1 - 4s/4p - 1 - 4s/4p - 1 - 2 - 3p - Finish

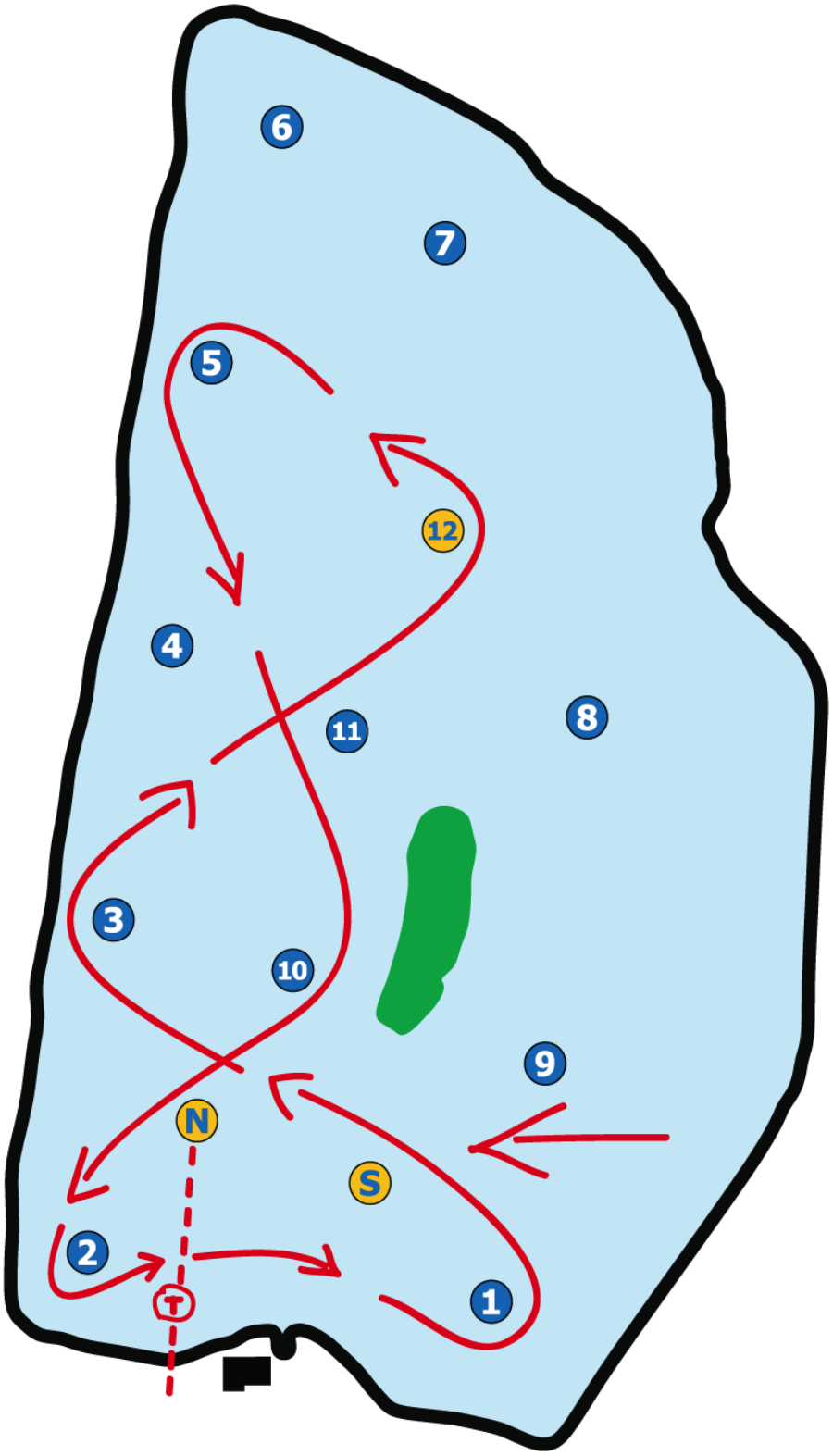
Course TL and Course L are more commonly used in club racing, as they are easier to set out.
Trapezoid courses are becoming more common at major sailing regattas.

You can use a combination of course marks and temporary marks to set your course.

We would use the same starting procedure as shown for handicap racing.

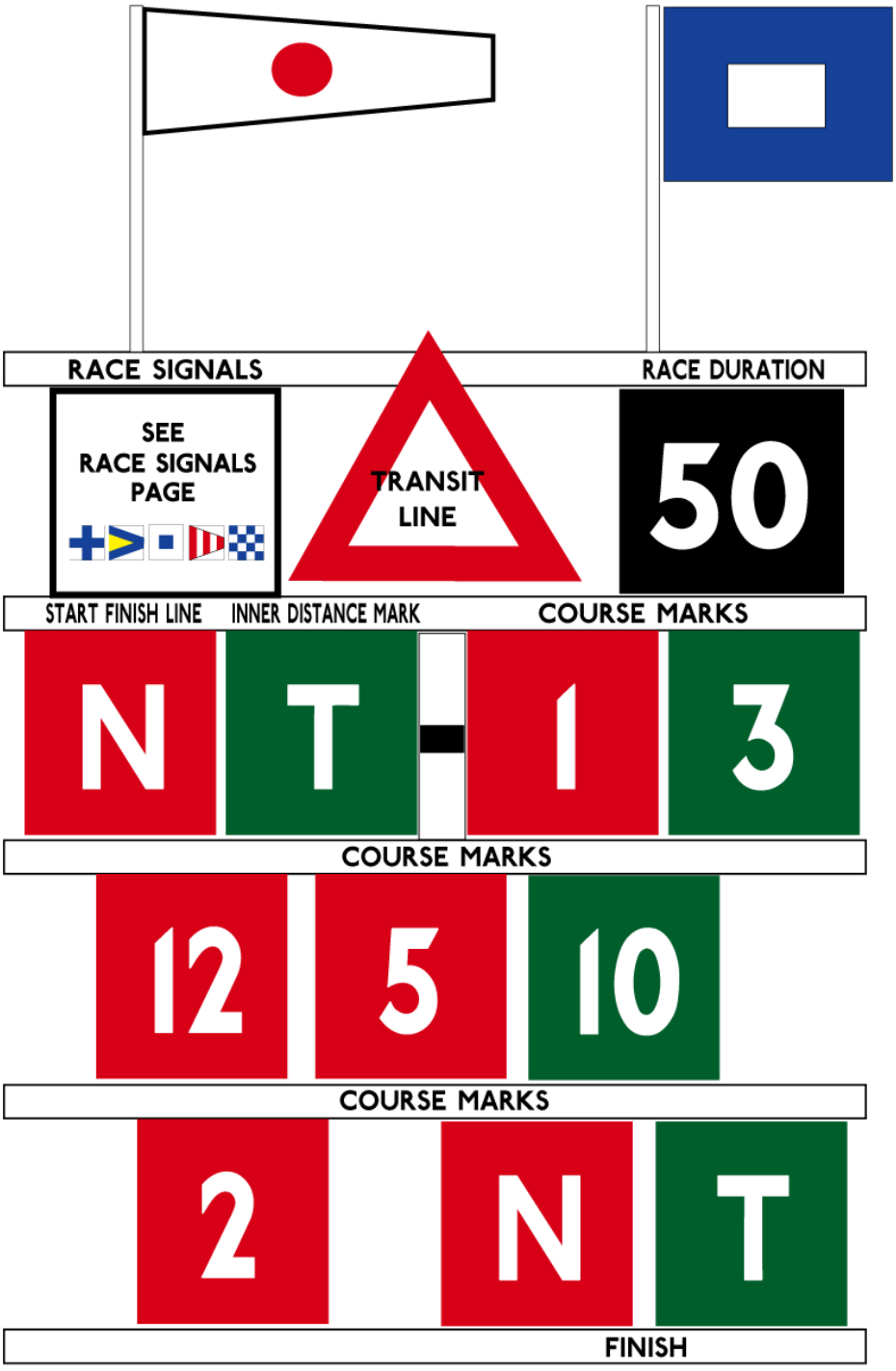
If necessary use a rib, as a committee boat.

COURSE MAP



This illustration shows how we would mark up the course map to show the race described on the transit board.
Marks '4', '11' and 'S' are not part of the course.

TRANSIT BOARD



**This transit board shows that it is 4 minutes before the start of a 50 minute race,
the start line is from 'N' to 'T' along a line from 'N' to the transit board,
the windward mark '1' is to be left to port, '3' to starboard, 12 to port, '5' to port,
'10' to starboard, '2' to port
and back across the finish line through 'N' and 'T'**

**If no inner distance mark is used, then leave a blank space,
the start line will then be from 'N' to the transit board.**

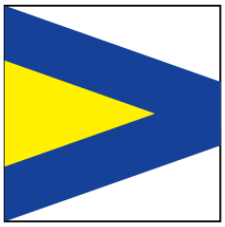
—— RACE SIGNALS ——

Signal: X

INDIVIDUAL RECALL - 1 Toot

Display when a boat or boats cross the start line before the start.

Remove when boat or boats have returned to the pre-start side of the line.



Signal: First Substitute

GENERAL RECALL - 2 Toots

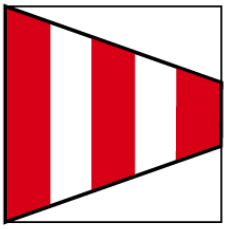
Display for a General recall.

The PREPARATORY signal for the restart shall be made 1 minute after first substitute signal is lowered.

Signal: S

SHORTENED COURSE - 2 Toots

Display to shorten the course (or time) as the first boat is approaching the preceeding mark before the finish.



Signal: AP

RACE POSTPONED - 2 Toots

Display to postpone a race before the starting signal.

The WARNING signal for the restart shall be made 1 minute after the AP signal is lowered.

Signal: N

RACE ABANDONED - 3 Toots

Display when racing is abandoned.

—— RACE RECORD SHEETS ——

These can be found in a plastic envelope in the race officer's kart.

Fill in: Event/Date /Race officers name.

Make sure all racers have signed in on the Race record sheet with their name, boat type and boat number.

Record each boat's lap time, every time they cross the start finish line, this will keep tabs on the number of laps completed.

After racing please pass your race record sheet to Paul Williams or a senior club member. If this is not possible, please leave it attached to the race clipboard.

—— SAILWAVE ——

For non-series events such as Open Meetings, RNLI Regatta, Bart's Bash, Icicle Race, All Fools Race and the AGM Charity Cup. A laptop loaded with race management software 'SAILWAVE' (and full instructions on how to use it), is stored in the cupboard under the TV screen. Please ask a senior member before use.

—— RULES IN PRACTICE ——

The latest edition of The Rules in Practice by Bryan Willis can be found upstairs in the bookrack. It explains what you can and cannot do at each stage of a race. It also contains the Rules and Appendices in full.
It might help you in sorting out any disgruntlements that might occur on the water. Please keep it in the bookrack, it is there for everyone to use.