

Responsibilities

The club handbook contains a timetable detailing all racing events and the name of the Race Officer on duty for that day.

It is your responsibility to ensure that you and your ARO are available to perform your duties or to arrange for suitable replacements at least 2 weeks before the event.

You are also responsible to ensure that any persons providing after sailing food are contacted in the event that racing is cancelled, re-scheduled or finishes early. A contact name and number is provided on the after sailing rota displayed near the kitchen.

On the day

- 1) Arrive at the club no later than 1 hour before the published start time.
- 2) Confirm which fleets are sailing and in what order.
- 3) Check equipment:
 - a) This Guide
 - b) Course Card – current LBSA and B2 for other classes
 - c) Digital Watch
 - d) Horn
 - e) Radio
 - f) Result Sheet and Pen
 - g) Flags and course numbers – are on the committee boat.
- 4) Assess the conditions – under extreme conditions (> F7) consider:
 - a) Postponing the start for up to 1.5 hours to allow for a change in conditions.
 - b) Abandoning the race if there is clearly insufficient time for conditions to improve.

Note: As a rule in marginal conditions the Race Officer is asked to make the final decision to postpone or abandon from the committee boat.




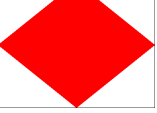
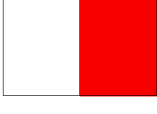
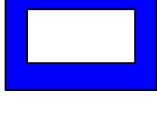

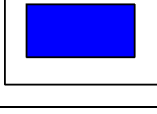
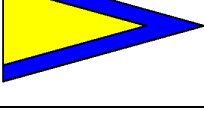
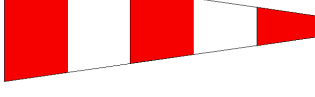
- 5) Hoist the club burgee on the main mast at the clubhouse.
- 6) Ensure that you are on the committee boat at least 15 minutes before the start of the first start sequence. You will need to make contact with the rescue crew at least 15 minutes before this to arrange for transport to the committee boat.

On the committee boat

- 1) Are the conditions suitable for racing? If not consider:
 - a) Postponing the start for up to 1.5 hours.
 - b) Abandoning the race.
- 2) Raise the club burgee on the foremast.
- 3) Raise the orange flag on the foremast; this indicates the start and finish line.
- 4) Assemble the course display frame on to the foremast.

- 5) Identify required flags and attach to halliards. You will need the class flag for each class racing plus the P, X, S code flags, the first substitute and the answering pennant. The X flag is on a hand-held board.

Note it is vital that the correct flag is used for each fleet since the sailors are looking specifically for their flag.

Name	Flag	Class / Use
D		Dart 18
E		Handicap Cats
Z		LBSA
F		Fast Handicap Cats
H		Handicap Dinghies
P		Preparatory
X		Individual recall
S		Shortened Course
First substitute		General Recall
Answering pennant		Postponement

Setting the courses

- 6) Consider course options and wind strength. The course card gives guidance on course selection based on wind strength and direction. Further details are contained in Appendix I.

Note: A different course may be used for each fleet and each race. Courses should be chosen so all published races can be sailed using as much of the available time as possible.

- 7) Display the course number and class letter for each fleet and start buoy colour (blue, green or orange).

D	E		
23	2		

Note: Try to avoid changing the course once it has been displayed. Never change the course after the start sequence has begun.

- 8) Record the boat numbers for all the competitors on the water on the race result sheet.
- 9) For each class record the start time and fill in the times for the preparatory (-3 minutes) and warning (- 6 minutes) signals.

Starting the race

Classes should be started in the following order: LBSA, Dart 18, Fast Handicap Cats, Handicap Cats, Handicap Dinghies. For multiple classes, start each class 3 minutes apart such that the preparatory time for one class becomes the warning time for the next class.

All times should be recorded as actual times using 24 hour clock notation as follows hh:mm:ss. Eg: 13:15:12.

It is important that the race or races start at the published time the only circumstances, which should prevent this, are extreme weather conditions or safety issues. The race should not be delayed to wait for late competitors.

If there are two or less Handicap Cats combine the start with the Fast Handicap Cats start and hoist both the F and E code flags together when starting both classes.

On some occasions it may be advisable to start the second or third race for one or more fleets whilst waiting for another one or more fleets to finish racing. This can greatly increase the amount of racing time for each of the fleets.

Event	Time	LBSA	Dart 18	Fast Handicap Catamarans	Handicap Catamarans	Handicap Dinghies
LBSA warning	12:54	Z hoisted				
LBSA prep	12:57	P hoisted	D hoisted			
LBSA start	13:00	Z dropped		F hoisted		
Dart18 start	13:03		D dropped		E hoisted	
Fast Handicap Cats start	13:06			F dropped		H Hoisted
Handicap Cats start	13:09				E dropped	
Handicap Dinghies start	13:12					H Dropped P Dropped

- 1) Execute the start sequence using the times from the result sheet as follows :
 - a) At the warning time for the class hoist the class flag and make one sound signal.
 - b) At the preparatory time (3 minutes later) hoist the P code flag and make another sound signal. The P code flag will already be hoisted if a previous class is starting.
 - c) At the start time for the class (3 minutes later) drop the class flag and make another sound signal. If this is the last or only start in the sequence drop the P code flag.

- 2) Operate an individual recall for any boats that are on course side at the starting signal by making single sound signal and displaying code flag X.

Note: Code flag X is available on a hand held board.

- 3) If many boats are on course side at the starting signal or it is not possible to identify those that are then operate a general recall by making two sound signals and hoisting the first substitute. Re-start the sequence for this and all remaining classes by returning to step 8.

Note: The first substitute should be dropped and one sound signal made at least 1 minute before the sequence is re-started.

Finishing the race

- 1) Record the position and time of each boat at the end of each lap. Be careful some courses pass through the line several times for each lap.
- 2) Use the codes in the table below to deal with situations described in the table.

Note: DNS should only be used for competitors who were afloat at their preparatory signal and came to the start area but failed to start within the time limit. Any other competitor should be omitted from the results or included as DNC.

- 3) After one lap is complete estimate how long the race will last. Consider shortening the race to enable all races to be sailed in the given time. Pay particular attention to the last boat in each fleet when judging when to shorten. It is often better to set two shorter races followed by a third longer race extended to use the time available.
- 4) To shorten the course hoist the S code flag above the appropriate class flag and make two sound signals when lead boat is approaching a mark of the course prior to crossing the finishing line. To shorten for all classes hoist S code flag only.
- 5) As each boat completes the course, record its finish time and position and make one sound signal. Times must be recorded for all races.
- 6) Once the last boat has finished, drop any flags and remove all course indicators and schedule the next race as appropriate.

DNS	Did not start - The boat did not cross the line within the time limit. (But did come to the start area and was afloat at her preparatory signal.)
DNC	Did not compete - The boat did not come to the start area or was not afloat at her preparatory signal.
DNF	Did not finish - The boat did not complete the course for any reason.
RAF	Retired after finishing - The boat completed the course but chose to retire due to a rule infringement.
OCS	On course side - The boat was over the line at the start and did not perform the necessary corrective action.
DSQ	Disqualified - The boat was disqualified due to a rule infringement.

Leaving the committee boat

- 1) Remove and store all flags.
- 2) Replace all course indicators and remove course display frame.
- 3) Gather all equipment listed in the 'On the day' section, especially the VHF radio and result sheets.
- 4) Secure the committee boat.

Back at the club

- 1) Lower the club burgee.
- 2) Return all equipment to the storage area.
- 3) Report any equipment loss or failures.
- 4) Copy the results onto official results sheets one for each fleet and post them in the results tray (on the wall) by the notice board

- 5) Retain your own rough copies in case any queries occur in the future.
- 6) Remain in the club until the sailors have returned to give them chance to review the results and for any issues to be resolved. In any case remain for the duration of the protest time limit specified in the sailing instructions.

Appendix I – Course Selection

- 1) The 2005 course card is arranged in order of the first mark to allow the course to be chosen more easily. Simply choose the buoys which is in the direction the wind is coming from. Courses are sub divided into (L)ow, (M)edium and (H)igh wind strength.
- 2) For a good breeze say F4-F5 Dart 18's and Handicap cats should be given longer courses. Look for courses that include A and/or B when the wind is in the Northern sector.
- 3) Shorter courses suit the slower / smaller boats in most wind conditions and all classes in light winds.
- 4) Consider water depth when choosing a course. When sailing over a modest tide the first and last race should avoid known low water areas.
- 5) If possible select a different course for Dart18, Fast Handicap Cats, Handicap Cats and Handicap Dinghies since the speed and draught of the boats are different.
- 6) If in doubt the fleet captain or one of the regulars will be more than happy to advise on the course for their class.