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.

On the day

1) Arrive at the club no later than 1.5 hours before the published start time.

2) Confirm which fleets are sailing and in what order (talk to the fleets in the boat park)

3) Check equipment:
   a) This Guide
   b) Course Card
   c) Digital Watch
   d) Horn
   e) Radio
   f) Result Sheet, Clipboard and Pen
   g) Flags and course numbers – are on the committee boat.
   h) Anemometer (if you have one)

4) Assess the conditions – if the wind is at 25 knots or above consider:
   a) Postponing the start for up to 1.0 hours to allow for a change in conditions.
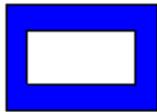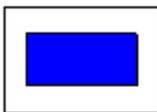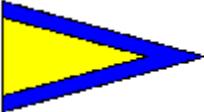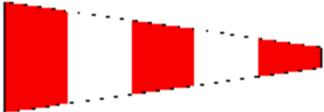   b) Abandoning the race if there is clearly insufficient time for conditions to improve.

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, or from the causeway if necessary.

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 1.0 hours.
   b) Abandoning the race.

2) Raise the club burgee on the foremast; this indicates the start and finish line.

3) Assemble the course display frame on to the foremast.

4) Identify required flags and attach to halyards. 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
C		Fast Cats
D		Dart 18
H		Handicap Dinghies, Dart 16
V		Cruisers
P		Preparatory
X		Individual Recall
S		Shortened Course
First substitute		General Recall
Answering pennant		Postponement

Setting the courses

1)   When selecting the courses, consider the course options described in Appendix 1, wind direction and wind strength.

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.

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

D	C	V	
5	12	1	

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

3)   Record the boat numbers for all the competitors on the water on the race result sheet.

4)   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: Fast Cats, Dart 18,Handicap Monohulls and Dart 16s, Cruisers.

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 (see example below).

All times should be recorded as actual times using 24 hour clock notation:

hh:mm:ss. Eg: 13:15:00.

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

If there are two or less Fast Cats or Dart 18s, consider combining their start, and hoist both the C and D code flags together to start the sequence for both classes. They may also be combined with the Handicap class if required.

On some occasions it may 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.

Example Start Sequence for three Fleets

Event	Time (example)	Fleet			
		Fast Cats	**Dart 18**	**Handicap**	**Cruisers**
Fast Cat warning	12:54	C hoist ↑↓			
Fast Cat prep, and Dart 18 warning	12:57	P hoist ↑↓	D hoist ↑↓		
Fast Cat start and Dart 18 prep, Handicap warning	13:00	C drop ↓↓		H hoist ↑↓	
Dart18 start and Handicap prep	13:03		D drop ↓↓		V Hoist ↑↓
Handicap start	13:06			H drop, P drop ↓↓	
Cruiser start	13.09				P Drop ↓↓ V Drop ↓↓

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.

Note: The timing of the flags is more important than the sounds, although ideally they should occur together.

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 over, then operate a **general recall** by making **two sound signals** and **hoisting the first substitute flag**. Re-start the sequence for this and all remaining classes by returning to step 8 above.

Note: The first substitute should be dropped and one sound signal made at least one minute before the sequence is re-started (and it is common practice to make this exactly one minute).

Finishing the race

1) Record the position and time of each boat at the end of each lap (the Finish line being between the mast flying the club burgee and the ODM (Orange mark).

2) Use the codes in the table below to deal with situations described in the table.

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 all flags except the burgee 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 stow all flags, course indicators and the course display frame.
2)   Gather all equipment listed in the 'On the day' section, especially the VHF radio and result sheets.
3)   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 to the Captain.
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 1 – Course Selection

1) The current course card offers up to 60 pre-set courses to suit wind strength and wind direction.

2) Most races need to start with a leg to windward. To select a course simply select the course number with the first mark in direction of the wind (aim to start with a beat). For example wind from the west, mark 6 would be a good first mark.

3) Next, consider the wind strength, time available, and the addition of some variety to the day's racing. Pick a course length based on L (Light Wind), M (Moderate) Wind) and H (High Wind), L,M and H can be seen in the second column on the course card.

4) In certain circumstances, you may wish to design your own course. Bear in mind that it will be used by all fleets. To do so, indicate sequence of marks on the display frame.

   Reasons to create your own course would include for example:

   - Very strong winds, making reaches difficult: set a W/L course, e.g. A 2 for a NW.

   - Very light winds (where the Handicap courses may be too long): e.g. 5

   - Shallow water when we have moderate tides – especially for the first or last races. The water around Marks 2, 4, and 8 can often be too shallow in these circumstances.

   - Variety, to suit the boats out on the day:
     - If there are many asymmetric spinni boats, set a W/L course.
     - Or if there are few of them, set a reaching course.

5) Maximum number of laps is indicated on the course card. It is therefore likely, but not required, that courses are shortened.

6) If in doubt, the fleet captains, or one of the regulars, will be more than happy to advise.