



TEWKESBURY CRUISING AND SAILING CLUB

OPERATING PROCEDURES

RACE OFFICER

Thank you for undertaking your Race Officer duty. If you have any issues or concerns with carrying out your duty please bring these to the attention of the OOD.

Please arrive at least 30mins, preferable 1hr, before the advertised race start time.

As Race Officer, you are responsible for the safe running of races – this includes the safety of club members when on the water. With the OOD, you should decide if the conditions are suitable and safe for racing, whether the Y flag - PFD's (Personal Flotation Device) for all competitors - should be flown and if you have adequate safety cover.

You should be familiar with the TCSC Sailing Instructions.

Collect one of the 2-way radios from the Clubhouse and carry out sound checks with the OOD, Clubhouse and safety crew.

The safety boat crews should arrive in enough time to launch the safety boats needed, be on the water before the launch of the first dinghy and place marks. Brief the safety crew on their deployment and where to place the racing marks. The safety boat must be manned at all times during racing and patrolling. You may need to postpone the start of the race if they are late!

At the Race Hut

Check the Race Office logbook for any issues noted on previous days to see if there are any recurring themes that you may have to deal with (E.g. hooter malfunction). Start recording the day's events.

1. Hoist the ensign on the race hut mast.
2. Hoist the Y Flag if required.
3. Check the radio clock is working.
4. Check in the sailing programme which races you are running.
5. Prepare the race entry sheets for each of the day's races.
6. Put pen, pencils and paper out.
7. Hang the start flag board on the railing.
8. Check the start line transit between the mast on the race hut and the post on the bank.
9. The start direction should be chosen so that boats start upwind. Where it is not clear which direction is upwind, the start should be upstream.
10. Set the course taking into account the prevailing wind direction and strength.
11. Put the course marks out on the board on the front of the race hut.
12. Check the sound signal (bell preferred to hooter).

If there are any junior members sailing (under 16), ensure that they are wearing a suitable PFD (Personal Flotation Device) at all times.

Attach "AP" (postponement) & "S" (shortened course) flags to the halyards ready for use if required.

A table of flags and their use is listed at the end of this document.

When starting from the Clubhouse, the same considerations should be made and guidelines apply.

SETTING THE COURSE

Marks are normally set as follows:

- Mark 1 downstream – between the clubhouse and cruiser slip
- Mark 2 upstream – within sight of the race hut
- Mark 3 – upstream of mark 2, wind permitting
- (optional) Mark 4 – upstream of mark 3, wind permitting

If you are feeling ambitious, within the club basement there are more marks (4,5 & 6) and passing marks (pass to starboard = green with a black band, pass to port = red with white band). Be cautious when asking the sailors what course they would like – you may take advice but it's your call!

Setting the course board

Display the course on the board at least 15 mins before the time of the race. The numbered mark plates should be placed on the course board to describe the order and direction of mark rounding. (Green plates - leave the mark to Starboard, Red plates leave the mark to Port).

Mark 1 should ALWAYS be left to starboard (green) so that boats turn away from the moored cruisers for safety reasons.

Leading Legs

If you wish, you can set a leading leg at the start of the race. This is the first lap that sailors must sail to before following a shorter repeating course i.e. 1,3,1,2,1,2,1,2 etc.

If you do so, please denote the course board so that it is clear this is the intention by leaving a space between the leading leg marks and the main course.



Without the space the course would be 1,3,1,2,1,3,1,2 etc. as shown below.



You do not need to repeat subsequent roundings if these are the same.

Average Lap Calculations

To enable 'average lap' calculations for the slowest boats in a points or window start you cannot use a leading leg.

If using average lap timings, boats can only be finished at the end of a **complete** lap ie. 1,3,1,2, (1 lap) or 1,3,1,2,1,3,1,2 (2 laps). NOT 1,3,1,2,1,3.

If you are running a few minutes late don't worry, start using the clock and start board signals as normal. If the start is going to be delayed for more than 10-15 minutes then the Postponement flag should be

raised at the race hut or at the starting location and two sounds made to bring it to the racers attention. When you are ready to start, remove the "AP" with 1 sound signal one minute before raising the Warning signal which is 5 mins before the planned start. i.e. the removal of the AP is 6 minutes before the start.

STARTING THE RACE

The race may be a '**window**' gate, '**points/handicap**' for a mass start, or a staggered '**pursuit**' where the slowest boats start first. The safety boat crew can help you if conditions allow. Start all races using the 5,4,1,GO time sequence:

- 5 minute – sound and raise warning signal for first start
- 4 minute – sound and raise preparatory signal
- 1 minute – sound and lower preparatory signal
- GO – sound and lower warning signal (and raise warning signal if there is a second start)

A boat has started the moment any part of the boat, sail or crew in any position breaks the line.

If this happens at the time of the boat's start then you may hail each boat that is over the line, but it is up to the sailor to decide if they were over or not. You 'should' make a sound signal (e.g. shout xyz you are over the line) and raise the recall X flag until the boat returns or for 4 minutes. If a boat fails to return, mark its' result as OCS (On Course Side) on the results sheet.

For a general recall (e.g. if there has been an error in the starting procedure or a boat was over the line but you cannot be sure which boat) make two sound signals and raise the general recall flag, then 1 minute later restart the start sequence with the 5-minute warning.

For a window gate start, record all start times. For a pursuit start the slowest boat entering receives the full start sequence, with all subsequent boats receiving a sound signal at their start time. Make sure each class gets its' timed start signal. The OCS rules apply to all types of start.

Check all the starters on the race sheet with their sail number and name of helm. (If in doubt, please ask someone his or her name, we need accurate results!). Keep each race on a separate sheet. After all the racers have started, ensure that you remain in a suitable position where you can monitor the race:

- Mark off completed laps recording each boat's time.
- Watch for retiring boats.
- Watch for boats infringing rules or missing marks.
- Watch for boats capsizing or in difficulty.

Check how long each lap is taking for the first and last boats so you can then work out how long the race will take – aim for an hour per race with at least 45mins for the fastest boat. Keep in mind the start time of the next race and the length of break needed for rest between races. Note: Pursuit races cannot be shortened.

Ensure the safety boats are patrolling their allocated areas. If boats are sailing out of sight of the race hut, especially upstream, ensure that the safety boat is able to see where you cannot.

As each boat touches the line to cross it, sound the horn/bell and record their race time. However, a boat has not officially stopped racing until the whole boat passes through the line.

A pursuit race finishes at a particular time so it will probably be necessary for the rescue boat to take the clock and race entry sheet to record positions on the water, if it is safe to do so.

Since the wind varies during the race, it is sometimes necessary to shorten the course to keep within the time limits. For a window or points race the course can be shortened so that competitors can finish passing either way through the line i.e. finishing a complete lap (to enable average lapping) or part of a lap. After the lead boat has reached or passed the last mark, display the "S" flag and make two sound signals.

Do this from the safety boat if that is going to form the line with the next mark. Finish the boats as they cross the finish line. Make sure you record the actual time.

After all the boats have finished, calculate their corrected race time under handicap using the Portsmouth Number for each class. $\text{Corrected Time} = \text{Elapsed Time} \times 1000 / \text{Handicap}$. The PY numbers in this handbook should be used.

Award the correct positions and points to each boat in their respective fleets. Any boat retiring from the race must also be scored. Use RYA Appendix A of the Racing Rules – Low point scoring system:

- First place = 1 point
- Second place = 2 points
- Third place = 3 points
- And so on...

All other boats (e.g. those retiring or disqualified), score points one more than the number of boats competing in that race. Refer to the Rulebook for a tied situation.

Display the race results in the Clubhouse. The Sailing Secretary will use these sheets to enter the results into Sailwave. If you are unsure with your PY calculations, don't worry as Sailwave will recalculate the times.

Protest forms are available in the Race hut and Clubhouse. The OOD will appoint a protest committee and chairman to deal with any protest on the day if possible. If necessary, ask a member of the sailing committee to help you. Further information will be found in the Sailing Instructions and RYA rule book.

ON COMPLETION OF RACING

- Strike all the flags and store away correctly.
- Bring in the plates from the course board.
- Ensure all the race participants are ashore before the safety boat crews are stood down, the marks collected and the safety boats returned to the cellar.
- Ensure everything in the race hut is put away in its proper location and ready for the next user.
- Lock up the Race hut and fuel store when the fuel tanks have been returned.
- Return all radios to the Clubhouse.

Note any problems with the equipment in the Race Office log book and also report to the OOD.

Note/report any incidents, accidents or near misses in the Accident book in the Clubhouse.

LOCK UP AND RETIRE TO THE BAR Join the sailors in the bar. They will all want to buy you a drink for being such a good race officer!

THANK YOU VERY MUCH FOR YOUR TIME

Window Races

The following races use a 10 minute window start:

- All cruiser races
- Pipe Bridge
- Picnic Race

Follow the normal start sequence (5,4,1,Go), however the start signal indicates the opening of the window.

The Race Officer needs to accurately record the time each boat crosses the start line. A boat has started the moment any part of is (hull, sail or crew) crosses the line.

At the end of the window, the race officer rings the bell once to indicate such. Any boat starting after the closure of the window should be given the window closing time as its start time. Any boat not starting within 15 minutes after the closing of the window shall be recorded as DNS (did not start)

For cruiser races the race should last at least 45 minutes for the fastest boat. Boats are finished when they cross the line, a sound signal should be made and the boat's finish time recorded. The time is taken from when any part of the boat crosses the line, however all of the boat has to completely sail through the line for the finish to be recorded. All boats need to finish with all of the crew as it started on board.

After the race, take the actual start and finish times to calculate the result. The TCSC published cruiser PY numbers should be used. The boat with the shortest corrected time has won.

Points/Handicap Race

In points races, all boats start at the same time, or in flights 5 minutes apart.

Flights can be used if more than 8 boats have entered a race, or to accommodate a junior flight, at the Race Officer's discretion. There may be a single race result so ensure all times are recorded.

Follow the start procedure. If flights are used, the start of the first flight is the 5-minute signal for the next flight and so on. If using flights, the just dropped warning flag should be dropped and re-hoisted at the correct time with the sound signal.

Races should last between 45 and 60 minutes for the leading boat, however bear in mind the difference in speed between the fastest and slowest boats when determining when to finish boats.

To finish, use the instructions above. Boats are finished when they cross the line, a sound signal should be made and the boat's finish time recorded. The time is taken from when any part of the boat crosses the line, however all of the boat has to completely sail through the line for the finish to be recorded. All boats need to finish with all of the crew as it started on board.

After the race, calculate the corrected times. The published PY numbers within this handbook should be used.

The boat with the shortest corrected time has won.

Pursuit Race

In pursuit races, the slowest class of boat starts first and the faster classes of boats start later and attempt to catch and overtake the slower boats before the end of the race time.

As this type of race has different start times for each class of boat, the finish time is fixed and this cannot be altered. If you need to delay a race, use the appropriate *Pursuit Race Start Time* sheet for a later finish time.

On the *Pursuit Race Start Time* sheets, the popular classes are highlighted in yellow to assist. The sheets show the **race finish time in bold** at the top and list the start times for each class of boat. There is a selection of *Pursuit Race Start Time* sheets available for different race end times at 15-minute intervals e.g. 12:00 noon, 12:15pm, 12:30pm etc...

The start sequence and the start signals are used to start the slowest entering boat. See the *Pursuit Race Start Time* sheets for the start times. After the first boat has started, ring the bell once at the start time for each of the other classes of boat racing. There are no visual signals for the later starts.

The race ends at the stated finish time and the relative positions of the boats on the course is their finishing position.

At the finish time, sound the signal and record the positions of every boat. To assist, and if safe to do so, you may choose to finish from the safety boat (or delegate to the safety crew) as an alternative to staying in the race hut. If doing so, ensure you know who the lead boat is and use the safety boat to follow this boat for the last 5 minutes or so of the race. Competitors are expected to continue sailing and hold their finishing position until advised they have been recorded.

If using the safety boats to finish a pursuit:

- Make sure they are finished in order – starting at the lead boat.
- If there are any areas where boats may change position within the last few seconds, ensure you are confident with the correct order.
- If any boat has turned around before you get to it, record their position in the order that you find them.

Flags used for managing racing

Flag	Letter/Name	Used for
	AP (answering pennant)	Postponement of race start
	N	Inexperienced sailors should not go on the water
	Y	PFD to be worn at all times whilst racing
	Numeral 1	5-minute Warning signal
	P	4-minute Preparatory signal
	S	Shortened course
	Z	End of dinghy pursuit race
	1st Substitute	General recall at start of race
	X	Individual recall