

Race Officer Duties for Club Racing

1. **Please read these notes well before the day** and also check the Club Sailing Instructions (particularly Definitions of Start Line, Finish Line, Start Time, Time Limits & Flags).
2. Arrive **at least 1 hour** before the first start. Race Officer can be a two man job so arrange for someone to help with Flags, Timekeeping etc., Check with safety boat crew, Check equipment in the box; clock /watches /flags /sheets pens/radio etc. Always do a radio check before the safety boat goes afloat (see below). Have a MOBILE PHONE.
3. Liaise with the Duty Officer or other experienced club members to decide on the Course, the Start Line, the positions of the buoys and if the weather is bad on the possibility of cancelling or postponing the racing. Advise the Safety Boat officer on what buoys are required and where to place them.
4. Write out the Course on sheets provided to include: Time of Start, Code Flag and Race Number for each class. Place on the Course Board 20 mins before the start together with the signing on sheets on the table below the Course Board.
Display the Keelboat Course Numbers (if required) against the waterfront fence at least 15 mins before the start.
5. **POSTPONEMENT OF START**
Reasons to Postpone: Clock Stops! Marks not laid Safety boat not ready, too much wind, not enough wind, or any other good reason.
To Postpone: For any reason prior to the start time for an indefinite period Hoist the Answering Pendant with TWO sound Signals. To Start a postponed race, Sound One signal and lower all flags. One Minute later commence the Starting Sequence (see below).
6. **TO ABANDON RACING:**
A race may be abandoned before the start or during the race when weather conditions are liable to be adverse to competitors and that the safety boat cannot reasonably provide the necessary cover or in the events of very light/no wind. To Abandon hoist code flag "N" and sound THREE Long signals, then liaise with the safety boat to ensure all crews are accounted for.
7. **TO START A RACE / STARTING SEQUENCE** (For 4 classes of boat. Miss out or add any section as appropriate)
First Check the Radio, check the Safety Boat is ready and all marks are laid.

Signal	Flags		Sound	Minutes before Start	
Warning (Fast handicap)	T up		1 Sound	5	
Preparatory	P up		1 Sound	4	
One Minute	P down		1 Long Sound	1	
Start & Warning (Medium)	T down	K up	1 Sound	0	5
Preparatory		P up	1 Sound	4	
One Minute		P down	1 Long Sound	1	
Start & Warning (Keelboats)	F up	K down	1 Sound	5	0
Preparatory	P up		1 Sound	4	
One Minute	P down		1 Long Sound	1	
Start & Warning (Slow)	F down	O up	1 Sound	0	5
Preparatory		P up	1 Sound	4	
One Minute		P down	1 Long Sound	1	
Start		O down	1 Sound	0	

8. RECALLING EARLY STARTERS

When a boat (or boats) is over the line at the start, a SECOND sound signal shall be made and the Class Flag shall remain dipped (Half mast) until all the offending boats have correctly restarted or four minutes have elapsed. If you cannot identify **all** the offending boats, then a GENERAL RECALL should be signalled by TWO sound signals and hoisting IC Flag 1st Substitute. After 1 minute the ICF 1st Substitute should be lowered with ONE sound signal. This indicates the 5 min Warning for the next Class. The offending class will start last.

9. DURING THE RACE

Keep the race box manned at all times If you have to leave the box take a radio handset with you

Direct the Safety Boat to assist those who appear to be in trouble (not only capsized boats), and give priority to the safety of persons not boats. Keep an eye on the racing marks, if they need moving, go aground or drift. Note the lap time of the leading boat in each fleet by considering the number of laps to be sailed Confirm that

there should be sufficient time to finish within the time limits (see club book for time limits of different classes)
Mark off the positions of each boat in the race as it completes a lap on the signing on sheet (write one out in the case of keelboats). Keep track of the fleet leader and the number of laps sailed

10. SHORTENING COURSE

Shorten the course if several boats in that class are unlikely to finish the race within the time limit (be watchful especially in a dying breeze - [e.g. evening racing]).
For Keelboats the race can be shortened at any time and shall finish on the next crossing of the finishing line.

For Dinghies, signal the intention to shorten as the leading boat in the shortened class is about to round a mark. After rounding this mark the boats should usually proceed to an open finishing line between the club and the white spot on the Anglesey shore.

To Shorten: Hoist IC Flag "S" together with the appropriate Class flag and sound TWO LONG Sound signals. Hang equivalent boards on outside of the railings and switch on flashing orange light and place on railings.

11. THE FINISH

Note boats finishing position and write down accurate finishing time in Hours, Minutes and Seconds for Handicap Boats and sound One signal if that boat started and finished correctly.

12. THE RESULTS

See Using The Computer otherwise calculate the results manually as follows:-

$$\text{Elapsed Time} = \text{Finish Time} - \text{Start Time}$$
$$\text{Corrected Time} = \text{Elapsed Time (in seconds)} \times 1000 \div \text{P.Y. Number}$$

Use the following Abbreviations if necessary on the Results Sheet

DNS = Did Not Start = No. of Starters + 1 point. **OCS** = On course side of start line = No. of Starters + 1 point
DNF = Did Not Finish = No. of Starters + 1 point. **DSQ** = Disqualification = No. of Starters + 1 point
P = Subject to Protest

Pin the results on the Course Notice board (As soon as possible)

13. Ensure all boats are accounted for (? any trolleys left on the beach) and buoys retrieved before dismissing safety boat. **STAY IN RADIO CONTACT UNTIL ALL BOATS INCLUDING THE RESCUE CREWS ARE ASHORE**

14. Assist the DO in organising manpower to recover the rescue boats

15. Put away flags and Course numbers, switch off and lock up the radio and lock the Box: Report any problems and hand any protests to the O.D.

16. **Tea Time! WELL DONE & THANKS (you have, hopefully, provided many people with enjoyable racing).**

USING THE V.H.F. RADIO

If you are unfamiliar with the radio please follow these notes.
If you are familiar please see notes on Emergency Procedure

Before the Safety boat goes Afloat

Switch on radio; select power 1W and Channel 37 on base and all handsets

To call the Safety Boat.

Say "**P.D.SAFETY, P.D.SAFETY, THIS IS LINE, DO YOU READ? OVER**". Try Again if no answer.

Safety boat calling line

You will hear "**P.D.LINE, P.D.LINE, THIS IS SAFETY. DO YOU RECEIVE? OVER**".

Please Remember

Press the Switch on the microphone when you speak, and say "**OVER**" before you release the switch when you have finished talking. **Keep the O.O.D. Box manned at all times**, and keep a watch for any capsized dinghies. If you have to leave the box Take a Handset With You.

EMERGENCY PROCEDURE

If a sailor is badly injured, and an ambulance is required the procedure is as follows:

You will be called by Safety: "**P.D.LINE P.D.LINE THIS IS SAFETY. DISTRESS, DISTRESS. AMBULANCE REQUIRED, OVER**"

It is imperative that you reply immediately, you will be given the number of persons injured, and a description of the injuries. Acknowledge the information back to Safety. Call the Ambulance - Arrange for helpers The Safety boat will reach the jetty. Stand by the O.O.D. Box for further information from the Safety Boat.