



## SUMMER SERIES A & B Race Officer Guide

- ❑ **2 Races back-to-back using PY handicaps**
  - Approx 60 minutes per race for the leading finisher
  
- ❑ **3 Fleets, separate starts (refer note 1)**
  - Fast: PY 1099 and faster Flag F (RS Aero6 and faster)
  - Medium: PY 1100 to PY 1191 Flag O (Laser Std/ILCA 7 and slower to include Laser Radial/ILCA6)
  - Slow: PY 1192 and slower Flag T (Miracle and slower, including ILCA4/Laser 4.7)
  
- ❑ **Races 1** is triangular course, average laps, with inner course for Slow Fleet
  
- ❑ **Race 2** is triangle/sausage, **not** average laps, with inner course for Slow Fleet

### Notes

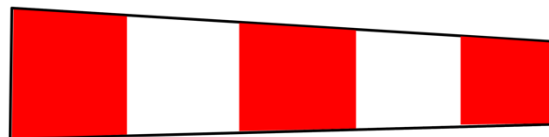
- 1 If there are insufficient competitors to form a Slow Fleet, 'Slow Fleet Competitors' can be incorporated into the Medium Fleet and be allocated an 'on the day' race result. In such a case, 'on the day' results will count towards the wider series results of Medium Fleet, not the Slow Fleet Series.



# Don't Panic

## ❑ There's a problem before the first start signal:

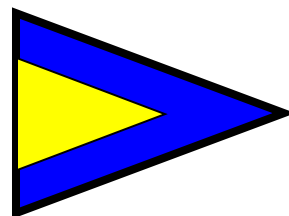
2 hoots +



- signal a postponement, then follow the procedure given on the 'Start page'

## ❑ There's a problem which affects the fleet which has just started:

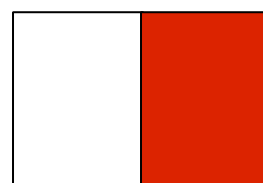
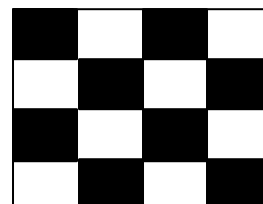
2 hoots +



- signal a general recall for that fleet
- if the problem affects other fleets yet to start then signal a postponement
  - fleets not affected can continue racing

## ❑ Abandoning all races because of:

- error in starting procedure
- foul weather
- insufficient wind to finish within the time limit
- a missing mark
- anything affecting safety or fairness
- N / H with 3 hoots
  - see RRS 32.1





# Organisation

## *Duties start at 09:15*

### ☐ **Shore Team - Race Officer (RO) and Ass't RO:**

- Take charge of all shoreside activities, including starting and running the racing, timekeeping, presentation of results and securing all the fittings, buildings and both compounds after racing
- Pull conveyor belting down the beach
- Organise race signal boards, signing-on sheets and timesheets
- Write race info (e.g. who's on duty, race duration, forecast, HW) on whiteboard in club entrance foyer. Manage Covid Track and Trace list
- Switch on race box radio power supply at mains
- Prepare and check the radios (portables will switch on to the correct Channel 1 – make sure they are set to 'L', not 'H', set base station at 1W Channel 0)
- Put the transit pole on the beach and align with start mark when laid
- Work together and liaise with the Helm and Crew on the RIB
- RO and Ass't should always stay on shore (unless RO organises replacements for them, in order to man the second RIB)

### ☐ **Safety Boat Helm, in conjunction with RO on shore:**

- Take all decisions regarding waterside activities, including whether or not to go to sea; final decisions regarding racing rest with the RO [Refer Note 1]
- Go to sea to lay an **offset** triangle/sausage course, with windward start (where possible)
- Decide on the number of safety boats required (minimum one on the water and a second boat with engine run up and ready at the top of the beach)
- Ensure that safety boats are prepared and crews available
- Stay at sea with the safety boat crew for rescue duties

### ☐ **Safety Boat Helm and Crew:**

- Make ready one boat (full fuel tank in place, engine test run) for use
- Make ready the second boat (full fuel tank in place, engine test run) and leave at the top of the beach
- Take 2 radios (strapped on inside life-jacket) and burgee - hold handset ~15cm from mouth when speaking
- ***Wear the kill cord when driving!***
- Note any problems with equipment and report later in Safety Log
- Get help launching - four helpers should be OK, but more are needed if it's very rough - if it's rough, you'll need to get the helpers to push you well out through the shore break - ***no helpers, then no launch***

*NOTE 1 – Remember, postponement to allow time for conditions to improve is an option. Clear decisions are welcome by all – e.g. review after ½ hr, 1 hr, or even 2hr preferable to missing racing or ambiguity. Weather forecast and tide times are the key inputs to this decision.*



## Please note:

- ♦ Ultimately, the safety of Safety Boat Crew, sailors and shore crew are the primary concern.
- ♦ RO should ensure that the Safety Boat Helm and Crew are up to the conditions on the day and have adequate clothing
- ♦ Portable radios should be set to 'L' (not 'H')
- ♦ Each RIB to have **two** radios (**but only one switched on at any given time**)

**NB: if the course is at or approaching low tide, make sure the start is set far enough out to avoid grounding. If in doubt ask a boat with a long centreboard/daggerboard (29er, RS400, 500, 700)**

*If you would like **help or advice**, ask one of the **mentors**: see list on notice board in the race box.*

***Don't Panic! - Use the Don't Panic sheet....***

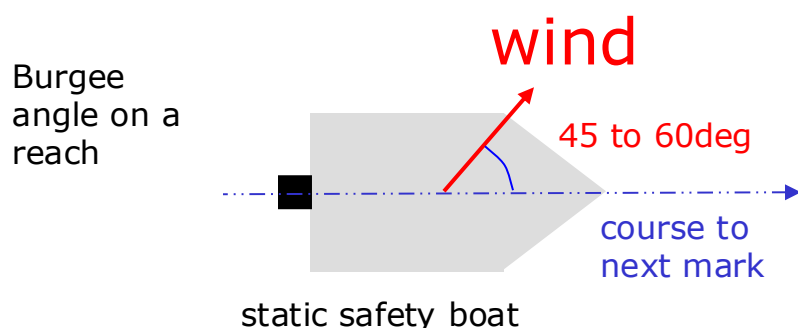


# Course Laying

## Offset Triangle / Sausage - *also next pages*

- ❑ Marks: anchor over the side first - make sure the rope and chain stream freely
  - ❑ Start and finish buoys no more than 30m apart: check after laying the rest of the course, **to achieve an unbiased start line - see next page**
  - ❑ Windward mark roughly 2/3 of the way to Beecham's Buoy in a SW3 - aim for lap times of ~15-20 minutes for an average boat
  - ❑ Slow fleet course marks (dumpy black ones) - position windward one about 2/3 of the way to the outer course windward mark; Topper course wing mark (dumpy black) goes just inside the outer course second reach
  - ❑ Wing marks should be set to give one tight and one broad(er) reach with an included angle of between 60 degrees (45 if windy) between them and the windward leg
  - ❑ With the safety boat static on the **reach**, the burgee should point between 60 degrees (light wind/tight reach) to 45 degrees (strong wind/broad reach) from the line of the reach
- if it's rough most boats will be surfing fast - so not too tight**
- ❑ Check and adjust the start line bias, if needed
  - ❑ Try to allow for the tide biasing the beat and reaches, especially at half tide springs and with light winds.

**Note:** If the beat is likely to be near Beach Green & the kitesurfers are out then set the Northerly Wind Port hand course (windward mark close to the club)





# Course Laying: Laying the Start Line

*also see next page*

- Start and finish buoys about 30m apart: check / adjust after laying the rest of the course, **to achieve an unbiased start line. Make sure they are far enough into deep water at low tide.**
- **(Case 1) IDEAL TRUE START LINE AT 90 degrees TO THE WIND. *You can do this if the wind is on-shore and within 0 to ~30 degrees of along-shore*** (includes: **W, SW, E, ESE**) => **start line at 90 degrees to wind**, as shown, dotted, for SW, for example (use the burgee!) and **limit mark NOT in on lap 1 - position limit mark slightly off-shore of the start mark.**
- **OR (Case 2) REACHING START WITH LIMIT IN. *If wind is off-shore or within ~60 degrees either side of square on-shore.*** In these cases you **cannot lay the line at 90 degrees to the wind, so => limit in on lap 1**, and lay the start line so that it takes an equal length of time to sail (beat, reach or run) from either end of the line to the limit mark, consistent with you being able to sight along the line from the Race Box.  
For **off-shore, NE or NW**, angle the start line (dotted) **back a little** as shown in diagrams, next page; then **position the limit mark a bit in-shore of the start line mark.**  
For **onshore winds within ~60 degrees of square on-shore, ~SSW through to ~SE**, angle the start line **back as shown for SW (or, mirror image, for SE quadrant)**, but so that you can still sight along the line from the race box; then **position the limit mark a bit in-shore of the start line mark.**

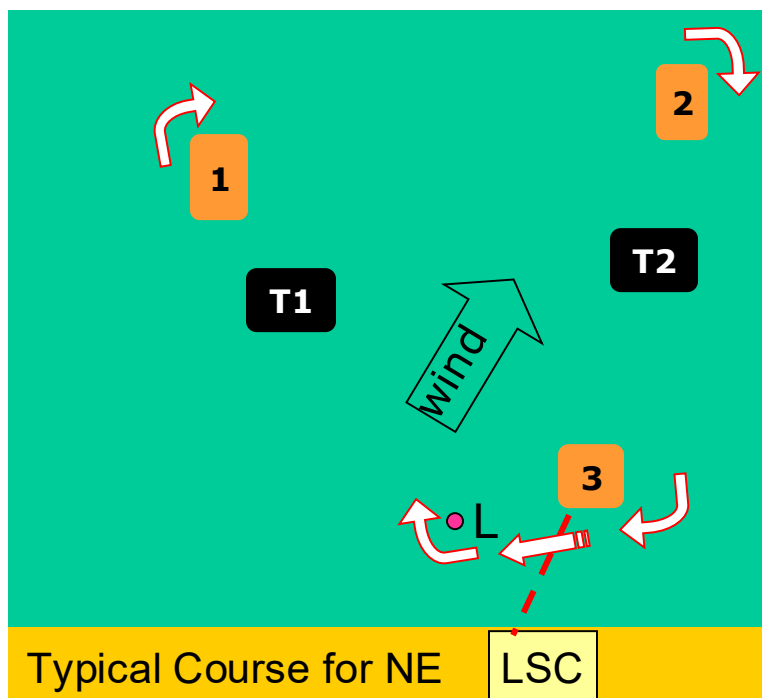




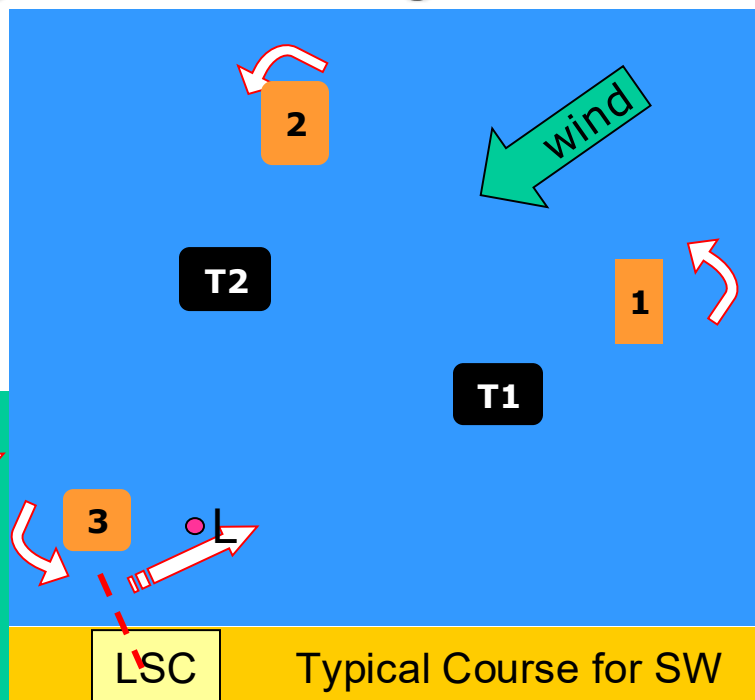
# Course Laying

## Offset Triangle / Sausage

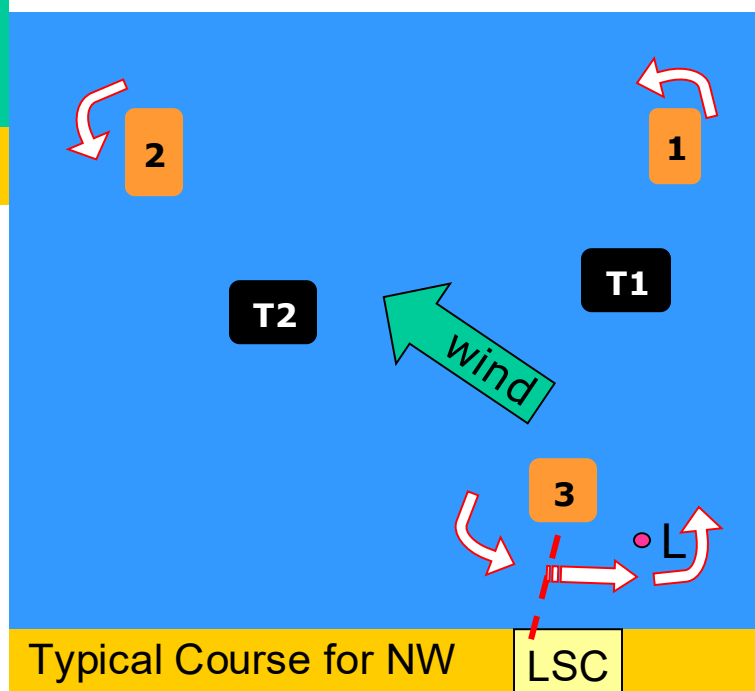
SE or dead on-shore?  
Adapt course for SW - see notes.



Course: L, 1, 2, 3, L, 2, 3, L, etc..  
**Limit in**, L laid a bit **in-shore**, start line angled as shown.



Course: 1, 2, 3, L, 1, 3, L, etc..  
**Ideal line at 90 degrees to wind dir.** **Limit NOT in.**



Course: L, 1, 2, 3, L, 2, 3, L, etc..  
**Limit in**, L laid a bit **in-shore**, start line angled as shown.



# Start

## Boards displayed on West Balcony

☐ Marks to Port



or Starboard



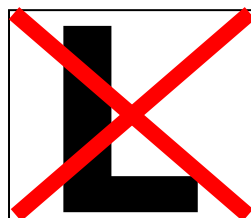
☐ Course Type **T** for races 1 , **S** or **N** for race 2

☐ Limit Mark

- is a mark of the course
  - no board shown



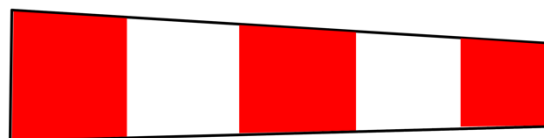
- is **not** a mark of the course on the 1st lap



Do make sure  
all necessary  
boards are out  
on the balcony,  
hooked on and  
ready to use...

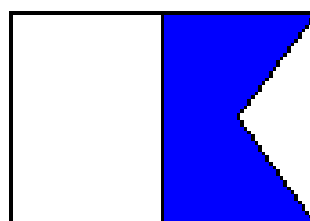
☐ Postponement: **AP**

- 2 hoots when shown
- 1 hoot when removed
- warning signal 3 minutes later



☐ Change of Course: '**A**'

- 4 hoots when displayed







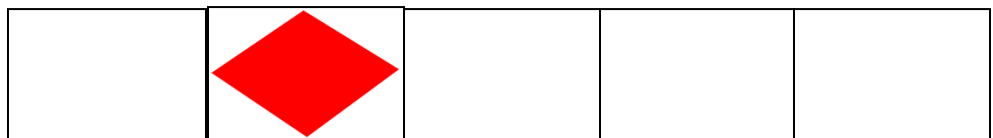
# Starts – All Races

## Boards displayed on East Balcony

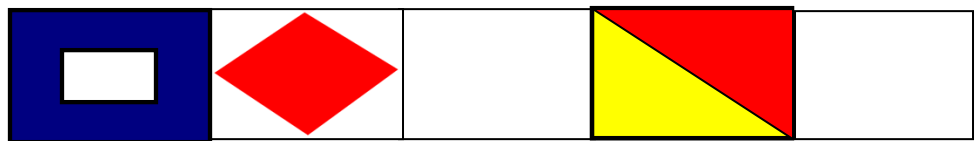
### TIME

'F' = fast fleet  
start time

F-6min

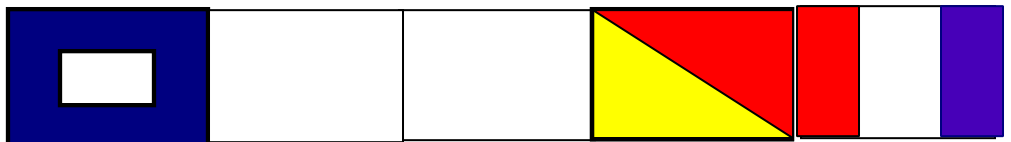


F-3min



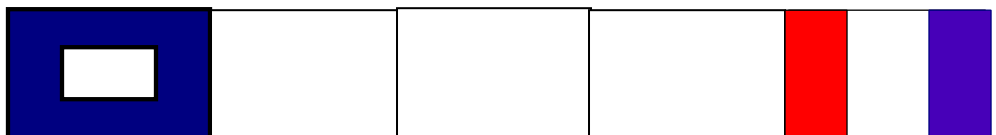
F

Fast Start



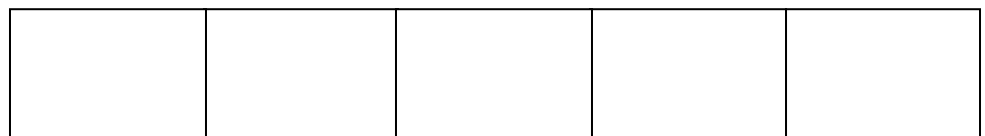
F+3min

Medium Start



F+6min

Slow Start



**\*Top tip: write boat numbers down on the results sheet in the order that they complete the first lap: also include all who retired after 3 minutes before their start.**

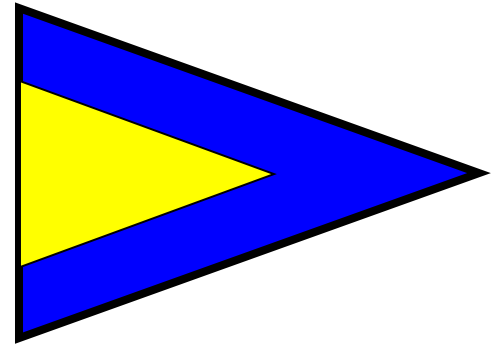


# Recalls

## Boards displayed on West Balcony

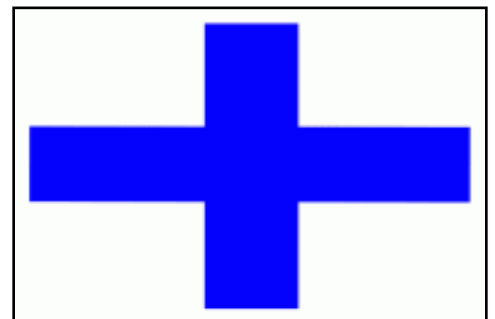
### ☐ General recall

- 2 hoots when shown
- recalled fleet:
  - either goes to the end of the queue (if other starts)
    - board withdrawn - no hoot - 1 minute before next start
  - or starts 4 minutes after recall signal withdrawn with 1 hoot
    - recalled fleet's warning and preparation signals shown together - one hoot - at 3 minutes to go to the start



### ☐ Individual recall

- 1 hoot when shown
- remove when boats have returned or after a reasonable time

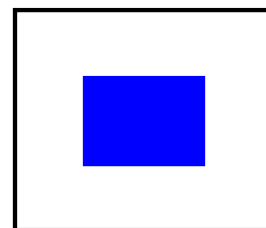




# Finish – for 2 races B2B

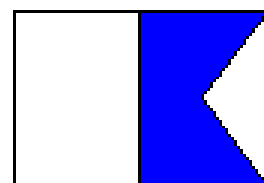
## ☐ Race 1: after ~ 55 - 60 minutes

- **start finishing each fleet**
  - if possible, try not to split the leaders
- display '**S**' board on the West balcony with appropriate fleet board(s) on East balcony
  - no fleet boards if finishing all fleets
- 2 hoots when first boat to be finished rounds the penultimate mark
- hoot & flash the first three boats in each fleet
  - then flash only for other finishers



## ☐ As soon as the last boat has finished

- instruct safety boat to make any major course changes or start line adjustments
  - don't bother with minor adjustments
  - make necessary changes to course boards on the West balcony - use change of course sequence ('**A**' board + 4 hoots)
- commence start sequence for second race



## ☐ Race 2:

- boats in same fleet do same number of laps!
- otherwise same procedure as above



# Organisation

## ❑ Race Officer (RO) and Ass't RO:

- Ensure all are safely ashore before safety boat lands
- Assist in safety boat recovery / winch up beach
- Calculate results (corrected time in seconds to nearest second)

$$\text{Corrected time} = \frac{\text{Total elapsed time (s)} \times 1000}{\text{Portsmouth Handicap}}$$

- Handicaps are on the race box notice board, or on the Club Website
- Include sailors on results sheet if they started but retired (DNF), or sailed around near the start line after their preparatory signal but didn't cross the start line (DNS)
- Put results sheet on notice board in foyer and scan and email to [sailingsec@lancingclub.org.uk](mailto:sailingsec@lancingclub.org.uk)
- Tidy up race box after putting boards etc. away, leave board framework upright in corner, close shutter
- Switch off power supply but leave radio chargers on timer
- Lock up race box
- Check that annexe hut and gate are locked
- Pull conveyor belting doubled up to the top of the beach
- Put boards in at top of ramp if high tides are likely
- Check that club is secure (or delegate) before leaving



# Organisation

## □ Safety Boat Helm and Crew:

- Remove marks from RIB but do not disconnect fuel tank
  - return marks to garage
- Run up engines that have been used in blue water tank to flush cooling system
- Close fuel tank breather
- Wash boats, external engine and controls, trolley - avoid getting water in engine air intake
- DO NOT spray the engine with WD40 – no longer done!
- Drain ALL water before re-housing
- Turn off battery isolator switches
- Lock security posts garage and boat sheds
  - **return keys**
- *Radio handsets – switch off, wipe over with a damp cloth, then **dry thoroughly** and put into chargers / connect charging leads in Race box (ensure that they are charging)*
- **Make comments in Safety Log on boats, equipment, incidents etc. (discuss with RO – file in race box)**