

RACE OFFICER SUMMARY GUIDE – 2015

This document provides guidance for all race officers but is written assuming a club line start. For committee boat starts, please read in conjunction with the additional guidance contained in the document “Saturday and Summer Series – Race Officer Guidance”.

Before the day

You will have made your own duty selections via Dutyman and confirmed your ability to do them. Please attempt to re-arrange any that are no longer convenient through Dutyman, and if you are unable to arrange a swap, contact a member of the sailing committee as soon as possible.

Familiarise yourself with the requirements for your race / event by reading “Tudor Dinghy Events and Trophies”, the Sailing Instructions and the club’s Adult Dinghy Event Policy.

Attend refresher training where available.

On the day

Obtain a good local weather forecast – it is useful to gather weather forecasts from a number of sources and also inspect local conditions at the club and on nearby weather beacons such as Chimet and Bramblemet.

At the club

Obtain the race box key from the key safe in the entrance hall of the club. If you do not know the code combination, obtain this in advance from a member of the sailing committee.

Unlock the Race Box, following the instructions on the door in relation to the LED. Unlock the cupboard.

Check the patrol boat driver(s) and crew have arrived.

Hoist Red Ensign (on gaff) and Club Burgee (at top of mast).

Locate and check the following equipment:

- Horn – test it early (this is normally left switched on, but may have been turned off at the mains). In the event of a problem, there is a manually operated air-horn in the box used for committee boat start races.
- Base radio – this is built into a cupboard and should already be connected to the aerial. Turn on and set to channel 37 (M1 on display)
- Tudor weather station (also built into the cupboard)
- Clock – found in the cupboard
- Flags – You will need the following for the start: G plus any other class flags being used (e.g, F); P, X, AP, First Substitute. During the race you

may need D, S. Attach flags to halyards ensuring class flags and P are not next to each other.

- Binoculars
- Race Calculator

Prepare signing on sheets and place in garage

- Identify and implement any participation restrictions relevant to your event (e.g. restrictions on children / young people in higher risk events, restrictions in total numbers of children / young people depending on number of available patrol boats.
- Remember to set a long time limit for long races such as Horse Sand Fort – this many need 4 hours or more in light winds.

Assess the risks

Assess the risks affecting your event by taking into account the nature of the event and situational considerations such as:

- Whether the event is designated higher risk or family friendly
- Actual and forecast weather conditions
- State of tide
- Availability of patrol boats, and availability and skill of helms and crew
- Availability of equipment (first aid and safety equipment)
- Means of communication (radios and other) and the ability of people to use them
- The proposed sailing area for the event
- The volume, age, skills and experience of participants and range of vessels involved
- Age specific health and safety considerations (e.g. children become cold more quickly than adults)
- Local risks such as expected dredger movements and Portsmouth Watersports Centre activity

If the event is designated “higher risk” or “family friendly”, establish an incident protocol. This should include communication of risks and ensuring patrol boat helms / crew are familiar with the Incident Management Procedure set out in the Adult Dinghy Event Safety Policy; understanding when and how to notify each other of an incident or change in risk profile, and identification of the safe landing places suitable for the event, and actions for unaffected sailors to take.

Set the course

See suggested courses and course setting notes including guidance on race duration. You are welcome to modify these courses. Ask for advice from others if you wish; do not be overly cautious.

Take into account the weather forecast plus current conditions. Use the readings on the Tudor weather monitor but beware it will under-report wind conditions during a westerly because of its setting. Check current conditions

on Chimet. Cambermet and Bramblemet, and consider what these tell you about approaching weather.

If the course needs club marks (e.g. Airspeed, Russell, OR) ensure these are available. Check that all needed harbour marks are in position.

Double check the course, mark roundings, and laps, write it on the course board or signing in sheet, and display at least 30 minutes before the start.

Liase with patrol boats

- Ensure the patrols boats understand the course and number of laps, the start time, and the marks required.
- Discuss any risks identified during your assessment and (for higher risk and family friendly events, agree the incident protocol to be used.
- Conduct a radio check with each patrol boat.
- Ensure marks are laid as required and the patrol boat is on station prior to the first class warning flag.
- Check for signs of arrival or departure of the dredger and consider a postponement if it is likely to enter the start area during the starting sequence.

Start the Races

Follow the instructions to start the races. Note that the 5-minute warning should be given 5 minutes before the scheduled start time.

If you make any error in the start sequence, postpone (or general recall if the race has started) and begin again.

If the race is postponed, make sure to record the actual start time as it is needed for correct elapsed time calculations.

While the race is in progress

- Confirm the number of race entrants to the patrol boats
- Monitor radio
- Communicate any known retirements
- Transfer signing on details into Sailing Log
- Look up handicap numbers. Races other than open series races and the Regatta use Tudor handicaps rather than standard Portsmouth Yardsticks; Gould has personal handicaps for qualified sailors
- Monitor progress and log the boats each time they cross the line – record all lap times
- Consider shortening the course if conditions deteriorate using the ‘S’ flag for all participants or the ‘D’ flag for slow handicaps only.
- Consider setting a new finish line if it seems unlikely boats will be able to complete the current lap. See the Sailing Instructions for more details of this. If you do this, communicate the details to the patrol boat and ask them to notify all race participants.

Finish the race

- Record actual finish times in the Sailing Log.
- Note any competitors who did not finish or retired.

When all boats have finished

Please sound 3 blasts of the horn to signal to competitors that the Patrol Boat needs pulling up the slipway.

- Work out corrected times. Use the race calculator, RYA spreadsheet or Sailwave to do this. Multiply up any slow handicap corrected times if the 'D' flag was used (e.g. if 2 laps sailed instead of 3 then multiply corrected times by 1.5). Enter onto the Sailing Log.
- Produce provisional results for the race.
- Copy actual finish times, corrected times and provisional results onto the signing on sheet.
- Place the signing on sheet in the red box and leave the sailing log on display in the window.

Before you leave

Take in all flags and put away in the flag store (unless wet, in which case drape over chairs to dry). Make sure all the halyards are secure.

Turn off the base station radio. Make sure the hand held radios and all patrol boat equipment has been returned. Ensure hand held radios have been rinsed, dried and put back on charge.

Tidy up and put everything back in the cupboard. Please do not leave any food waste in the race box or bin, and empty the bin if it needs it.

Ensure all windows are closed. Lock cupboard and Race Box (following instructions regarding LED). Return race box key to the combination safe in the club entrance hall.

If you are listed as doing this duty on Dutyman there is no need to leave a maintenance log for the Sailing Secretary's signature, as duties will be confirmed directly from Dutyman.

Many thanks for doing this – we could not race without you.