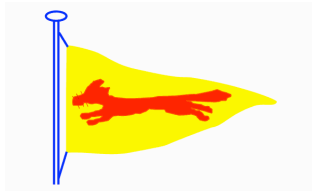


Bassenthwaite Sailing Club



NOTES FOR GUIDANCE ON BEING A RACE OFFICER

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Document History

'History sheet' appears in the table of contents. Do not delete it.
Date formats should be DD Mmm YYYY e.g. 01-Jan-2001

Revision	Date	Reason for revision	Revised by
B	January 2011	Updated in line with revised fleets and SIs.	D.W.Nicholson

Related Documents:

Document Title	Document Number	Date of issue
Bass SC Safety Boat Code of Practice	Bass SC_Safety_SBCOP/A	08/09
Bass SC Emergency Plan and Procedure	Bass SC_Safety_EP&P01/A	08/09

Introduction:

These notes have been compiled by Bassenthwaite Sailing Club as a guide to those members appointed as weekend and Thursday evening Race Officers. This guide also contains notes for those members appointed as Bass Week Race Officers.

All races are arranged, conducted and judged by the Bassenthwaite Sailing Club Sailing Committee who appoints Race Officers to manage the races for them.

The Race Officer is a member of the Sailing Committee on his day of duty.

It is only through the support of club members as Race Officers that Bassenthwaite Sailing Club can provide the quality and quantity of racing that it does. Thank you for your support in fulfilling your Race Officer duties.

Take advantage of your time as a Race Officer, it can be a valuable learning experience to all of us to watch the antics of your fellow competitors from the relative luxury of the Committee boat!

It is recommended that the Race Officer should aim to be at the Club approximately 45 minutes prior to the advertised start of the day's first race.

Preparation:

Weather Conditions and Safety Boat Cover.

The principal duty of the Race Officer is to consider the safety of all sailors taking to the water.

If you think the available safety cover is not adequate or sufficient to cover the number of boats on the water in the prevailing conditions then it is the responsibility of the Race Officer to postpone or abandon the race.

When making any such decisions, take into account the age and experience of all the sailors wishing to take part in the sailing.

A minimum of TWO safety boats should be on the water at all times. If there are insufficient crew for a second boat the second boat should still be launched and tied-up on the jetty.

Always take a hand held radio with you on the Committee boat and ensure that each safety boat has a working radio.

REMEMBER – THE SAFETY OF EVERYONE ON THE WATER IS THE PRIME CONSIDERATION

Equipment Available to use as a Race Officer (OOD).

There are numerous items of equipment to assist you in performing your duty as a Race Officer.

The majority of them are kept in the OOD's briefcase that can be obtained from the Committee room.

Race Results sheets

Pens and pencils

Stop watches (at least two)

Dictaphone

Binoculars

Clipboard

Radios (tuned to channel M2)

The radios are looked after by the Safety Officer and kept fully charged in the Committee room.

Please check the radios for operation and charge before going on the water and inform the Safety Officer if there are any problems with the radios.

The Race:

Setting the Start Line.

Aim to set out towards the start area approximately 30 minutes before the advertised race start time. This allows plenty of time to set the start line and plan the course. It also gives an indication to the sailors that they should be getting themselves on the water.

Set the start line in the vicinity of one of the marks (i.e with one of the marks behind the start line) such that the first leg of the course will be a beat. Ensure the start line is long enough to cater for the number of boats starting.

The start line is the imaginary line drawn between the mast of the Committee boat, moored at the starboard end of the line, and the outer distance mark (bearing international code flag Z).

The inner distance mark (bearing international code flag Y) is positioned on the starboard side of the Committee boat to prevent competitors obscuring the start line from the Starter and OOD. (NB. This is based on the Committee boat normally being moored with the transom to windward. However, the Committee boat can be moored with either the bow or the transom to windward).

Setting the Course.

The Race Officer should display the course on the course board, using the numbers and letters stored on the Committee boat. The course board is then fitted to the side of the Committee boat prior to the first warning signal.

The first leg of the course should be a beat. Try to follow this with a variety of legs (reaches, runs etc) using the available marks. Ensure that the course includes mark 'O' if you wish to finish the race from the race office. Also ensure that the route directly through the finishing line does not require any deviation from the course set (i.e. no "hook" finishes). Avoid competitors having to loop back on themselves in the course as this will cause mayhem for them.

The course should be set such that an imaginary piece of string pulled taught around the course will touch all the marks of the course.

When the racing program identifies a race that is specific for Asymmetric boats (e.g. The Asymmetric Cup races) a separate "Windward-Leeward" course shall be provided for the asymmetric boats.

ALWAYS RUN THROUGH THE COURSE IN YOUR HEAD BEFORE DISPLAYING IT AND ENSURE THAT THE MARKS ARE TO BE ROUNDED THE CORRECT WAY TO AVOID LOOPING BACK ON YOURSELF.

Remember: It is better to make a race too long and then shorten it than to make it too short. If in doubt, give them plenty of laps!

Try to keep the competitors in the areas of the lake where the wind is best and, if necessary, get one of the Safety Boat crews to move marks for you.










The Start.

Classes start at 3 minute intervals. Each class is given a 6 minute warning signal and a 3 minute preparatory signal (the warning signal for one class may be the preparatory signal for another class).

At each 3 minute interval a flag (or flags) is raised or lowered accompanied by a sound signal. It is the flags that signify the signals, the sound is there to draw attention to the flags. Hence, if the horn fails you can still continue the start sequence using the flags only.

A minimum of two boats of the same class are required for a fleet start to be given. If only one boat of a class is on the water before the start of a race e.g. one GP14, then this boat will have to join the handicap fleet.

The starting sequence for club racing shall be as follows:

Time/ 1 Sound	Flag (s)		Class/Signal
-6 mins	Raise International code numeral 7		Handicap & Laser 6 minute warning
-3 mins	Raise International Code Flag P Raise Naval numeral 6	 	Handicap & Laser 3 minute preparatory Flying Fifteen 6 minute warning
0 mins	Lower International code numeral 7 Raise International code flag 'A'	 	Handicap & Laser Start Flying Fifteen 3 minute preparatory GP14 6 minute warning
+ 3 mins	Lower Naval numeral 6 Raise International code flag 6	 	Flying Fifteen Start GP 14 3 minute preparatory Mirror/Topper warning
+ 6 mins	Lower International code flag 'A'		GP14 Start Mirror/Topper preparatory
+ 9 mins	Lower International code flag 6		Mirror/Topper Start

If any of the fleets are not taking part in a particular race then the start need not be made for that class.

Recalls.

If any boats are over the line when the starting signal is made then you will need to signal a recall. If you can tell which boats are over the line then raise International Code flag X accompanied by one sound signal. Boats returning for individual recalls should be informed when they have passed back to the correct side of the start line by lowering the recall flag half way then raising it again. Once all the offending boats have started correctly the flag can be lowered fully.

If there are too many boats over the line to identify them all then sound a general recall. i.e. raise International Code flag “First Substitute” accompanied by two sound signals.

Try to alert the offending boats by hailing or by using the safety boats.

Any boats that are required to return to the start line and do not shall be recorded as disqualified on the results sheet.

If a general recall is signaled then a new start for the class concerned will be made.

The preparatory signal for a new start for the recalled fleet shall be displayed one minute after the “First Substitute” flag is lowered fully (one sound signal).

Starts for any succeeding fleets shall follow the new start at three minute intervals.

Time limits.

The Race Officer may terminate a race, for any fleet, at any time after 30 minutes have elapsed from the finishing time of the first boat in that fleet. All boats in that fleet still racing shall be scored as RTD (retired).

During the Race.

Once all fleets have started, remove the start line (unless the start line is to be crossed in each lap or it is required for average lap time races or for a subsequent race) and return to shore.

If the Committee boat is required to support the safety boats then stay on the water.

Aim for races of approximately 1 hour duration for the lead boat in each fleet.

Keep an eye out for capsized boats and liaise with the safety boats if necessary.

When the start line is used for each lap and/or the finish line this must be indicated in the course using the Y/Z identifiers.

If the course is shortened for all fleets, International Code flag 'S' shall be raised accompanied by two sound signals before the lead boat in that fleet reaches the finishing line.

If the course is shortened for a specific fleet, the fleet (warning signal) flag for the fleet to sail the shortened course shall be raised at the same time as the shortened course flag.

When the course has been shortened for a fleet, all boats in that fleet shall finish when they next pass through the finish line irrespective of the number of laps they have sailed.

Race can be shortened at any point in the race so long as both a time and the number of laps sailed are recorded on the race results sheets. This means that some boats may sail more laps than others but we are aiming to provide races of a similar duration (not distance) for all boats.

The Finish.

The finish line shall be either:

- 1) Between the mast of the Committee boat displaying a blue flag and the outer limit mark bearing International Code flag 'Z'
- 2) Between the mast of the Committee boat displaying a blue flag and the mark next to which it is stationed.
- 3) Between the black pole on the lake shore and mark '0'. A blue flag shall be displayed on the Club flagpole.

When the leading boat is approaching the finish line on their last lap, be prepared to record the results (sail number, number of laps and elapsed time (from the start of their race)) and to give a sound signal as the boat crosses the finish line.

Each boat should be given a sound signal as they cross the finish line.

After the Race:

Recording the Results.

Record the race results on the results sheets (extra copies of blank result sheets are available from the Committee room).

Please ensure that the following information is recorded:

Date, Race title or number, Sail number, Helm, Crew, Elapsed time, Number of laps.

If the Helm or Crew's names are not known to you, please take the time to ask them. This makes life so much easier for the Sailing Secretary when results and or prizes are being awarded.

Give the completed race results sheet to the Sailing Secretary or leave them on the computer desk in the Committee room with a note.

Deal with any queries that may arise and arrange protest committees as required (see section 4 below).

If you are in doubt please contact the Sailing Secretary or a Council member.

Postponing a Race.

If conditions suggest that the race needs to be postponed then raise the AP flag accompanied by two sound signals. This can be done either on the Club flag pole or, if you intend the postponement to be brief, on the mast of the Committee boat (this will allow you to take to the water if you think the conditions allow and remove the signal whilst afloat).

If you wish to postpone the race until the following day then raise the AP flag accompanied by International Code flag 'A' accompanied by two sound signals.

The first race of the following day must not start before the advertised first race start time for that day.

Keeping the sailors informed of your plans is always a good idea when postponing a race.

Abandoning a Race.

If conditions suggest that a race should be abandoned (prior to or during a race) then raise International Code flag 'N' either on the club flagpole or on the mast of the Committee boat, accompanied by three sound signals.

Keeping the sailors informed of your plans is always a good idea when abandoning a race.

Round the Lake Races:

Traditionally, Sunday afternoon pennant and Sandra's Salver races have been sailed "round the lake". Please make sure that if you send the fleets around the lake you are willing to wait for them to come back i.e. don't send them to the end of the lake if there's no wind just for tradition's sake.

Ensure there is adequate safety boat cover for the competitors, bearing in mind the weather conditions, the age and competence of the competitors **and that a safety boat or a Committee boat is available to follow the last boat around the lake.**

Please remember to collect a donation from each competitor for the charity the race is held in support of. All money gained should be passed to the Treasurer (or Council member) or left in the Committee room with a note.

Bass Week Race Officer Guidelines:

Preparation.

Prior to going on the water, organise the race office team. This normally includes one caller and at least four scribes. Results sheets, binoculars and a voice recorder will be available in the race office or can be found in the Committee room.

Pursuit races should be finished on the water using a moving finishing line. Details of the exact procedure can be obtained from the Sailing Secretary. Pursuit races will usually require at least one caller (with audio or video recorder) and at least two recorders.

You should be fully familiar with the Bass Week Sailing Instructions and ensure that you are familiar with the starting, recall and shortened course procedures in particular.

Please ensure that the race office team is aware of the fast, medium and slow handicap fleets as well as the many different types of Laser. If in doubt, speak to the Sailing Secretary or Assistant Sailing Secretary for clarification or advice.

Take a hand held radio with you onto the Committee boat.

Pass up to date fleet lists to the race office and display a retirement sheet on the outside of the Committee room door before taking to the water. The fleet lists and retirement sheets can be obtained from the Sailing Secretary or Assistant Sailing Secretary.

Radio the course to the race office and the person responsible for displaying the course on-shore.

The Race.

Get on the water early. Set the start line and decide on the course in plenty of time.

When setting a Bass Week course, try to ensure the time to complete the first lap for the leading fleet is longer than the duration of the overall starting sequence. i.e. get the last fleet started before the first fleet start coming back through the start line for their second lap.

Following a recall, attempt to inform those boats that were over the line using the safety boats.

Once all fleets have started, return ashore to the race office to liaise with your shore team regarding the lead boat in each fleet etc.

Aim to arrange races of approximately 1 1/4 hours duration for the lead boat in each fleet.

Keep an eye out for capsized boats and liaise with the safety boats where necessary.

After the Race.

Take the results sheets to the Committee room for entry onto the computer.

Take down retirement sheets 30 minutes after the last boat finishes.

Oversee the results and deal with any queries that may arise.

**REMEMBER – THE SAFETY OF EVERYONE ON THE WATER IS THE PRIME
CONSIDERATION**

The Flags:



Preparatory Signal (International Code Flag P)



Flying Fifteen (Naval Numeral 6)



GP14 (International Code Flag A)



Mirror/Topper (International Numeral 6)



Handicap (International Numeral 7)



Individual Recall (International Code Flag X)



General Recall (First Substitute)

The warning signal will be made 1 minute after removal.



Shortened Course (International Code Flag S)



Blue Flag or Shape. This Race Committee Boat is in position at the finishing line.

POSTPONEMENT SIGNALS



AP Flag

Races not started are postponed. The warning signal will be made 1 minute after removal unless at the time the race is postponed again or abandoned.



AP over H Races not started are postponed. Further signals ashore.



AP over A. Races not started are postponed. No more racing today.

ABANDONMENT SIGNALS



International Code Flag N. All races that have started are abandoned. Return to the starting area. The warning signal will be made 1 minute after removal unless at the time the race is abandoned again or postponed.



N over H. All races area abandoned. Further signals ashore.



N over A. All races are abandoned. No more racing today.

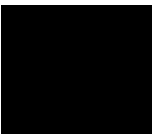
OTHER USEFUL FLAGS



International Code Flag I - Rule 30.1 is in effect.



International Code Flag Z – Rule 30.2 is in effect.



Black Flag – Rule 30.3 is in effect.



International Code Flag L – Ashore: A notice to competitors has been posted .

Afloat: Come within hailing

distance or

Follow this boat.



International Code Flag M. The object displaying this signal
replaces a missing mark.



International Code Flag Y – Wear personal buoyancy.

Note: If during reading this document you identify any errors or omissions or if you have any comments that may benefit OODs or Bassenthwaite Sailing Club in general, please let a member of the Sailing Committee know.