

NOTES FOR GUIDANCE ON BEING A RACE OFFICER

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Notes for Guidance on being a Race Officer

1.0 Introduction

These notes have been compiled by the Bass SC Sailing Secretary as a guide to those members appointed as weekend and Thursday night Race Officers. This guide also contains notes for those members appointed Bass Week Race Officers. All races are arranged, conducted, and judged by the Sailing Committee, who appoint 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 Bass can provide the quantity and quality of racing that it does. Many thanks for your support in fulfilling your Race Officer duties. Take advantage of the time, it can be valuable learning to watch the antics of your fellow competitors from the relative luxury of the Bates!!

It is suggested that a Race Officer should aim to be at the club 45 minutes prior to the advertised start time of the day's first race.

2.0 Preparation

2.1 *Weather Conditions & Rescue Cover*

The principal responsibility of a race officer is to consider the safety of all sailors taking to the water. If you think that the available rescue cover is not sufficient to cover the number of boats on the water in the given conditions, then postpone or abandon the race. Take into account the age and experience of the sailors wishing to take part.

Always take a radio out with you on the Bates and ensure that there is one present in each rescue boat.

REMEMBER: - THE SAFETY OF EVERYONE ON THE WATER IS THE PRIME CONSIDERATION

2.2 *Items available to use as OOD*

There are lots of things available to you in order to aid in performing your race officer duties. The majority of them are kept in the committee room, a key for which can be found behind the bar. Please ensure that anything you use is returned to the place where you got it from so that the next race officer can make use of it. Please report any problems to a member of council.

Items available include:

- Pens
- Paper
- Stopwatches
- Dictaphone
- Binoculars
- Clip Board
- Radios

NB: The radios are looked after and kept fully charged by the safety officer. Please check which radios to use with him/her if at all possible as they will know which ones are fully charged, etc.

3.0 The Race

3.1 *Setting the Start Line*

Aim to set out towards the start area approximately half an hour before the advertised race start time. This allows you 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 out as well.

Set the start line in the vicinity of one of the club marks, 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 and the outer distance mark.

3.2 *Setting the Course*

The Race Officer should set the course on the course board which is then fitted to the side of the Bates prior to the first warning signal.

The first leg of the course should be a beat and then try to follow this up with a variety of legs (reaches, runs, etc) using the available marks. Ensure that the course includes mark 0 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 "looping" back on yourself in the course as this will cause mayhem for the competitors!

**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 so if in doubt, give them plenty of laps!

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

3.3 The Start

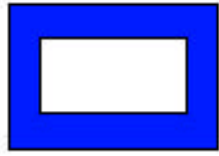
Classes start at 3-minute intervals. Each class is given a 6-minute warning signal and a 3-minute preparatory signal. At each 3-minute interval a flag(s) is raised/lowered accompanied by a sound signal. It is the flags that signify the signals, the sound is there to draw attention to the flags. Hence if the horn fails you can still continue the start sequence using flags only.

The starting sequence for club racing shall be as follows:

Time	Flag(s)	Signal
- 6 mins	Raise Naval Numeral 6	FF 6 minute warning
- 3 mins	Raise International Code Flag 'P' Raise Laser Class flag	FF 3 minute preparatory Laser 6 minute warning
+ 0 mins	Lower Naval Numeral 6. Raise International Code Flag 'A'	FF Start Laser 3 minute preparatory GP 6 minute warning
+ 3 mins	Lower Laser Class flag. Raise International Code Flag '6'	Laser Start GP 3 minute preparatory Mirror 6 minute warning
+ 6 mins	Lower International Code flag 'A' Raise International Code Flag '7'	GP Start Mirror 3 minute preparatory Handicap 6 minute warning
+ 9 mins	Lower International Code Flag '6'	Mirror Start Handicap 3 minute preparatory
+ 12 mins	Lower International Code Flag '7' Lower International code flag 'P'	Handicap Start

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

Preparatory signal



International Code Flag P

FF



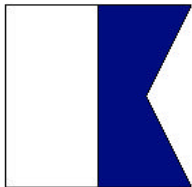
Naval Numeral 6

Laser



Laser Class Flag

GP14



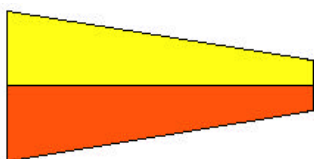
International Code Flag A

Mirror



International Code Flag 6

Handicap



International Code Flag 7

3.4 Recalls

If any boats are over the line then you need to signal a recall. If you can tell which boats are over then hoist International Code Flag X accompanied by one sound signal. If there are too many boats over to identify them all then sound a general recall – raise International Code Flag “First Substitute” accompanied by two sound signals. Try to alert those offending boats using the rescue boats or by hailing. Boats returning for individual recalls should be informed when they have passed back to the correct side of the line by lowering the recall flag half way and then raising it again. Once all offending boats have started correctly the flag can be lowered fully.

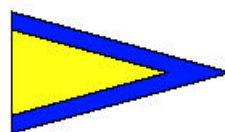
Any boats that are required to return to the start line and do not will be recorded as disqualified on the results.

If a general recall is signalled then a new start for the class concerned will be made 3 minutes after the start of the last scheduled class.

Recall Signals



X Individual recall.



First Substitute General recall.
The warning signal will be made 1 minute after removal.

3.5 During the Race

Once all fleets have started, remove the starting line (unless required for average lap time races or subsequent race in the day) and return ashore.

If the Bates is required to support the rescue crews then stay on the water.

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

Keep an eye out for capsized boats and liase with rescue crew if necessary.

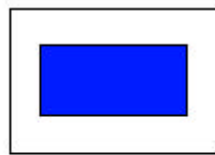
When the start line is used as the finish line as well (this must be indicated in the course using the x_y identifier), races can be shortened at any point in the

race as long as both a time and a number of laps completed is recorded. The computer will calculate the results on average lap times from this information. This means that some sailors may do more laps than others (even those in the same fleets) but we are aiming to provide races of a similar duration for everyone, not distance!

3.6 *The Finish*

The finish line is either between mark 0 and the pole in front of the race office or, between a mark of the course and the mast of the Bates.

If you need to shorten the course then raise International Code Flag S accompanied by two sound signals after the first finishing boat rounds the previous mark to the finish line. If you are finishing the race using the Bates then also raise a blue flag with the S flag.



(no sound)

Blue flag or shape. This race committee boat is in position at the finishing line.

If you wish to shorten the course for a particular class only, then raise their class flag also.

When the leading boat is approaching the finish line on their last lap, ensure you are prepared to record the results. This may be on the Bates or in the race office. Make sure you have the relevant stopwatch and any assistance if required.

Each boat should be given a sound signal as she passes through the finish line.

If in doubt, take a time, and record the sail number.

4.0 After the Race

4.1 *Recording the Results*

Record the race results in the relevant duplicate book. These are kept in the race office. Please ensure the following information is recorded: date, race title, race officer, position, sail number, helm, crew, time, number of laps.

If a helm or crew is not known then please take the time to go and ask. This makes life a lot easier for sorting out prizegivings.

Take top copy of result sheets to committee room for entry into the computer.

Oversee results service and deal with any queries that may arise. Arrange protest committee(s) as required.

5.0 Other

5.1 Postponing a Race

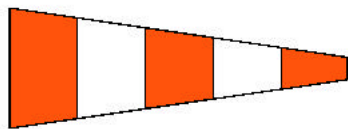
If conditions suggest that a race needs to be postponed then hoist the AP flag accompanied by two sound signals. This can be done either on the flagpole next to the race office or, if you intend the postponement to be brief, on the mast of the Bates (this will allow you to take to the water if you think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

If you wish to postpone a race until the following day then hoist the AP flag above International Code Flag A accompanied by two sound signals.

NB: The first race of the following day must not start prior to the advertised first start time for that day.

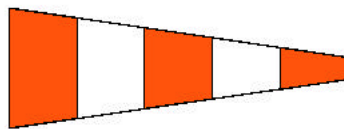
Keeping the sailors informed of your plans is always a good idea when postponing a race.

Postponement Signals



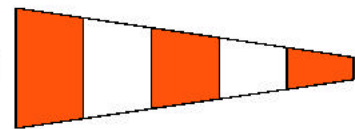
↑ .. ↓ .

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



↑ ..

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



↑ ..

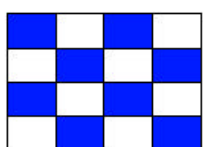
AP over A Races not started are *postponed*. No more racing today.

5.2 Abandoning a Race

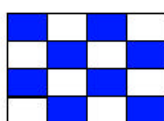
If conditions suggest that a race needs to be abandoned (prior to, or during, a race) then hoist International Code Flag N either on the flagpole next to the race office or on the mast of the Bates, accompanied by three sound signals.

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

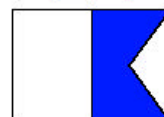
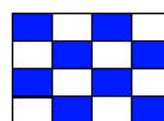
Abandonment Signals



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 that time the race is *abandoned* again or *postponed*.



N over H All races are *abandoned*. Further signals ashore.



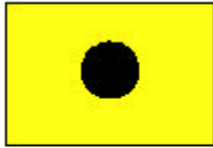
N over A All races are *abandoned*. No more racing today.

5.3 Round the Lake Races

Traditionally, Sunday afternoon pennant races have been sailed "Round the Lake". Please make sure that if you send the fleet around the lake you are willing to wait for them to come back! i.e. don't send them all the way to the top if there's no wind just for tradition's sake!

Also, please remember to collect a donation from each competitor for the charity that the race is held in support of. All money gained can be passed to a council member (ideally the treasurer) or stored behind the bar with a note.

6.0 Other Useful Flags



I Rule 30.1 is in effect.



Z Rule 30.2 is in effect.



Black flag. Rule 30.3 is in effect.



L Ashore: A notice to competitors has been posted.

Afloat: Come within hail or follow this boat.



M The object displaying this signal replaces a missing *mark*.



Y Wear personal buoyancy.

7.0 Bass Week Race Officer Guidelines

7.1 Preparation

Organise race office team. This normally includes one caller and four scribes (minimum). Results sheets, binoculars, and Dictaphone will be in the race office or can be found in the committee room. Pursuit races should be finished on the water and will usually require one caller (with Dictaphone) and two scribes.

You should be fully versed in the sailing instructions and please ensure that you are familiar with the starting, recall, and shorten course procedures in particular.

Ensure race office crew are aware of both fast and slow handicap fleets, as well as the many different types of laser (standard, radial, 4.7). If in doubt, take a time.

Take a radio with you on the Bates and leave one in the race office.

Pass up-to-date fleet lists to the race office and display a retirement sheet in the foyer prior to taking to the water for the first race. The fleet lists and retirement sheets can be found in the committee room.

7.2 The Race

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

When setting the course, try to ensure the time to complete the first lap for the leading fleet is longer than the overall starting sequence (i.e. Get the last fleet started before the first fleet start coming back through the start line on their second lap). Try to avoid fleets crossing each other too much when on different legs of the course.

Inform the race office of the course.

Only use the cannons for starting in heavy winds when the horn isn't sufficiently audible or to finish the winning boat in a pursuit race.

Following a recall at the start, attempt to inform those boats that were over the line using the rescue crew(s).

Once all fleets have started, return ashore to the race office to liaise with your team ashore re; leading boat in each fleet.

Aim for races of 1¹/₄ hours duration for the lead boat in each fleet.

Keep an eye out for capsized boats and liaise with rescue crew if necessary.

7.3 *After the Race*

Take result sheets to committee room for entry into the computer.

Take down retirement sheet about 30 minutes after the last boat finishes.

Oversee results service and deal with any queries that may arise. Arrange protest committee(s) as required.

**REMEMBER: - THE SAFETY OF EVERYONE ON THE WATER IS THE
PRIME CONSIDERATION**