

TBYC RACE OFFICER INSTRUCTIONS 2009 COMMITTEE BOAT START

A. BEFORE THE START

1. Before you leave home, obtain a weather forecast (Marinecall on 09068500455) as a guide to whether the conditions are likely to change during the race.
2. Find out from the Sailing Programme or Sailing Committee Duty Officer the type of race you will be managing, whether there are one or two races scheduled and in particular whether a class start or a mass start is required. Class starts are required for all series races, except the Midweek Series. Mass starts are required for the Midweek Series and all Trophy races.
3. You will need to arrive at least one and a quarter hours before the race start time. Keys to the Committee Boat, Bosuns Hut and Race Box should be collected in good time from the Duty Officer.
4. Be aware of the combination for the back door of the Clubhouse for access to the changing rooms and also for the padlock on the Boat Park gates.
5. Arm yourself with:
 - A watch with second hand or countdown, correct to GMT or BST
 - Binoculars
 - Record sheets to enter times
 - Declaration sheets for signing on and off (to be left in the Bosun's Hut)
 - Paper, pens and / or pencils

(note: The stopwatch is provided however this will not Radio Signal Corrected)
(All of the above are stored in the briefcase in the Race Box)

6. Collect the small orange buoy, which will be used for the start / finish line and a pencil buoy for the inner distance mark (if required) from either the Race Box or the Bosun's Hut. (Rope and anchor should be attached to the buoy). Collect any other buoys if you intend to use the large yellow or orange inflatable buoys instead of permanent marks. You will need to ensure that the buoys are fully inflated by using the vacuum cleaner stored in the Bosun's Hut, and make sure they have ground tackle: anchor, line and weight.
7. Put out the Declaration Sheet in the Bosuns Hut or at the top of the slipway so that helmsmen can sign on and off.
8. Indicate on the blackboard how many races will be run and that the races will be run from the Committee Boat.
9. Arrange for the Bosun's Boat or a Support Boat to take you and the Assistant Race Officer out to the Committee Boat along with the small orange buoy.
10. Set up the VHF radio ready for use:
 - Switch on the radio by turning the volume control knob
 - Alter the channel to Channel 37, which on the current radio is done by pressing the button marked "M". The display will show "1". (You are not permitted / licensed to use any other channel except in an emergency). Adjust the black 'squelch' knob so that there is no interference. Carry out a radio check by calling one of the Support Boats. Call signs are:

Seasafe 1	Shore Race Box
Seasafe 2	White Support Boat
Seasafe 3	Blue Support Boat
Seasafe 4	Committee Boat
Seasafe 5	Large RIB
Seasafe 6	Bosun's Boat
Seasafe 7	Small RIB
11. Once on the Committee Boat, check the Windex on the top front railing. Check the wind direction every few minutes and arrive at a mean direction, which you will use to select the correct course.
12. Using the main mast halyard, first attach the Club burgee, then the orange flag to signify the Start / Finish line.
13. Set a course – see section B, Setting the Course, Committee Boat Starts

14. Check that you have the following flags - (most flags are in the rack inside the cabin; a few are on hooks near the cabin door):

Put on halyards:

Have near to hand for later use:

Flag	Used for	Flag	Used for
AP	To postpone a start	S	Shorten course
P	Preparatory signal	N	Abandon
X	Individual recall	Blue	On station at the finish
1 st Substitute	General recall		
J	If club permanent marks to be used rather than inflatable marks		
Red or Green	All marks to Port or Stbd		
Plus, for Class starts :			
D	Multihull handicap fleet Warning Signal		
O	Fast Asymmetric fleet Warning Signal		
3 rd Sub	Mono-hull fleet Warning Signal		
NN0	Sandhopper class Warning Signal		
Or for a Mass Start (Trophy races and Midweek)			
R	Warning signal, all boats		

15. Do not postpone the start of the race unless absolutely necessary (failure of people to be ready or launch in time is **not** sufficient reason in itself; a Support Boat not being ready **is** sufficient reason to postpone).

B. SETTING THE COURSE – COMMITTEE BOAT START

- 16. Ensure that all the permanent buoys are in place, particularly those to be used for this race.
- 17. With the hand-bearing compass, take a number of bearings of the wind (every couple of minutes) by aligning the Windex of the Committee Boat in order to arrive at the mean wind direction. Use the wind bearing and speed to select appropriate course(s).
- 18. The course configuration and the order of rounding the marks will be as follows:

For all fleets except Fast Asymmetrics:

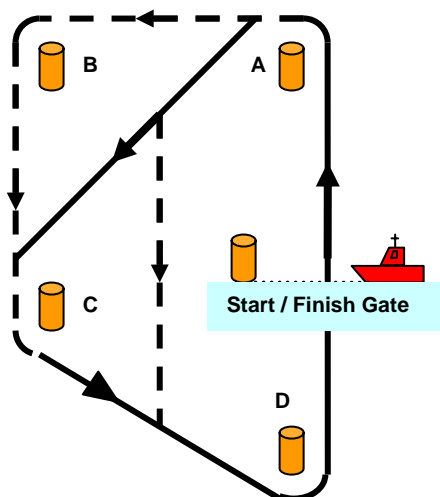
If four marks are designated
 Round mark A
 Round mark B
 Round mark C
 Round mark D
 Pass through Start/Finish Gate

If three marks are designated
 Round mark A
 Round mark C
 Round mark D
 Pass through Start/Finish Gate

If two marks are designated
 Round mark A
 Round mark D
 Pass through Start/Finish Gate

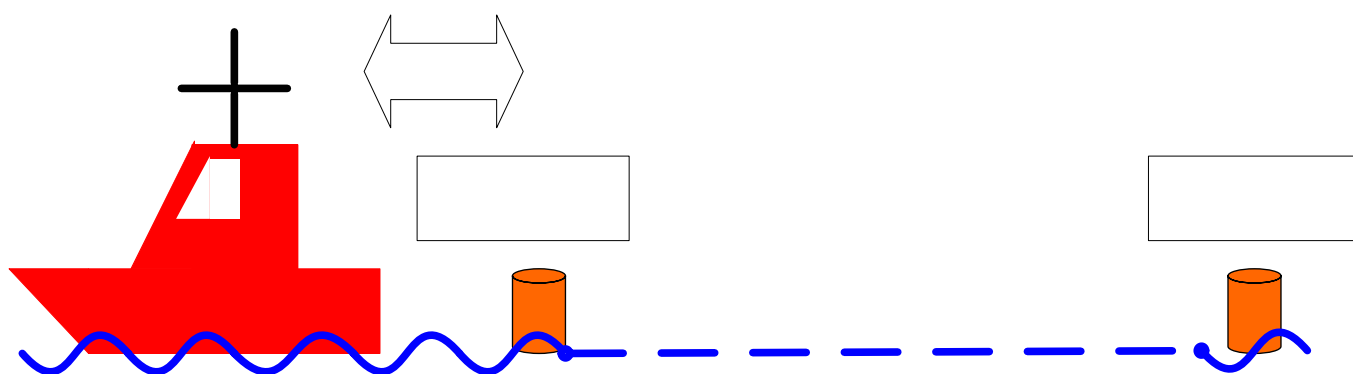
For the Fast Asymmetric fleet:

Round Mark A
 Round Mark D
 Pass through Start/Finish



19. Should you wish to use the Club's permanent marks, indicate this by hoisting Code Flag J. Slide the carriers for the number boards into the brackets at the front and back of the Committee Boat cabin. The course to be sailed is designated by sliding the numbered boards into the runners on the carriers. The numbers on the boards signify club permanent marks and there are boards with "DM" for "Distance Mark", and "SP" for "Special Mark" when you want to use an inflatable buoy. (Note that the distance mark includes both the East and West permanent marks.) If four marks are to be used, the first number (reading left to right) will be the windward mark (A). The second number the reaching mark (B); the third number the wing mark (C) and the fourth the leeward mark (D). If three marks are to be used, the first number (reading left to right) will be the windward mark (A). The second number the wing mark (C) and the third the leeward mark (D). If only two marks are to be used, the first number (reading left to right) will be the windward mark (A). The second number the leeward mark (D).
20. Two different courses may be set, one shown on the front of the Committee Boat cabin for Multihulls and the second on the back of the Committee Boat cabin for all other classes – this is so you can set a course that is better suited to Multihulls.
21. If at all possible, use a port handed course. Do not forget that all fleets must sail the same way round – i.e. all starboard or all port handed courses.
22. If you decide that all fleets should sail the same course, then only use boards on the back of the Committee Boat cabin.
23. Note however that the Fast Asymmetric fleet sails the windward-leeward version of the course at the back of the committee boat, regardless of whether you have designated 4, 3 or 2 marks. This is because they need a windward-leeward course for a decent race.
24. Raise the red or green coloured flag to indicate whether the marks are to be rounded to port or starboard.
25. Now lay the start line. Contact one of the Support Boats and ask them to lay the small orange inflatable buoy on the port side of the committee boat, so that an imaginary line drawn from the Committee Boat main mast (the one with the Orange flag) to the orange buoy is approximately 90° to the wind. Ensure that there is sufficient distance (equivalent to two boat lengths per boat starting) between the Committee Boat and the orange buoy marking the end of the start / finish line. The start / finish line is between the mast on the Committee Boat and this orange buoy. An inner distant mark (the pencil buoy) may also be laid, this is to protect the committee boat from damage from any boats starting it should be placed approximately 40 feet from the committee boat. It need not be exactly on the start line. This is especially prudent when occasionally there is not enough 'sea room' to lay a starting line on the port side of the committee boat when it is on it's mooring i.e. when a north easterly wind is blowing.

Inner distance mark diagram



26. Note that boats must pass through the start / finish line on every round. If a boat fails to do this, note the time they pass by the line (just for the record), but show them DNF on the Record sheet.

Trophy, Midweek and Other Special Races

27. Generally there will only be one race in a session. All boats must sail the same course although they may sail a different number of rounds.
28. Set a single course as described in paragraphs 17 to 24 above. Unless the race specifically requires a special course, a triangular course is preferred for Trophy races.

C. START PROCEDURE – COMMITTEE BOAT START

29. **Class Start** – Classes or groups are started in fleets at 3-minute intervals, with the warning flag raised 3 minutes before the start time for that fleet. So for a start where T is the published start time, the sequence described below is followed:

Time	Flags	Sound	Meaning
T – 3	Display D	One	Warning Signal for Multihulls
T – 2	Display P	One	Preparatory for Multihulls
T – 1	Remove P	One	One Minute for Multihulls
T	Remove D Display O and 3 rd Sub	One	Start for Multihulls Warning Signal for Fast Asymmetrics Warning signal for Mono-hulls
T + 1	Display P	One	Preparatory for Fast Asymmetrics & Mono-hulls
T + 2	Remove P	One	One Minute for Fast Asymmetrics & Mono-hulls
T + 3	Remove O and 3 rd Sub Display NN0 Flag	One	Start for Fast Asymmetrics & Mono-hulls Warning for Sandhoppers
T + 4	Display P	One	Preparatory for Sandhoppers
T + 5	Remove P	One	One Minute for Sandhoppers
T + 6	Remove NN0	One	Start for Sandhoppers

30. **Mass Start** – For a published start time of T, the sequence of flags is:

Time	Flags	Sound	Meaning
T – 3	Display R	One	Warning Signal
T – 2	Display P	One	Preparatory Signal
T – 1	Remove P	One	One Minute Signal
T	Remove R	One	Start For All Boats

31. If you get a flag or a time wrong before start, postpone the start by hoisting code flag AP with two sound signals.
32. At the start of the race, if any boat is over the line, make a second sound signal and hoist code flag X immediately. If each and every defaulter returns and starts again lower X immediately after they have all restarted. Otherwise leave X hoisted and record sail number(s) of defaulter(s). If the recall was for the first of a sequence of starts (i.e. when class starts are in operation) lower code flag X after 2 minutes so you can, if necessary, raise it again at the next start.
33. Record race number, date and start time on Record Sheet and enter list of competitors from the Declaration Sheet. As each boat crosses the line on intermediate laps record its time accurately. Watch out for retiring boats and record them as “DNF” on the Record Sheet.

NB: At all times sound signals, flags and records must be absolutely correct to the second. Flags must reach the cross-trees at the designated time, so start hoisting 1-2 seconds before. When lowering a flag it must leave the cross-trees at the designated time, so do not start lowering ahead of time.

34. After the start of the race, hoist the Blue Flag to signify that the Committee Boat is on station at the finish line.

D. FINISHING

35. If there is a big increase in the wind speed or, the wind drops completely and boats have not sailed one lap (not possible to record a time), hoist code flag ‘N’ over ‘H’ (all races abandoned, further signals made ashore), or ‘N’ over ‘A’ (all races abandoned, no more racing today) and make 3 sound signals.

(In paragraphs 38 below, timings refer to race times where one race is scheduled for that day. The times in brackets relate to days when two races are scheduled.)

36. The aim is to finish the race after 90 – 120 minutes (60 minutes) by raising the shorten course flag S so that:
- All boats (even the slowest) complete the race within 120 – 150 mins (75 mins) of the published race start time.
 - For single class fleets it is important that the leading boat gets the winner's gun. Thus the leading Sandhopper should be the first Sandhopper to get the gun.
 - For handicap fleets, as far as possible all boats of the same class should do the same number of rounds. For example, if there are several Picos sailing as part of the Mono-hull handicap fleet they should all do the same number of rounds, even if that is a different number from the Hornets sailing in the Mono-hull handicap.
37. The best way to do this is to keep track throughout the race of the leading boat in the slowest single-class fleet (most probably the Sandhoppers) and how long it is taking to complete one lap. This is your "benchmark boat". You should also be aware of the position of the leading boats in all the other Classes.
38. From this lap time, estimate and decide whether you can afford to let your benchmark boat do another lap. Basically, if you estimate that it will next cross the line at a time more than about 100 minutes (50 minutes) after the published race start time, then you will want to finish it when it next crosses the line. If, however, it will cross the line at, say the 60 minute (35 minute) point and its lap time is such that it could easily do another lap without being outside the race guideline time then you can let it go around the course one more time.
39. Once your benchmark boat is on its last round, take a look at the other fleets. Basically you can raise code flag 'S' at any time during the last round of your benchmark boat so look for a "break in the traffic" where you will be able to raise 'S' without causing confusion. Choose a point that will not split up same class boats in the handicap fleets. At your chosen moment, raise 'S' and make 2 sound signals.
40. How you finish boats differs between boats in a handicap fleet (i.e. Multihull Handicap, Mono-hull handicaps or all boats in a Trophy Race) and boats in a Single Class Fleet (Sandhoppers and Sprints (single sail only).

Handicap Fleets: Finish all boats when they next cross the line.

Single Class Fleets: Finish the leading boat in the fleet when it next crosses the line and after you have done this, finish the other boats in the same fleet when they have completed the same number of laps as the leading boat.

NOTE: single classes are Sandhoppers and Sprints (single sail only)

41. All boats should be given a sound signal as they finish regardless of whether they have sailed a correct race. The finish time should be recorded in **all** instances.
42. Boats that do not cross the finish line within 30 minutes of the first boat in their fleet may, at the discretion of the Race Officer, may be timed out. Record "DNF – Timed Out" against them on the Record Sheet.
43. If there is a second race on the day, once all boats are finished or timed out raise the AP flag with two sound signals and prepare for the second race as you did for the first. If necessary re-set the course.
44. When you are ready to get the start sequence for the second race underway, lower the AP flag with one sound signal. The starting sequence should begin exactly one minute after the AP flag is removed.

E. AFTER THE RACE

45. Make sure that the orange inflatable buoys are picked up by one of the support boats and that the flags and hooter are put away and the radio turned off. The committee boat should be locked up. Please return briefcase to the race box and give the Committee Boat keys to the Duty Officer.
46. Check that everyone has returned safely to the shore before standing down. The Race Officer is not off duty until he has ensured that **all** boats that signed the Declaration Sheet as starting the race have signed off.
47. Please leave the Committee Boat and Race Box tidy, turn everything off and lock up when you have finished. Please deliver the Declaration Sheet and the Record Sheet to the Results Officer who will calculate the result and post it on the notice board. Keys to the Race Box should be returned to the Sailing Committee Duty Officer.

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48. Having read through the above notes, if you have any queries please phone the Sailing Secretary or the Rear Commodore Racing in plenty of time for further advice (their numbers are on the back of the sailing programme). Do not call either of them if you cannot fulfil your Race Officer duty, it is up to you to find a replacement. Please do not let the side down.

No Race Officer means there will be no racing for anybody.

49. Above all, don't worry, don't panic and don't be sidetracked. Concentrate on what you are doing and you will find that you have plenty of time for everything and get pleasure out of a job well done.