

TBYC RACE OFFICER INSTRUCTIONS 2009 SHORE BOX 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 Race Box and Bosuns Hut 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
 (All of the above will be stored in the briefcase in the Race Box)
6. Put out the Declaration Sheet in the Bosuns Hut at the top of the slipway so that helmsmen can sign on and off.
7. Indicate on the blackboard how many races will be run and that the start will be run from the Shore Box.
8. 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 5	Large RIB
Seasafe 2	White Support Boat	Seasafe 6	Bosuns Boat
Seasafe 3	Blue Support Boat	Seasafe 7	Small RIB
Seasafe 4	Committee Boat		
9. Attach the orange flag to a halyard in the Shore Box and hoist to signify the Start / Finish line is between the Shore Box and the Distance Mark. At the same time it is a good idea to test the horn to ensure that it is working correctly.
10. Set a course – see section B, Setting the Course, Shore Box Starts
11. Check that you have the following flags:-

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		
1 st Substitute	General recall		
Plus, for a Class start:			
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		

12. 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 – SHORE BOX START

13. Ensure that all the permanent buoys are in place, particularly those to be used for this race.
14. With the hand-bearing compass, take a number of bearings of the wind (every five minutes) by aligning the Windex or burgee of a convenient boat in order to arrive at the mean wind direction. Use the wind bearing and speed to select appropriate course(s).
15. When setting the course on the black board you should aim to set four different courses, i.e. one for the Multihull handicap fleet, one for the Fast Asymmetric Fleet, one for the Mono-hull fleet and one for the Sandhoppers. Remember all courses must be the same way around, i.e. all boats pass through the start / finish line in the same direction.
16. Note that boats must pass through the start / finish line on every round.

Trophy and Other Special Races

17. Everyone must sail the same course, so set a single course as described in paragraphs 14 to 18 above. Unless the race specifically requires a special course, a triangular course is preferred for Trophy races.

C. START PROCEDURE – SHORE BOX START

18. **Class Start** – Classes 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

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

19. If you get a flag or a time wrong before the start, postpone the start by hoisting code flag AP with two sound signals.
20. 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.
21. 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.

D. FINISHING

22. 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 25 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.)

23. 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.
24. 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.
25. 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.
26. 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 does not split up the same class boats in the handicap fleets. At your chosen moment, raise 'S' and make 2 sound signals.
27. 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 (e.g. Sandhoppers and Sprints).

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, you only need to mark their finishing places on the sheets.

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

28. 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.
29. 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.
30. 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.
31. 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

32. 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.
33. Please leave 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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34. 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.

35. 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.