

TBYC RACE OFFICER INSTRUCTIONS 2011 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	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 and fast asymmetric monohull fleet And sprint fleet And asymmetric catamaran fleet		

	Warning Signal		
3 rd Sub	Fast Mono-hull fleet And slow Mono-hull fleet Warning Signal		
NN0	Sandhopper class Warning Signal		
Or for a Mass Start (Trophy races and Midweek)			
R	Warning signal, mass start		

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		

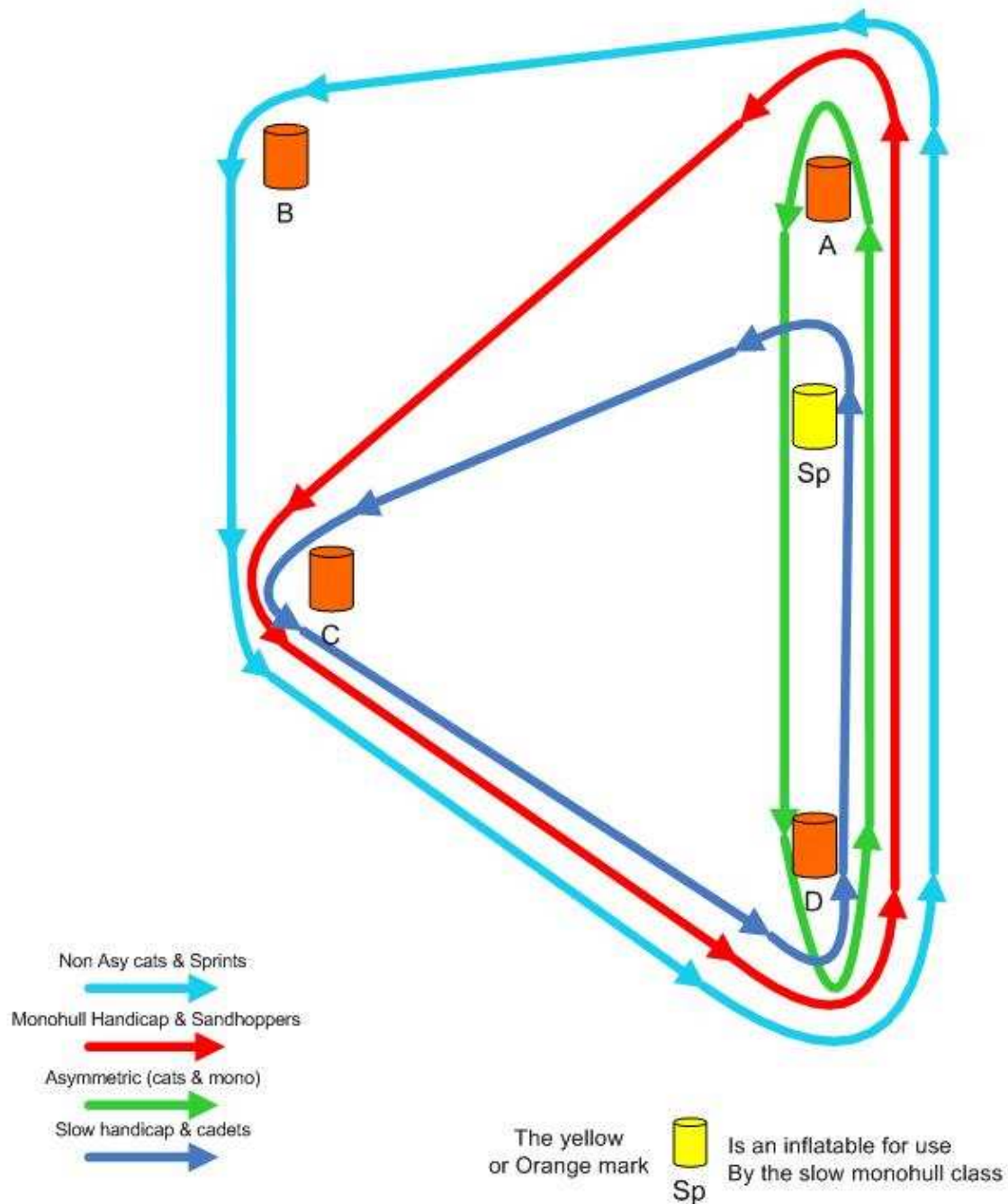
12. Do not postpone the start of the race unless absolutely necessary (failure of people to be ready or launch in time is **not** sufficient reason in itself; a Support Boat not being ready **is** sufficient reason to postpone).

B. SETTING THE COURSE – SHORE BOX START

13. Ensure that all the permanent buoys are in place and have not drifted, particularly those to be used for this race, if any have moved inform the duty officer and do not use them for the 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 and Sprint fleets(square), one for the Asymmetric Catamarans and Fast Asymmetric Mono-hull Fleets(upwind downwind), one for the Fast Mono-hull fleet and Sandhoppers (triangle) and one for the Slow handicap and Cadets (Small triangle). Remember all courses must be the same way around, i.e. all boats pass through the start / finish line in the same direction. Write this up on the blackboard in good time so everyone understands what course they are sailing.
16. when racing is run from the Shore box then the start/finish will not necessarily be on the upwind leg which is why we strongly recommend that the committee boat is used and moved when ever possible.

If 5 marks are used

Thorpe Bay Yacht Club 2010 Course diagram



For Asymmetric Monohulls and Asymmetric Catamarans

Mark A is the intended windward Mark and mark D is the intended Leeward mark. The start finish line shall be crossed each time when sailing between Mark D and Mark A.

For Sprints and Catamaran Handicap

Mark A is the intended Windward Mark, mark B the second Mark, mark C the third mark and Mark D the fourth Mark. The start finish line shall be crossed each time when sailing between Mark D and Mark A.

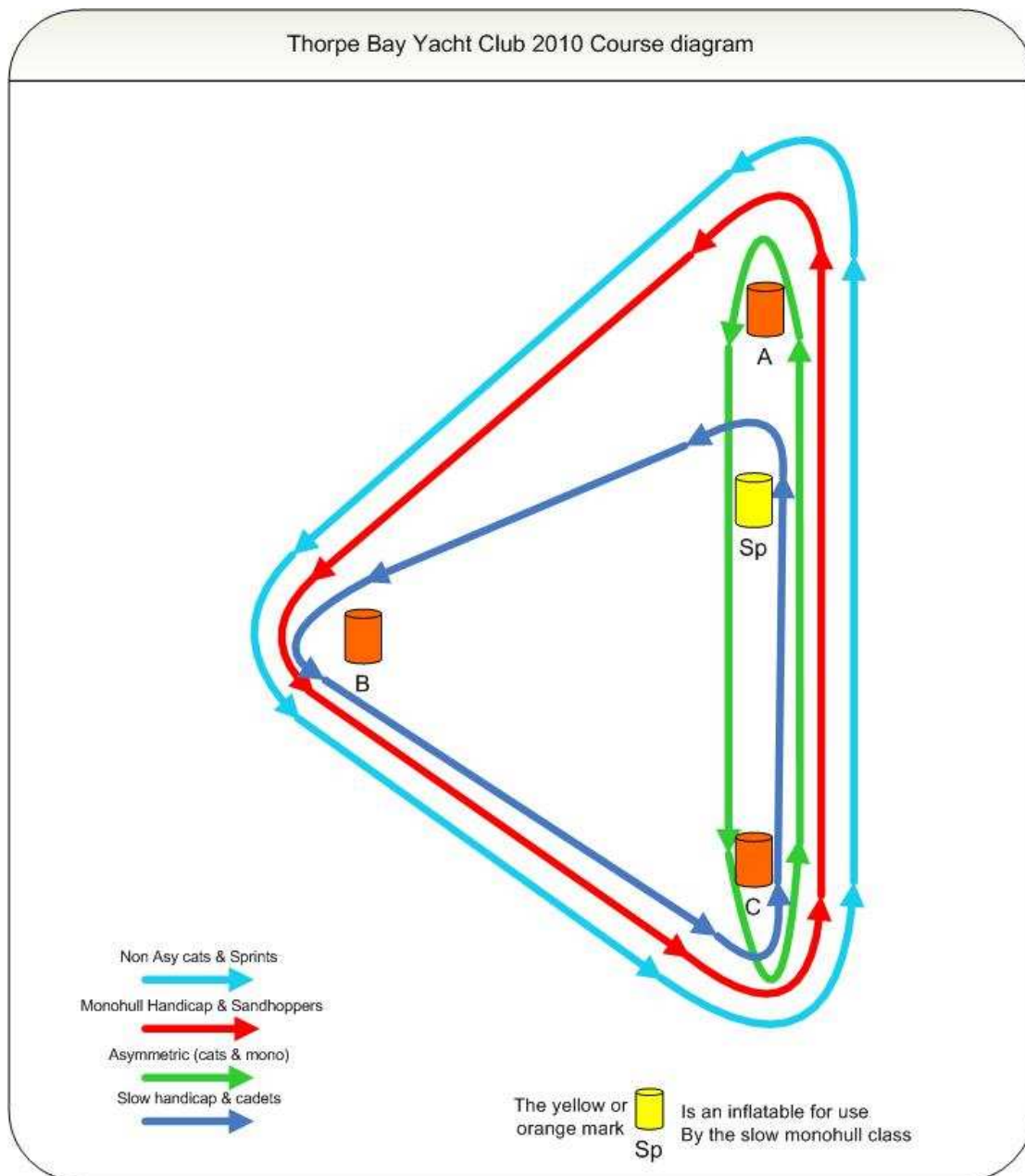
For Fast Monohull and Sandhoppers

Mark A is the intended Windward mark,, mark C the second Mark and Mark D the third Mark, The start finish line shall be crossed each time when sailing between Mark D and Mark A.

For Slow Monohull Handicap (including Lasers PY1080)

The nearest windward Yellow or Orange inflatable shall be the intended windward Mark, Mark C the second Mark and Mark D the third Mark, The start finish line shall be crossed each time when sailing between Mark D and Mark A.

9.2.3 If only 4 Marks are used



For Asymmetric Mono-hulls and Asymmetric Catamarans

Mark A is the intended windward Mark and mark C is the intended Leeward mark. The start finish line shall be crossed each time when sailing between Mark C and Mark A.

For Sprints and Multihull Handicap

Mark A is the intended Windward Mark, mark B the second Mark, mark C the third mark. The start/finish line shall be crossed once per lap.

For Fast Mono-hull and Sandhoppers

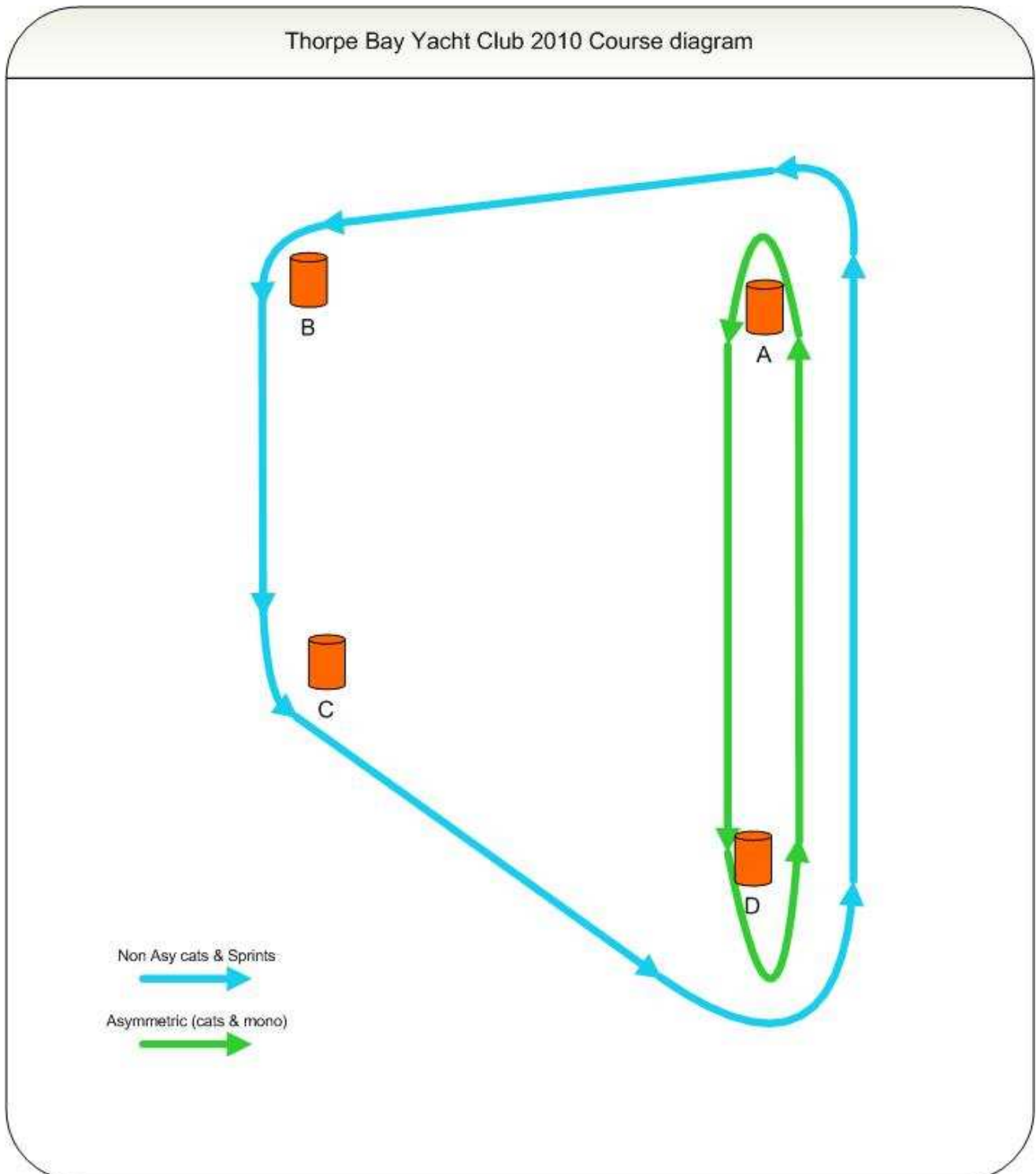
Mark A is the intended Windward mark,, mark B the second Mark and Mark C the third Mark. The start/finish line shall be crossed once per lap.

For Slow Mono-hull Handicap (including Lasers PY1080)

The Yellow inflatable shall be the intended windward Mark, Mark B the second Mark and Mark C the third Mark. The start/finish line shall be crossed once per lap.

The course, Club Marks used

Should the Race Officer wish to use the Club's permanent marks, Code Flag J will be flown from the Committee Boat and the numbers of the marks to be used will be written on the blackboard at the west end of the bosun's hut. The aim is to have courses which fit roughly to the diagrams below, try and make sure there is a good windward leg even if it's not the first leg of the course.



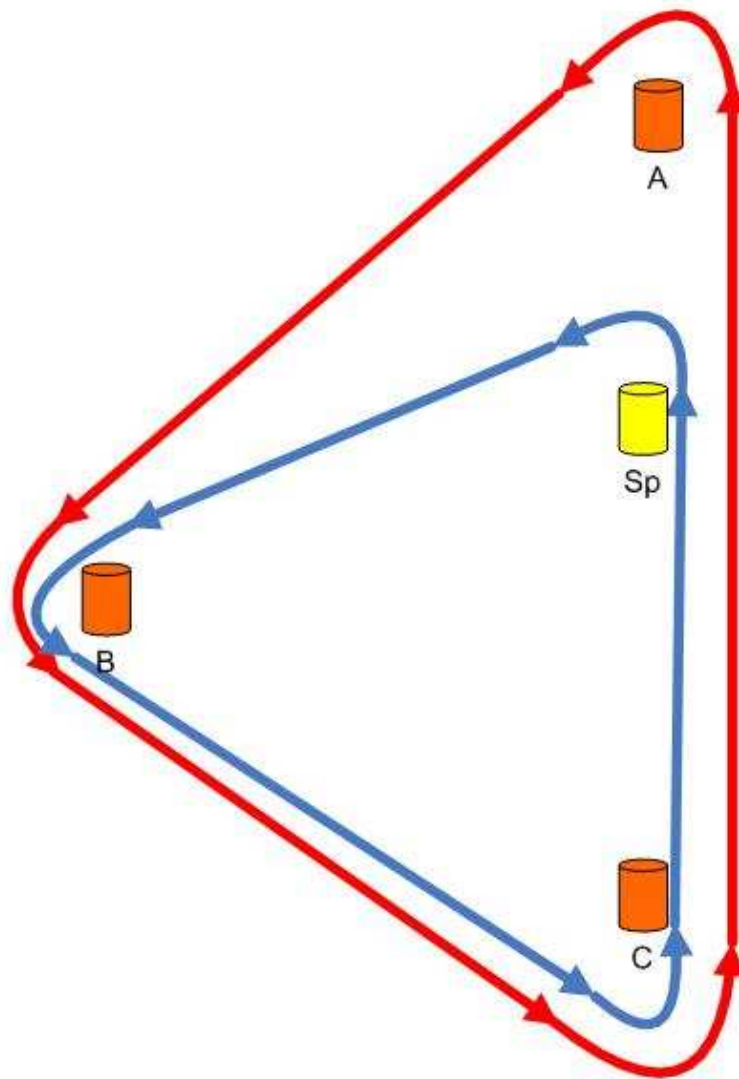
For Asymmetric Mono-hulls and Asymmetric Multi-hulls

Mark A is the intended windward Mark and mark D is the intended Leeward mark. The start/finish line shall be crossed once per lap.

For Sprints and Catamaran Handicap

Mark A is the intended Windward Mark, mark B the second Mark, mark C the third mark and Mark D the fourth Mark. The start/finish line shall be crossed once per lap.

Thorpe Bay Yacht Club 2010 Course diagram 3 buoys
Fast and Slow Monohull and Sandhoppers



Monohull Handicap & Sandhoppers



Slow handicap & cadets



The nearest yellow or orange mark



Is an inflatable for use By the slow monohull class

For Fast Mono-hull and Sandhoppers

Mark A is the intended Windward mark, mark B the second Mark and Mark C the third Mark, The start/finish line shall be crossed once per lap.

For Slow Mono-hull Handicap (including Lasers PY1080)

The nearest windward Yellow or orange inflatable shall be the intended windward Mark, Mark B the second Mark and Mark C the third Mark, The start/finish line shall be crossed once per lap.

IN ALL cases the slow mono-hull class will use the yellow or orange inflatable as their windward mark and NOT mark A.

the Course – Mass start

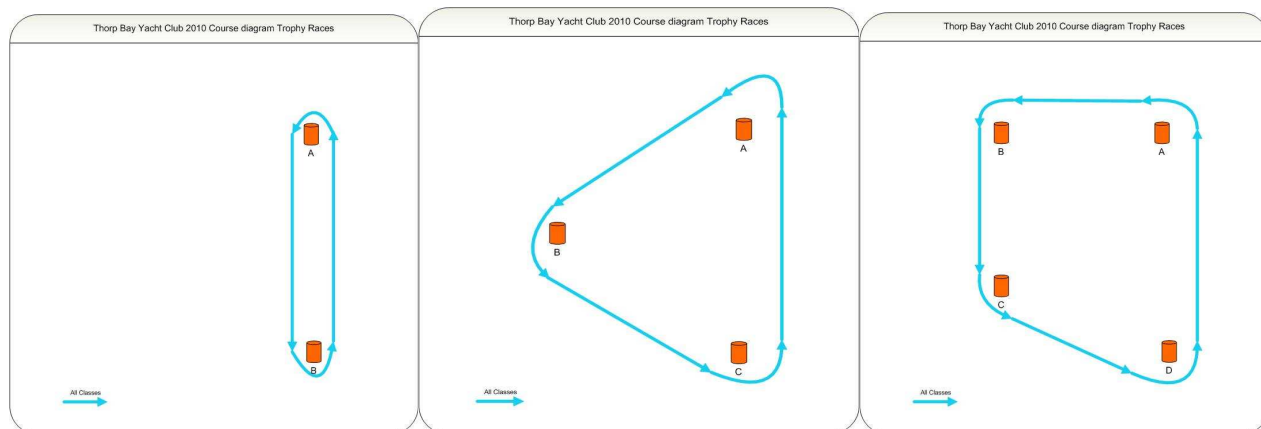
In the event of a Mass start (Trophy Races and Midweek points) then the same course must be sailed by all competitors. This could be either a rectangle, triangle or upwind / downwind and will only need to be displayed on the blackboard to the west of the Bosun’s Hut.

If the Distance Mark is to be used as a mark, it will be shown by a board with ‘DM’ written on it. The Distance Mark is usually comprised of two club permanent marks (one denoted as “E” and the other denoted as “W”) and a vertical pole with a green conical top. All three parts of the Distance Mark must be rounded every time it is included as a mark of the course.

17. 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.
18. If you decide that all fleets should sail the same course, then only use boards on the back of the Committee Boat cabin.
19. Note however that the Fast Asymmetric catamaran and fast asymmetric mono-hull fleet sails the windward-leeward version of the course at the front 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.
20. Raise the red or green coloured flag to indicate whether the marks are to be rounded to port or starboard.
21. Note that boats must pass through the start / finish line on every round (including East and West).

Trophy, Midweek and Other Special Races

22. Everyone must sail the same course, so set a single course as described in paragraphs 15 to 18 above. Unless the race specifically requires a special course, an equilateral triangular course is preferred for Trophy races.



C. START PROCEDURE – SHORE BOX START

23. **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 all Multi-hulls and Fast Asyms
T – 2	Display P	One	Preparatory for Multi-hulls and Fast Asyms
T – 1	Remove P	One	One Minute for Multi-hulls and Fast Asyms

T	Remove D Display 3 rd Sub	One	Start for Multi-hulls and Fast Asyms Warning signal for Mono-hulls
T + 1	Display P	One	Preparatory for Mono-hulls
T + 2	Remove P	One	One Minute for Mono-hulls
T + 3	Remove 3 rd Sub Display NN0 Flag	One	Start for 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, Trophy, Midweek and Other Special Races – 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

24. If you get a flag or a time wrong before the start, postpone the start by hoisting code flag AP with two sound signals.
25. 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.
26. 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

27. 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.)

28. 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 Slow Mono-hull handicap fleet they should all do the same number of rounds, even if that is a different number from the Solos sailing in the Slow Mono-hull handicap.
29. 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.
30. 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.

31. 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.
32. 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 and times on the sheets.

NOTE: single classes are Sandhoppers and Sprints (single sail only or 2 sails, 2 people, but no trapeze)

33. 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 additionally for the Sandhoppers and sprints please note their finish position in the fleet.
34. 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**, be timed out. Record "DNF – Timed Out" against them on the Record Sheet.
35. 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.
36. 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

37. 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.
38. 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 and the website. Keys to the Race Box should be returned to the Sailing Committee Duty Officer.
-ooOoo-
39. 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 **your responsibility** to find a replacement. Please do not let the side down.

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

40. Above all, don't worry, don't panic and don't be sidetracked or heckled, if in doubt, confer with the duty office before setting the course. 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.