

## **TBYC RACE OFFICER INSTRUCTIONS 2013 SHORE BOX START**

**Shore Box starts are used for all Midweek Series races. All other races should be started from the Committee Boat. The Shore Box should only be used in unusual circumstances or if the Committee Boat is not available.**

### **A. BEFORE THE START**

1. Before you leave home, obtain a weather forecast (e.g. BBC Weather – see the link on the web-site) as a guide to whether the conditions are likely to change during the race.
2. Familiarise yourself with the Sailing Instructions ( copy on the web-site)
3. Find out from the Sailing Programme or 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.
4. You will need to arrive at least one and a quarter hours before the race start time. Keys to the Shore Box should be collected from the Duty Officer.
5. 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.
6. Arm yourself with:
  - A digital clock or watch with seconds, correct to GMT or BST
  - Binoculars
  - Record sheets to enter times
  - Paper, pens and / or pencils

(All of the above are stored in the Shore Box )

7. Collect any 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 electric inflator stored in the Bosun's Hut, and make sure they have ground tackle: anchor, line and weight.
8. Put out the Declaration Sheets in the Bosuns Hut so that helmsmen can sign on and off. There are 6 different classes/sheets for series races and one sheet for mass start Midweek or Trophy races.
9. Indicate on the blackboard how many races will be run and that the races will be run from the Shore Box.
10. Set up the VHF radio ready for use:
  - Alter the channel to Channel 37 (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	Middle RIB (Grey Hull/Blue Tubes)
Seasafe 7	Small RIB (White Hull/Blue Tubes)
Seasafe 8	Large RIB (White Hull/Orange Tubes)
11. Check the wind direction every few minutes and arrive at a mean direction, which you will use to select the correct course.
12. Test the horn.

13. Check that you have the following flags - (these flags are in the wall holder)

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 <sup>st</sup> Sub 	General recall		
J 	If club permanent marks to be used rather than inflatable marks	These 3 can all be on the mast halyard	
Red or Green	All marks to Port or Starboard		
Orange	On station		
<b>Plus, for Class starts :</b>			
D 	Warning Signal for: <ul style="list-style-type: none"> <li>• Windward/ Leeward Catamaran</li> <li>• Windward/ Leeward Mono-hull</li> <li>• Slow Catamaran</li> </ul>		
3 <sup>rd</sup> Sub 	Warning Signal for: <ul style="list-style-type: none"> <li>• Fast Mono-hull fleet</li> <li>• And Slow Mono-hull fleet</li> </ul>		
NN0 	Warning Signal for Sandhopper Class		
<b>Or for a Mass Start (Trophy races and Midweek)</b>			
R 	Warning signal, mass start		

14. Attach and raise the orange flag on a halyard signify the start line is between the shore box and the Distance Mark.

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

16. Describe the course(s) on the blackboard at the side of the Bosun's Hut in good time before the race starts ( in particular, ensure that the Sandhopper fleet have had time to see the course before going out to rig their boats)

### The course – Series racing - Club Marks used

17. Check that the club marks have not drifted or disappeared completely and get one of the safety boats to investigate or move them back as appropriate, then set a course

18. If the Club's permanent marks are to be used, Code Flag J will be flown from the Shore Box . For series racing the courses are set out in the Sailing Instructions. However, it is not always possible to have a windward leg as the first leg if the shore box is used – and this will cause difficulties in setting good courses. ( and is one reason why the Shore Box is not the preferred starting point.
19. Aim to set 2 different courses:
- an upwind/downwind course - for windward/leeward catamarans, windward/leeward mono-hulls and Sandhoppers.
  - a trapezoidal course - for the slow catamarans, slow and fast monohulls

**The Course – Mass start**

20. For a mass start (Trophy Races and Midweek points) then the same course must be sailed by all competitors. This could be either a trapezoidal, rectangle, triangle or upwind downwind or a special course ( trophy) may be pre-arranged.

**The Course – general**

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. Raise the red or green coloured flag to indicate whether the marks are to be rounded to port or starboard.
23. 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**

24. Generally there will only be one race in a session except for the mini series or the club regatta. For Trophy races and midweek points races, all boats must sail the same course although they may sail a different number of rounds if it is average lap racing.
25. Set a single course. Unless the race specifically requires a special course, a triangular course is preferred for Average Lap Trophy races if fixed marks are used, or trapezoidal ( beat, tight reach, run, broad reach) if inflatables are used instead or as well. (this is preferred).
26. For average lap racing, try to set the course so that the slowest boats will complete at least 3 laps during the race time.

**C. START PROCEDURE**

27. **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 all Windward/leeward cats, windward/leeward monos and slow cats
T – 2	Display P	One	Preparatory for Windward/leeward cats, windward/leeward monos and slow cats
T – 1	Remove P	One	One Minute Windward/leeward cats, windward/leeward monos and slow cats
T	Remove D Display 3 <sup>rd</sup> Sub	One	Start for Windward/leeward cats, windward/leeward monos and slow cats Warning signal for Fast and Slow Mono-hulls
T + 1	Display P	One	Preparatory for Fast and Slow Mono-hulls
T + 2	Remove P	One	One Minute for Fast and Slow Mono-hulls
T + 3	Remove 3 <sup>rd</sup> Sub Display NN0 Flag	One	Start for Fast and Slow 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

28. **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

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

30. 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.

31. Record race number, date and start time on Record Sheet and enter list of competitors. 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.**

32. 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

33. 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 34 to 37 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.)**

34. 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.

35. 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.

36. 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.

37. 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.

38. 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)

**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, noting their finishing position as well as time.

**NOTE:** the only single class fleet is the Sandhopper)

39. 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 please note their finish position in the fleet.
40. 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.
41. 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.
42. 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**

43. Make sure that the orange and yellow inflatable buoys, if used, are picked up by one of the support boats and that the flags are put away and the radio turned off. Please leave the Shore Box tidy.
44. 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.
45. Hand the Declaration Sheets and the Record Sheets in at the club bar where they will be collected by the Results Officer who will calculate the result and post it on the web-site.
46. 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.
47. Above all, don't worry, don't panic and don't be side-tracked or heckled. If in doubt, confer with the Duty Officer 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.