TBYC Race Officer on 1 page, 2016

1. The week before
Check Dutyman to see what races are on & who else is on duty

Contact Duty Officer to get updates, e.g. marks missing

Contact Assistant RO

Try to find a third person to help

2. Day before and on the day
Check weather

Think about likely courses

Check your equipment: Hand bearing compass, watch, binoculars, clipboard, pens & paper, SIs

Synch watch to speaking clock (123)

3. T-75: arrive at slipway
Get Committee Boat keys

Get Recording sheets from Shore Box briefcase

Make sure sign-on sheets are in place, inc Cadet sheet

4. T-60 board Committee Boat

RACE OFFICER	ASSISTANT
Switch on electrics	Course board holders out
Check radio (Ch37 = M1).	Attach flags to cross-trees halyard but don't raise:
Set up windex on bow	Burgee, Orange, J, Red or Green
Check wind and decide whether to move CB.	Put flags on gantry:
If necessary, move CB.	AP, P, NN0, 3rd Sub, D
	Locate X & 1st Sub
	Plug in the horn & test

5. Set the course
Take several wind bearings at 3 minute intervals.

Work out the rough average to get mean wind direction.

Position the CB so there are two club marks more-or-less directly upwind:

   The furthest will be Mark A1 of the course

   The nearest Mark A of the course

Lay the Cadet mark approx. ½ way to Mark A

6. Display the course
Display courses by sliding numbered boards into holders

   Holder at bow: Marks A1 & D for Windward/Leeward

   Holder at stern: Marks A, B, C & D for the rest

   Marks read left to right as viewed from the water

   Use "SP" for any inflatable marks & D for the dist. mark

Make sure the red (port) or green (stb) flag is showing to indicate way marks are to be rounded

7. T-30 CB on station & course set
Raise the flags on the cross-trees halyard

Burgee, orange, J & red or blue

Re-check average wind direction

Lay start line

8. Lay start line
Normally on the port side facing into the wind

Line from the Committee Boat mast is 90° to wind

The radio can be used but hand signals are better

The length should be 1 boat lengths per starter

Lay it for the number of boats in the largest fleet

9. Starting
Starting sequence is signalled by flags

Sounds are to call attention to the flags

Flags are DISPLAYED and REMOVED

Timing must be to the second

10. T-5 starting sequence
Call everyone to attention & no chatting

Position yourself so you can sight down the start line

Count down to each flag

   "50 seconds to D up and a sound signal"

   "30 seconds to D up"

   "15 seconds to D up"

   "10 seconds to D up and one sound signal"

   "5, 4, 3, 2, 1, now" (D hits cross-trees on "now")

11. Overs
View down the line

No boats over – move on to next start

If boats are over at the start, signal a recall

   A few boats = Individual Recall "X" & 1 sound

   Lots = General Recall "1st Sub" & 2 sounds

If IR watch OCS boats & lower "X" when all crossed back. Lower "X" after 2 minutes in any case.

If GR re-start the sequence with recalled fleet when you are ready, later fleets follow after

12. Recording
After start can shorten line for better W/L course

Record all boats for every lap

Record actual time of crossing line, to the second

13. Finishing
Aim is to finish the race after approx:

   One race day: 90 – 120 minutes

   Two race day: 45 – 60 minutes

Signal the finish by raising code flag "S" with 2 sounds

Handicap fleets – all finish when next cross line

Single class fleets (Sandhoppers) – finish when done same number of rounds as leading boat

14. After the race
Check everyone's safely ashore

Get results (inc sign-on sheets) to results Officer

Well done!

Class start sequence

Time of first start, T =			All normal flags have one sound signal	
	Time	**Display**	**Remove**	**Comment**
T-4			AP ↓ 🏴	Only if start delayed
T-3		D ↑ 🟨		
T-2		P ↑ 🟦		
T-1			P ↓ 🟦	
T		3rd Sub ↑ ▶	D ↓ 🟨	Start: W/L & Slow Cat fleets
Overs?		↑ ✚ OR ▶		✚ 1 sound ▶ 2 sounds
T+1		P ↑ 🟦		
T+2			P ↓ 🟦	Remove X or 1st Sub if raised
T+3		NN0 ↑ ⬜	3rd Sub ↓ ▶	Start: F&S monohull + Cadets
Overs?		↑ ✚ OR ▶		✚ 1 sound ▶ 2 sounds
T+4		P ↑ 🟦		
T+5			P ↓ 🟦	Remove X or 1st Sub if raised
T+6			NN0 ↓ ⬜	Start: Sandhopper fleet
Overs?		↑ ✚ OR ▶		✚ 1 sound ▶ 2 sounds
				Remove X or 1st Sub if raised

Mass start sequence

Time of first start, T =			All normal flags have one sound signal	
	Time	**Display**	**Remove**	**Comment**
T-4			AP ↓ 🏴	Only if start delayed
T-3		R ↑ 🟥		
T-2		P ↑ 🟦		
T-1			P ↓ 🟦	
T			R ↓ 🟥	Start: all boats
Overs?		↑ ✚ OR ▶		✚ 1 sound ▶ 2 sounds
				Remove X or 1st Sub if raised