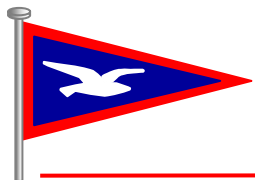


Thorpe Bay Yacht Club

Club Race Officer Training

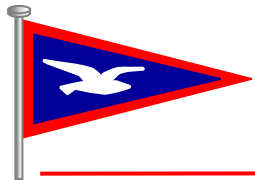


T H O R P E B A Y Y A C H T C L U B



Objectives of Club Race Officer

- Why do we do it?
 - To contribute, to be “good members”
 - So everyone can enjoy their racing
 - To learn what it is like on the “other side”, which will improve our results when we race
 - To get the satisfaction of a job well done
 - Because we all love Spratty (and he’ll say rude things about us in Newsbuoy if we don’t do our bit)

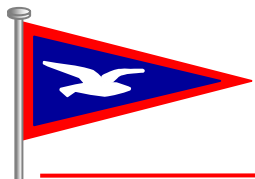


THORPE BAY YACHT CLUB



What do our customers want?

- What do the race participants want?
 - All want:
 - Safe and fair competition
 - Fun
 - Beginners want:
 - Encouragement to race
 - An environment that boosts their confidence
 - The opportunity to develop their skills
 - Intermediates want:
 - Competitive sailing against others at their level
 - Experts want:
 - An opportunity to practice and develop their skills
- And everyone wants time to talk about it afterwards in the bar

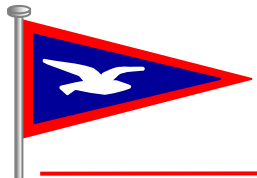


T H O R P E B A Y Y A C H T C L U B



Agenda

- Preparation
 - Setting up
 - Setting course
 - Start
 - Recording
 - Finish
 - Clear up
 - Differences for Shore Box start
- For
Committee
Boat start

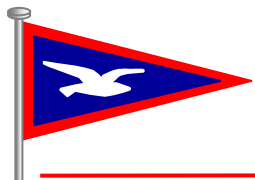


THORPE BAY YACHT CLUB



Preparation – Before race day

- Find out:
 - who is Duty Officer (I suggest you call him/her)
 - who is the other Race Officer
 - what type of race(s)
 - class / mass start
 - any marks known to be missing
 - combination for clubhouse back door and boat park gates
 - ask Duty Officer if there is anything else you should know
- Make sure you have:
 - Race Officer instructions
 - Club sailing instructions
- Try to get:
 - Another helper willing come out with you
- Good idea to do this 1 week ahead

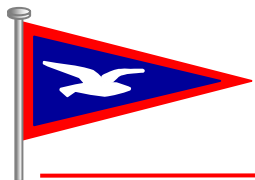


T H O R P E B A Y Y A C H T C L U B



Preparation – on the day 1

- Before you leave home:
 - Get a weather forecast
 - e.g. 09014 757 625, press 2 then 10
 - Arm yourself with:
 - A watch – preferably digital and set to correct time using speaking clock or teletext
 - Binoculars if you have them
 - Clip board, pens and paper
 - Race Officer instructions
 - Club Sailing Instructions
 - Some of these are available in the Race Box, but your own will be in much better condition

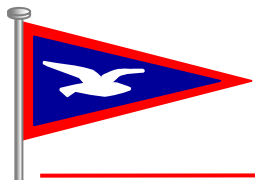


T H O R P E B A Y Y A C H T C L U B



Setting up – on shore, 1

- Arrive at least 1¼ hours before start time
- Get keys from Duty Officer
 - Committee Boat, Race Box & Bosuns Hut
- Put out Declaration sheet
- Write on blackboard the number of races and that it is a Committee Boat start
- Try to co-opt a 3rd & 4th person to join you on the Committee Boat (or bring one with you)

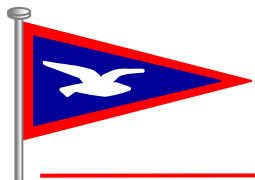


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Setting up – on shore, 2

- Make contact with Patrol Boat crews and make sure they have on board:
 - Small orange buoy for start / finish line
 - One other buoy for windward mark
 - Ground tackle for buoys (weight, line and anchor)
- Gather any stuff you need from the brief case in the Race Box:
 - Record sheets, watch, binoculars, pens
- Get afloat!

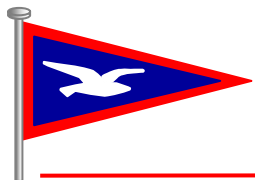


THORPE BAY YACHT CLUB



Setting up - aboard

- Opportunity for multi-tasking: one can set up, the other set the course
- The person setting up should:
 - Get the radio going and do a radio check
 - Connect the horn and test
 - Slide the board holders into the runners at front and back of cabin roof railings
 - Get the numbered boards ready for use
 - Attach the club burgee and the orange flag to the main mast halyard
 - Attach the starting flags
 - Prepare the Recording Sheet with date, time etc



T H O R P E B A Y Y A C H T C L U B



Flags – what do they all mean?

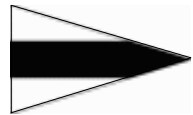
- Warning flags



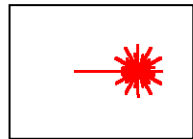
D = Multihull Handicap



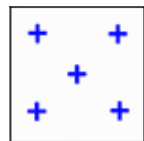
O = Fast Asymmetric Handicap



3rd
Sub = Mono-hull Handicap



= Laser (standard rig)



NN0 = Sandhopper



R = Mass start

Flags – what do they all mean?

- Other flags



AP = Postpone



P = Preparatory



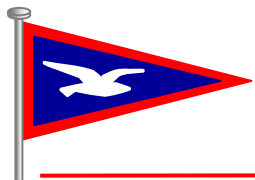
X = Individual Recall



1st Sub = General Recall



J = Using club permanent marks



THORPE BAY YACHT CLUB

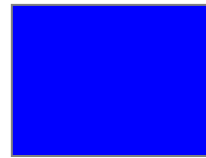


Flags – what do they all mean?

- Coloured flags



Orange = Start line



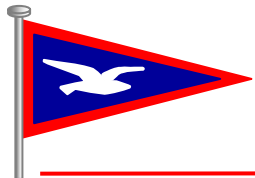
Blue = Finish line



Red = Port handed course



Green = Starboard handed course

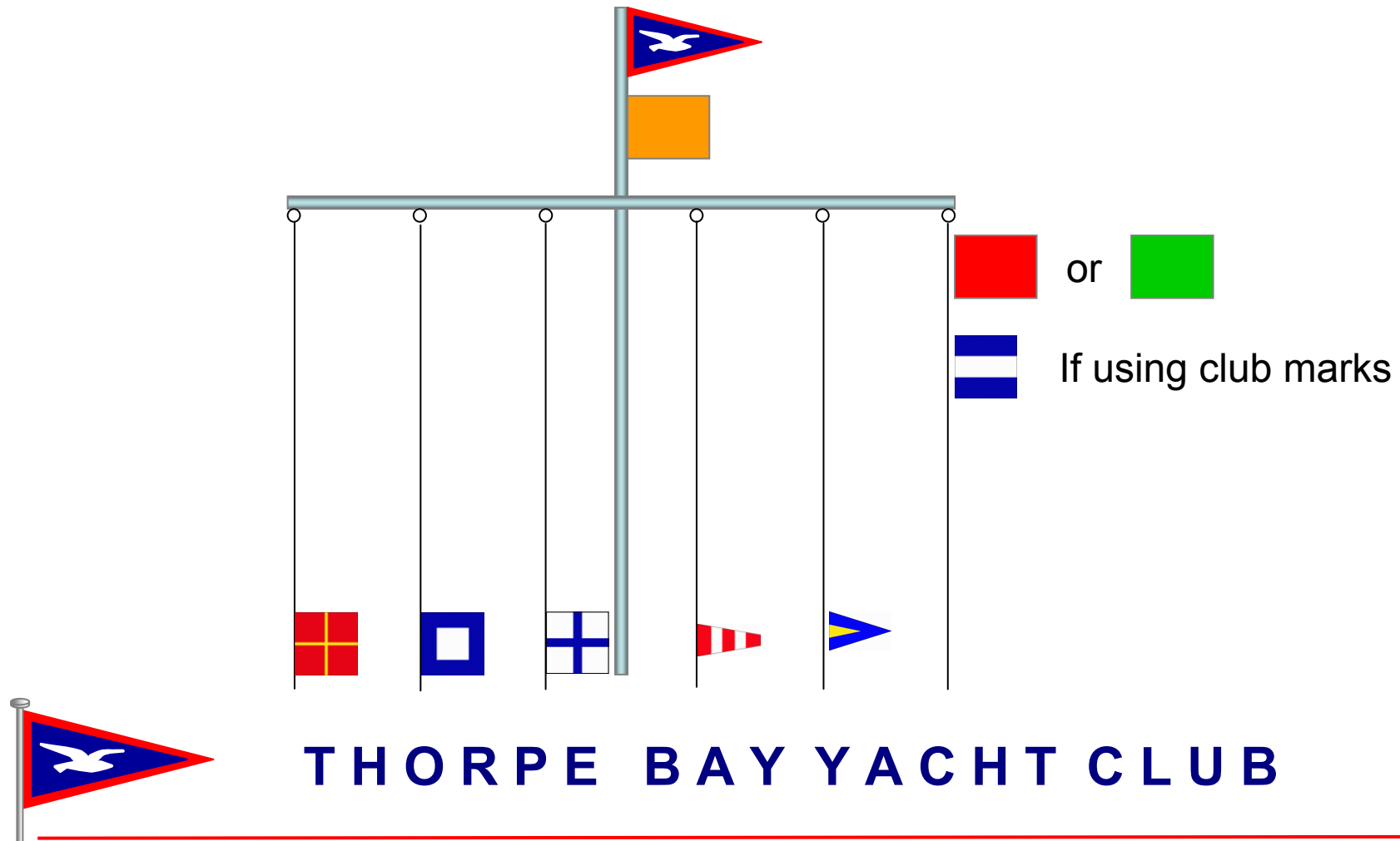


THORPE BAY YACHT CLUB



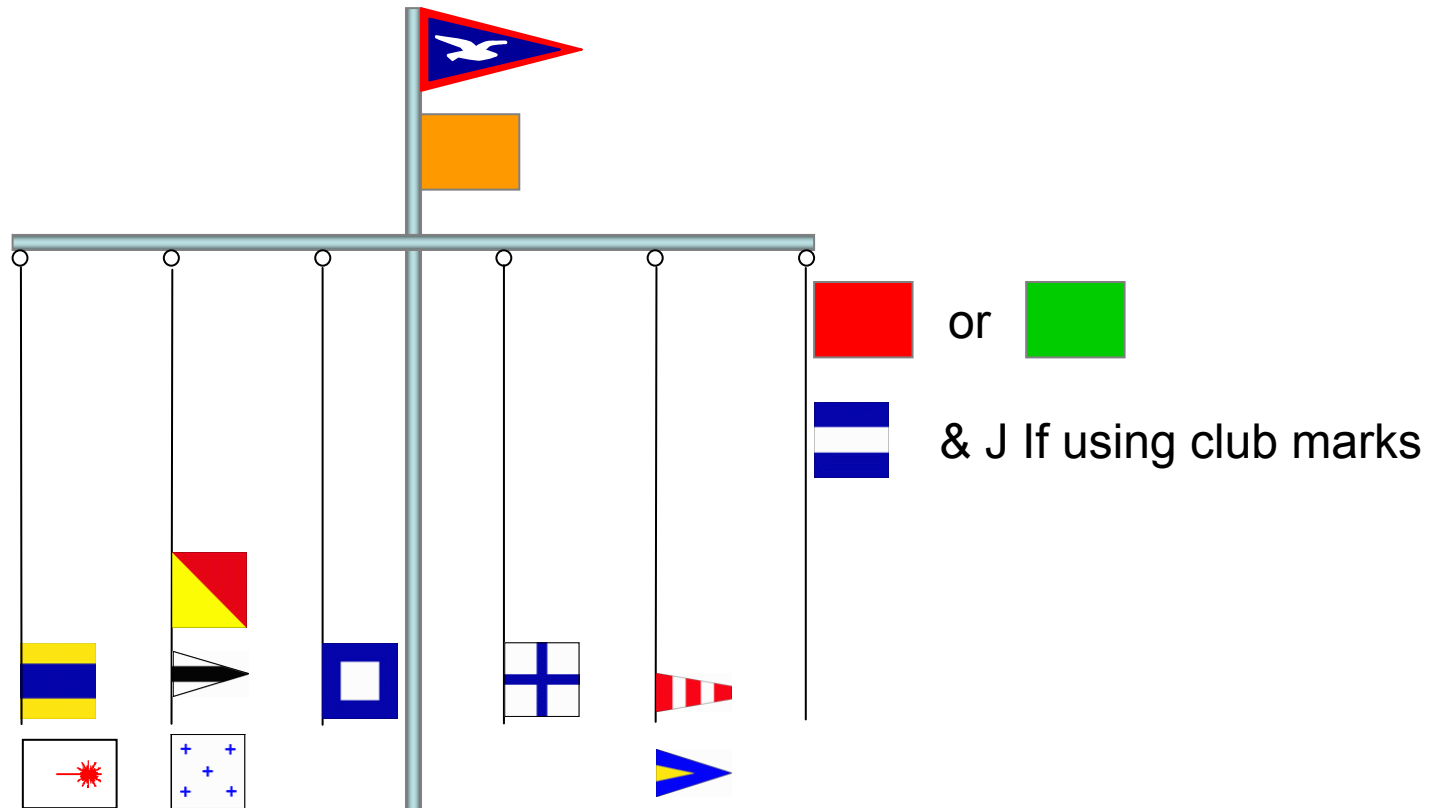
Flags

- What flags are needed for a mass start?



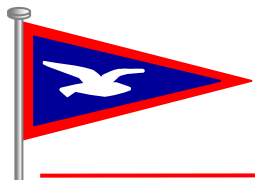
Flags

- What flags are needed for a class start?



Setting the course - 1

- Ingredients of an ideal course?
- In my opinion the basic requirements are:
 - Start line at 90° to the wind (with up to 10° port bias)
 - A true beat
 - An opportunity for 3-sail boats to use their spinnaker
 - Short enough for at least 2 laps
 - Long enough that 1 lap takes the fastest boat more than 10 minutes (otherwise they will be completing their 1st lap while you are still starting the last group)
- The rest is personal preference

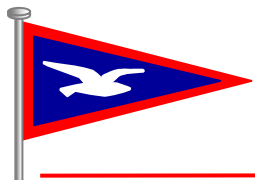
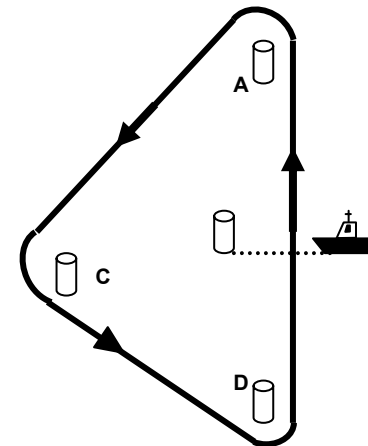
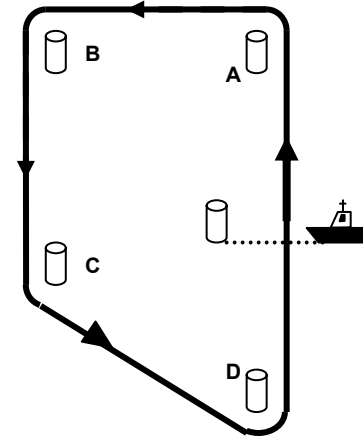


T H O R P E B A Y Y A C H T C L U B



You can designate 2 courses

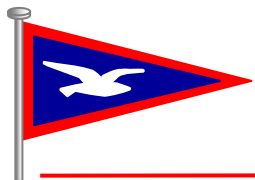
1. Multi-hull on front of Committee Boat
 - Generally prefer trapezoidal courses
 2. Mono-hulls (inc Sandhoppers) on back
 - Generally prefer triangle or windward/leeward courses
 - Fast Asymmetrics will do A & D only
- Port handed courses are preferred
 - Trophy and Midweek races just one course – a triangle



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Setting the course - 2

- Take several wind bearings at 3-5 minute intervals
- Work out the rough average to get mean wind direction
- Look for the logical windward mark
 - If there is no suitable permanent mark, direct Patrol Boat to lay an inflatable buoy
- Choose other club permanent marks to make desired course configuration(s)
- Check the marks you use are actually there!

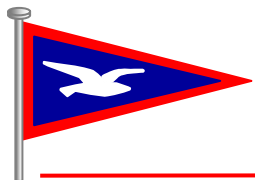


T H O R P E B A Y Y A C H T C L U B



Setting the course - 3

- Slide blackboard into holder and write bearing of windward mark
- Display course(s) by sliding numbered boards into holders
 - Multi-hulls at front, mono-hulls at back
 - Marks read left to right, ie left most board designates the windward mark
 - Use “SP” for any inflatable marks
- Raise red or green flag to indicate port or starboard handed course, plus “J” to indicate club permanent marks are used

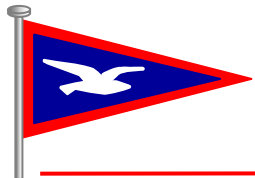


T H O R P E B A Y Y A C H T C L U B



Setting the course - 4

- Lay the start line:
 - Contact Patrol Boat that has the small orange buoy
 - Direct them to lay it so the line from the Committee Boat mast is at approx 90° to wind
 - The length should be approx 2 boat lengths for every boat starting
 - Check it – start line is between the committee boat mast flying the orange flag and the orange buoy
 - This will also be finish line

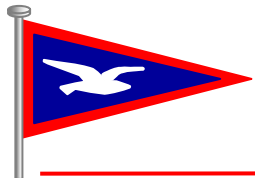


T H O R P E B A Y Y A C H T C L U B



Setting the course - 5

- Now take a pause to check all is OK:
 - Windward mark still to windward?
 - Course boards correct?
 - Bearing of windward mark showing?
 - Orange flag on main mast?
 - Red or green flag raised?
 - “J” flag raised (if using club marks)?
 - Starting flags on halyards?
 - Extra flags in pockets or otherwise accessible?
 - Laser, NN0 & 1st Sub
 - Horn connected and tested?
 - Patrol boats on station?
 - Record sheets and working pens / pencils to hand
 - Watch ready?
- Now you are ready to go!

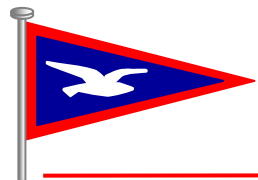


T H O R P E B A Y Y A C H T C L U B



The start - basics

- Starting sequence is signalled by flags
 - Sounds are optional (but highly desirable), to call attention to the flags
- Flags are DISPLAYED and REMOVED
- Timing must be to the second
- A flag is officially displayed when it reaches the cross trees
- A flag is officially removed when it leaves the cross trees



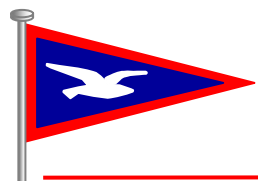
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The start – basic sequence

- For a mass start at time T:

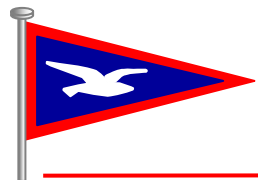
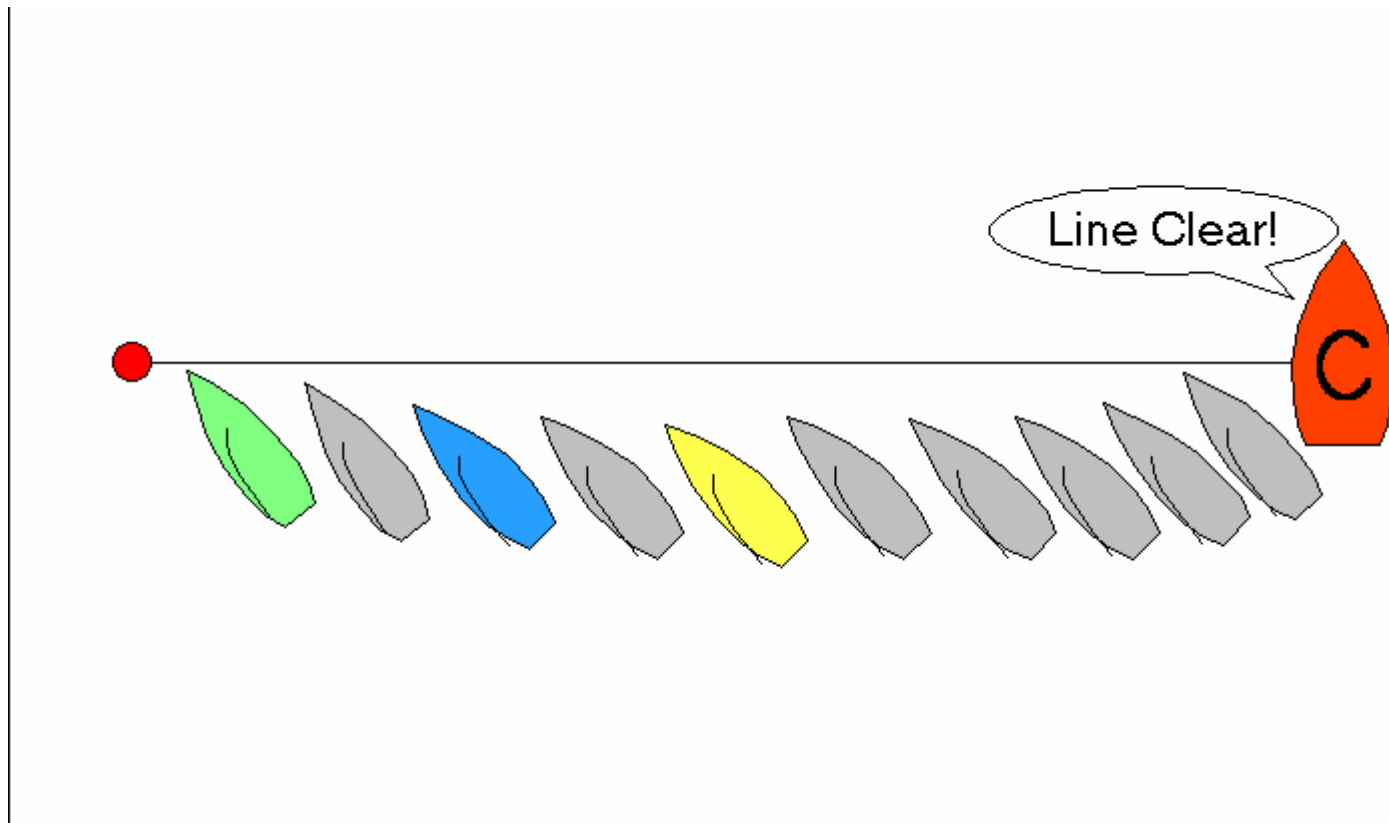
Time	Flag	Action	Sound	Meaning
T – 3	R	Display	One	Warning
T - 2	P	Display	One	Preparatory
T - 1	P	Remove	One	One minute
T	R	Remove	One	Start



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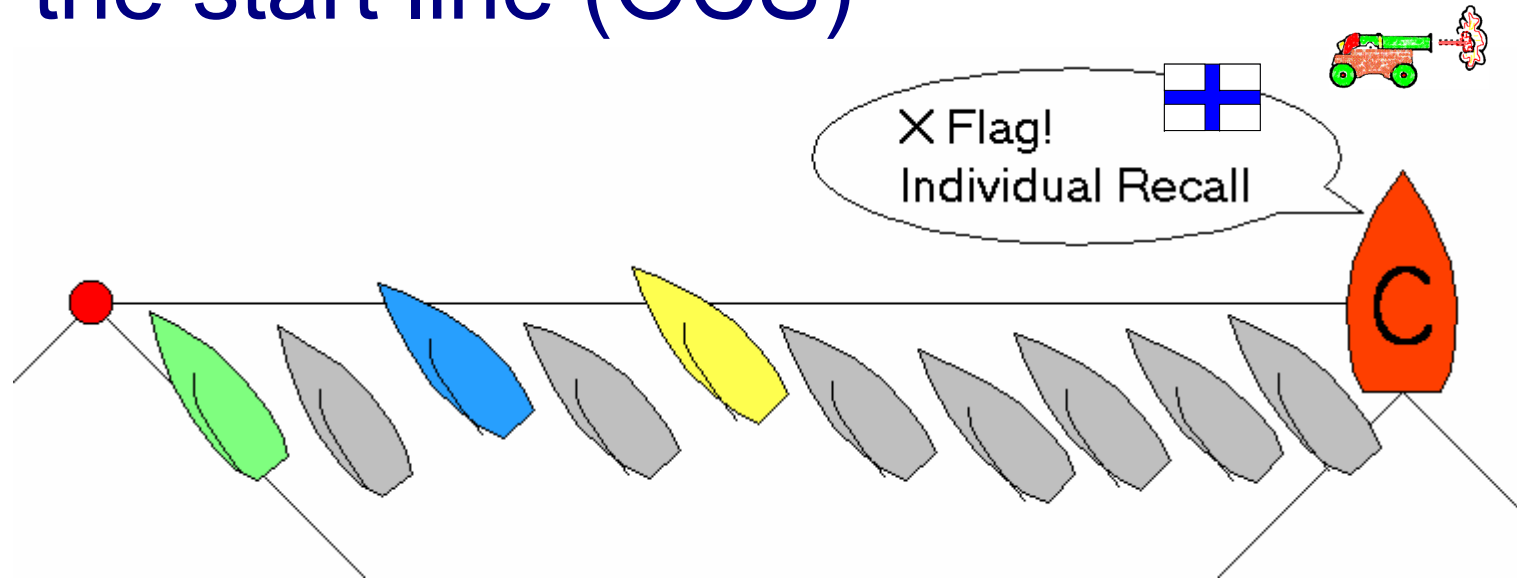
The start – clear start



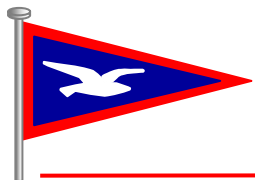
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The start – boats On the Course Side of the start line (OCS)



1. Raise "X" with 1 sound
2. Note sail numbers of OCS boats
3. When they have all returned to the non-course side of the line lower X
4. If a boat or boats fail to return lower X after 2 minutes
5. Record boats that failed to return as OCS on the Record Sheet
6. Still record lap times for them, "just in case"

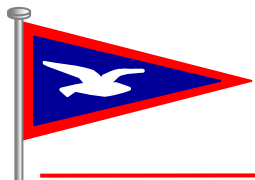
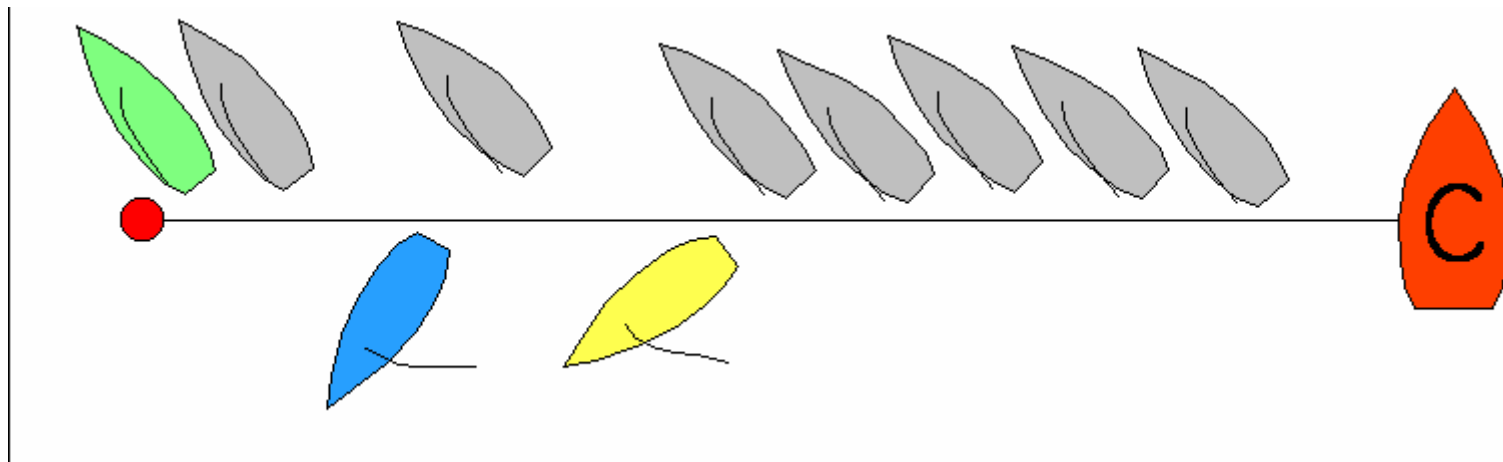


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The start – OCS boats restarting

- OCS boats must return fully to the non-course side of the line before re-starting

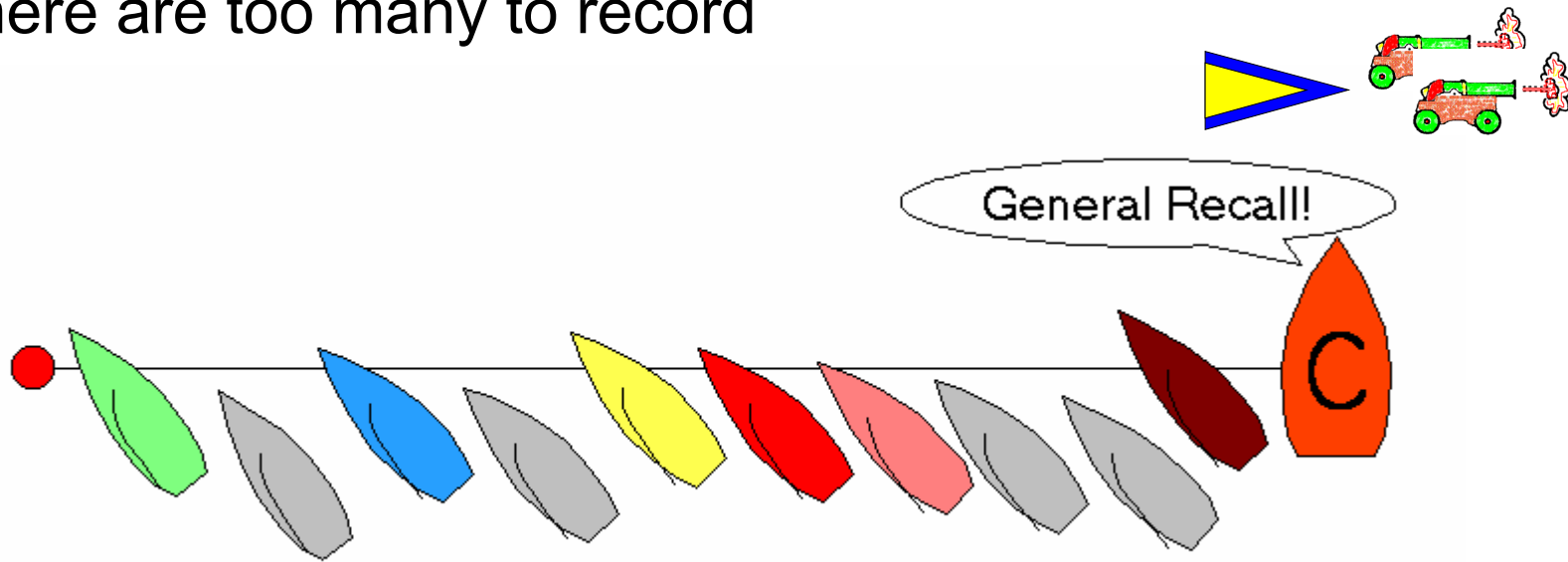


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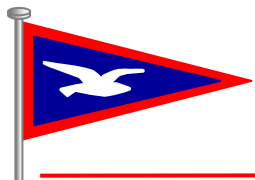


The start – general recall

- If you are unable to see how many boats are OCS, or there are too many to record



- Raise 1st Sub with 2 sound signals
- Gather your thoughts and start the sequence again

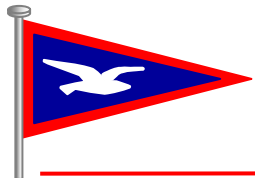


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Class starts

- For all series races except the Midweek series
- Fleets start as follows:
 - T: Multihulls
 - T+3: Mono-hull handicap and Fast Asymmetrics
 - T+6: Lasers (standard rig)
 - T+9: Sandhoppers



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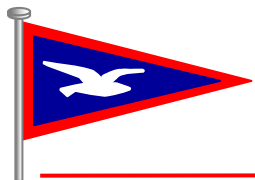


The start – Class starts

- For class starts, one after the other, the Warning flag of the 2nd group is displayed when the 1st group starts

Time	Flag	Action	Sound	Meaning
T - 3	D	Display	One	Warning
T - 2	P	Display	One	Preparatory
T - 1	P	Remove	One	One minute
T	D O & 3 rd Sub	Remove Display	One	Start for 1 st group Warning for 2 nd group

- And then the sequence continues for the 2nd group



THORPE BAY YACHT CLUB



TBYC Class Start 2007

Time	Flag	Action	Sound	Meaning
T - 3	D	Display	One	Warning signal for Multihulls
T - 2	P	Display	One	Preparatory for Multihulls
T - 1	P	Remove	One	One minute for Multihulls
T	D	Remove	One	Start for Multihulls
	O & 3 rd Sub	Display		Warning for Mono-hulls & FAs
T + 1	P	Display	One	Prep for Mono-hulls & FAs
T + 2	P	Remove	One	One minute for FMs & FAs
T + 3	O & 3 rd Sub	Remove	One	Start for Mono-hulls & FAs
	Laser	Display		Warning for Lasers (std rig)
T + 4	P	Display	One	Preparatory for Lasers
T + 5	P	Remove	One	One minute for Lasers
T + 6	Laser	Remove	One	Start for Lasers
	NN0	Display		Warning for Sandhoppers
T + 7	P	Display	One	Preparatory for Sandhoppers
T + 8	P	Remove	One	One minute for Sandhoppers
T + 9	NN0	Remove	One	Start for Sandhoppers

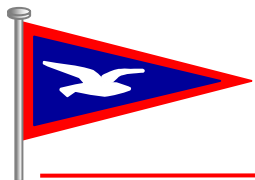


The start – Class start in full

TBYC Class Start 2006 with related actions					
Time	Flag	Action	Sound	Meaning	Action before next step
T - 3	D	Display	One	Warning signal for Multi-hulls	
T - 2	P	Display	One	Preparatory for Multi-hulls	
T - 1	P	Remove	One	One minute for Multi-hulls	
T	D O & 3S	Remove Display	One	Start for Multi-hulls Warning for Fast Mono-hulls & FAs	If any Multi-hulls are OCS display "X" with one sound
T + 1	P	Display	One	Prep - Mono-hulls & FAs	Detach D and attach Laser to halyard
T + 2	P	Remove	One	One min - Mono-hulls & FAs	Remove "X" if displayed at last start
T + 3	O & 3S Laser	Remove Display	One	Start for Mono-hulls & FAs Warning for Lasers (std rig)	If any Mono-hulls or FAs are OCS display "X" with one sound
T + 4	P	Display	One	Preparatory for Lasers	Detach O & 3S. Attach NN0 to halyard
T + 5	P	Remove	One	One minute for Lasers	Remove "X" if displayed at last start
T + 6	Laser NN0	Remove Display	One	Start for Lasers Warning for Sandhoppers	If any Lasers are OCS display "X" with one sound
T + 7	P	Display	One	Preparatory for Sandhoppers	
T + 8	P	Remove	One	One minute for Sandhoppers	Remove "X" if displayed at last start
T + 9	NN0	Remove	One	Start for Sandhoppers	If any Sandhoppers are OCS display "X" with one sound

The start – counting down

- Use actual time on a digital watch
 - Not a stop watch or countdown timer
- A typical sequence spoken by the timer for flag “D” to be displayed at 14.30:
 - At 14.29.00: “1 minute to code flag D up”
 - At 14.29.15: “45 Seconds”
 - At 14.29.30: “30 seconds to D up”
 - At 14.29.45: “15 seconds to D up”
 - At 14.29.50: “10 seconds”
 - At 14.29.55: “5”
 - At 14.29.56: “4”
 - At 14.29.57: “3”
 - At 14.29.58: “2”
 - At 14.29.59: “1”
 - At 14.30.00: “Now” – this is the point at which the flag should hit the cross trees

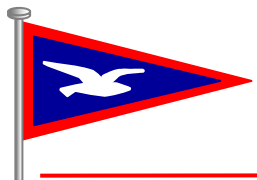


T H O R P E B A Y Y A C H T C L U B



The start – write out the times

- I suggest you write yourself a sequence with the actual times



THORPE BAY YACHT CLUB



The start – write out the times

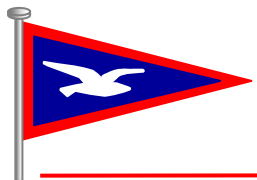
TBYC Class Start 2006 with related actions					
Time	Flag	Action	Sound	Meaning	Action before next step
	D	Display	One	Warning signal for Multi-hulls	
	P	Display	One	Preparatory for Multi-hulls	
	P	Remove	One	One minute for Multi-hulls	
	D O & 3S	Remove Display	One	Start for Multi-hulls Warning for Mono-hulls & FAs	If any Multi-hulls are OCS display "X" with one sound
	P	Display	One	Prep for Mono-hulls & FAs	Detach D and attach Laser to halyard
	P	Remove	One	One min for Mono-hulls & FAs	Remove "X" if displayed at last start
	O & 3S Laser	Remove Display	One	Start for Mono-hulls & FAs Warning for Lasers (std rig)	If any Fast Mono-hulls or FAs are OCS display "X" with one sound
	P	Display	One	Preparatory for Lasers	Detach O & 3S. Attach NN0 to halyard
	P	Remove	One	One minute for Lasers	Remove "X" if displayed at last start
	Laser NN0	Remove Display	One	Start for Lasers Warning for Sandhoppers	If any Lasers are OCS display "X" with one sound
	P	Display	One	Preparatory for Sandhoppers	
	P	Remove	One	One minute for Sandhoppers	Remove "X" if displayed at last start
	NN0	Remove	One	Start for Sandhoppers	If any Sandhoppers are OCS display "X" with one sound

The start – write out the times

TBYC Class Start 2006 with related actions					
Time	Flag	Action	Sound	Meaning	Action before next step
<i>10.27</i>	D	Display	One	Warning signal for Multi-hulls	
<i>10.28</i>	P	Display	One	Preparatory for Multi-hulls	
<i>10.29</i>	P	Remove	One	One minute for Multi-hulls	
<i>10.30</i>	D O & 3S	Remove Display	One	Start for Multi-hulls Warning for Mono-hulls & FAs	If any Multi-hulls are OCS display “X” with one sound
<i>10.31</i>	P	Display	One	Prep for Mono-hulls & FAs	Detach D and attach Laser to halyard
<i>10.32</i>	P	Remove	One	One min for Mono-hulls & FAs	Remove “X” if displayed at last start
<i>10.33</i>	O & 3S Laser	Remove Display	One	Start for Mono-hulls & FAs Warning for Lasers (std rig)	If any Fast Mono-hulls or FAs are OCS display “X” with one sound
<i>10.34</i>	P	Display	One	Preparatory for Lasers	Detach O & 3S. Attach NN0 to halyard
<i>10.35</i>	P	Remove	One	One minute for Lasers	Remove “X” if displayed at last start
<i>10.36</i>	Laser NN0	Remove Display	One	Start for Lasers Warning for Sandhoppers	If any Lasers are OCS display “X” with one sound
<i>10.37</i>	P	Display	One	Preparatory for Sandhoppers	
<i>10.38</i>	P	Remove	One	One minute for Sandhoppers	Remove “X” if displayed at last start
<i>10.39</i>	NN0	Remove	One	Start for Sandhoppers	If any Sandhoppers are OCS display “X” with one sound

The start - don't forget

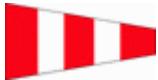

- Don't forget to write the start times on the record sheet!
- Once all groups have been started, raise the blue flag on any halyard to indicate that you have now become the finish line

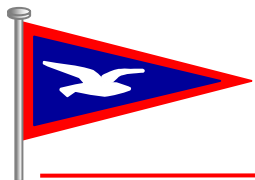


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The start – problem solving

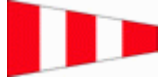

- Late starting the sequence?
 - Before the due time for the first signal, display AP with 2 sounds  
 - This postpones the start
 - When you are ready to start the sequence, remove AP with 1 sound
 - Display the first Warning flag exactly 1 minute after you removed AP

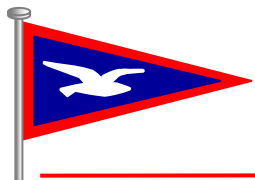


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The start – problem solving


- Mistake during the sequence?
 - Display AP + 2 sounds – postpone the start for all groups not yet started  
 - Any groups already started carry on
 - Gather your thoughts, re-time the sequence, then when you are ready
 - Remove AP with 1 sound
 - Display the Warning flag exactly 1 minute after you removed AP
- Continue with the sequence normally

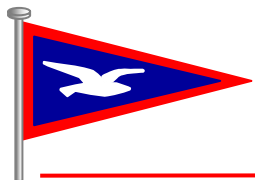


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The start – problem solving

- Mistake with the actual start of a group
 - e.g. you have removed the Warning flag and realised that you did it 20 seconds too soon
 - Display 1st Sub with 2 sounds – General Recall
 - Get all the boats of this group back 
 - Gather your thoughts, re-time the sequence, then when you are ready
 - Remove 1st Sub with 1 sound
 - Display the Warning flag exactly 1 minute after you removed 1st Sub
- Restart the sequence for the group you called back, and start following groups normally

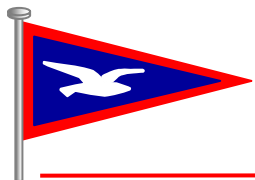


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Recording

- Record all boats for every lap
- Record actual time, to the second
 - If race is abandoned we can get a result using the last lap completed
 - Helps you decide when to finish the race
- Record boats in the order they come round for the 1st lap, then keep the same boat in the same row
- New column for each lap

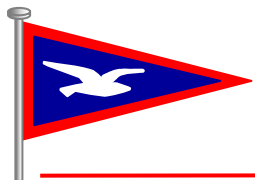


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Finishing

- May abandon if:
 - Conditions become dangerous
 - Wind drops completely
- Display “N” over “A” with 3 sounds
- Liase with Patrol Boats to make sure everyone gets ashore safely
- And the race is not necessarily wasted
 - Can produce a result based on the last time boats passed through line

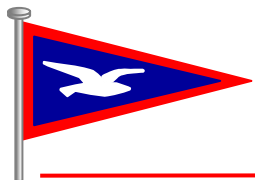
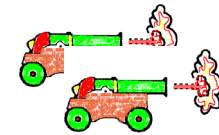


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Finishing

- Aim is to finish the race after:
 - One race day: 90 – 120 minutes
 - Two race day: 60 minutes
- Signal the finish by raising code flag “S” with 2 sounds
- Then all boats finish when they pass through the finish line, except that:
- Single class fleets (Sandhoppers & Lasers) finish when they have done the same number of rounds as the leading boat of the fleet

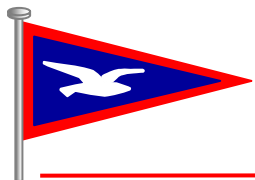


T H O R P E B A Y Y A C H T C L U B



Finishing – deciding the moment

- Watch the slowest boats, e.g. Sandhoppers – these are your benchmark boats
- As the leading benchmark boat completes each lap, from its lap times estimate when it will complete its next lap
- Is this comfortably within the desired race duration?
 - If yes – continue the race
 - If no – prepare to finish the race when the benchmark boat next comes round to complete a lap
- Can display “S” any time within the benchmarks boat’s current lap, so look for a “break in the traffic” where you can raise “S” without splitting up other similar boats

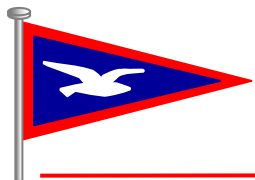


T H O R P E B A Y Y A C H T C L U B



Finishing

- Handicap fleets
 - Finish when they next cross the line
- Single class fleets
 - Finish when they have done the same number of rounds as leading boat of the fleet
- All boats get sound signal
- Record the finish time of each boat
- Boats that do not finish within 30 minutes of the first boat of their class can be shown as DNF
 - except for Trophy Races , where it is 4 hours from start

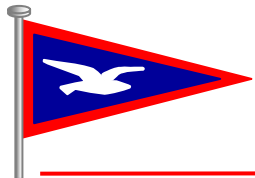


T H O R P E B A Y Y A C H T C L U B



Clearing up - afloat

- When all boats have finished or timed out:
 - Get Patrol Boats to lift all the inflatable marks
 - Pack away the Committee Boat equipment
 - Turn off the radio
 - Thank your Patrol Boats and Committee Boat helpers
 - Go ashore

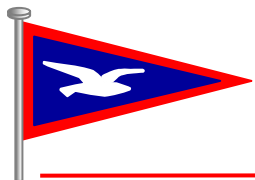


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Clearing up - ashore

- Ashore:
 - Check everyone is safely ashore
 - Check all boats have signed off on the Declaration Sheet
 - Return any equipment borrowed from the Race Box
 - Give keys to the Duty Officer
 - Report any equipment problems to Duty Officer
 - Get Record Sheets and Declaration Sheets to the Results Officer

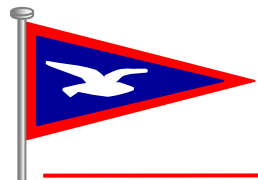


T H O R P E B A Y Y A C H T C L U B



Finished!

- WELL DONE !
- Have a well-earned drink

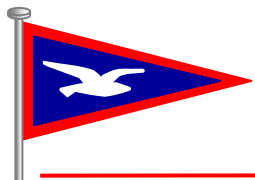


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Shore Box differences

- Course:
 - Always use club marks
 - Designate courses on blackboard, so can set a different course for each group if desired
 - Fixed start line, so may not be able to start on a beat
 - make sure there is a good beat somewhere on the course
- Starting
 - More halyards available so all flags can be attached from the start – no flag changing during the sequence

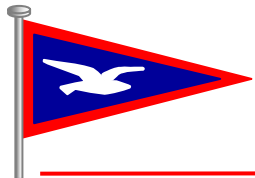


T H O R P E B A Y Y A C H T C L U B



Conclusions

- The Race Officer's job is important:
 - Prepare
 - Bring a friend – you need a minimum of 3 on the Committee Boat
 - If in doubt, ask the Duty Officer
- And don't forget:
 - It's supposed to be fun



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