

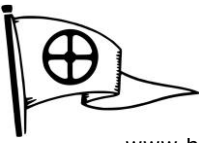
Please read this ... sorry it's so long

Contents

Check list before leaving Club House ...	1
Race duty has three basic steps: -	2
Before racing ...	2
On the water ...	2
Courses ...	2
Notes To Aid Race Officers...	4
Preparing The Flag Sequence ...	6
Getting Started –	6
Before The Warning Signal –	7
After The Start: Race Control	7
Shorten Courses: The Method	7
Finishing The Race	7
Time Recording	8
Results	8
Finally	8
Sailing committee contacts:	8

Check list before leaving Club House ...

- **Naval Movements:** Contact the Ops Room, CSB Faslane on 01436 674321 x 3555 or VHF 73 to check if there are any expected naval movements between 13:00-17:00 or 19:00 – 21:00. If so, Flag "U" shall be flown from the Flag Pole
- **Race Area: Please avoid setting a course in amongst moored keelboats.** The preferred area is to the South of the club towards the Commodore Hotel - off Cairndhu and West of a line between "A" and "R"
- **Fuel tanks** are in the fuels store – petrol only NOT mix. From 2022 all engines are now 4-stroke including the new Avon replacement (SeaPro)
- **First Aid Kits:** In orange bags in the cupboard between Ladies/Gents Changing
- **Hand held VHF** from Office – use channel M2
- **Race Clipboard** from Office (contains all paperwork)
- **RIB Keys** from Office



Race duty has three basic steps: -

- Prepare beforehand including reading these notes
- Setting Course, Starting and Recording times
- Sending results for processing

These notes will help make your stint as Race Officer stress free and even fun!

Before racing ...

You will need the Race Officer's Clipboard "pack" from the office. Waterproof clipboard with Course Card, Sailing Instructions, Timer, pencil, Entry List, Recording Forms for results and whistle.

Sunday racing starts at 13:30 so on Sundays arrive at the club for 12:30 – Racing is south of the club towards the Commodore. Thursday racing starts 19:00 so arrive at the club 18:00.

Find out who the others are in your team and contact them a couple days ahead of the race to make sure they are coming.

To increase safety cover the SeaPro shall be taken to the start area and kept with the Champ and can be used by the RO and/or ARO abandoning the Champ and providing additional assistance if required. All boats shall have a VHF Radio and use Channel M2 - Call signs are "Champ", "Red Rib" & "Blue Rib", "Sea Pro"

It'll take at least 40 mins to gather everything together, get launched and get out to the Champ. Once on the Champ, it'll take at least 20 mins to motor to the start area, set-up flags & set the course

Remember safe racing is the Race Officer's responsibility – **It's your call** – If things go pear-shaped then **ABANDON** racing using flag "N". Leave the Champ and use the SeaPro to assist rescue and ensure people are safe. Boats are insured and can be replaced!

On the water ...

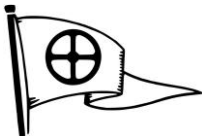
There is a wave pump fitted to the Champ over the Starboard side so please only come alongside on Port.

Before the Champ is moved, please ensure there is no water in the bilge. Two pumps at the stern will help here; both have been overhauled during the winter. The engine flywheel will pick up water if there is.

Courses

Preferred but not mandatory

- Asymmetric H/cap Windward Leeward
- Dinghy H/cap Windward Leeward
- Cat H/cap Large Windward Leeward



- Novice Class Triangle

You can lay up to 4 separate courses

Note:

- All fixed marks are letters
- Temporary laid marks are "1", "2", "3" & "4"

Please try to lay Windward Leeward courses as this has been requested by the majority for Asymmetric's & Cats. The H/Cap dinghies can have an occasional more interesting course.

Look at the wind direction after arriving at your start area, plan to give a beat to first mark. Plan on races lasting 40-50 minutes for leading boats. With 4 rounds that's 12 - 13 mins per round. The following tables may help you decide on the course length

		Wind Range	Mins/mile			Wind Range	Mins/mile
RS300	Upwind	5-8 Knots	16.1	Solo	Upwind	5-8 Knots	19.7
	Downwind		13.5		Downwind		16.6
	Reach		12.3		Reach		15.1
	Upwind	8-12 Knots	14.4		Upwind	8-12 Knots	17.7
	Downwind		10.2		Downwind		12.5
	Reach		8.0		Reach		9.9
	Upwind	12-15 Knots	13.5		Upwind	12-15 Knots	16.6
	Downwind		7.6		Downwind		9.4
	Reach		5.1		Reach		6.2
	Upwind	15+ Knots	14.0		Upwind	15+ Knots	17.1
	Downwind		5.9		Downwind		7.3
	Reach		4.7		Reach		5.7

Toppers and Novice class can have a short beat. Mark 2 is usually used for their windward mark.

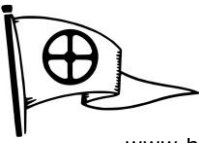
Please try and give courses with Port rounding's (rules are biased towards this) Indicate course to be sailed on course board and hang on side of champ. Visually check that all the Marks are there – If in doubt send the Rib to Check.

The HSC laid Marks are orange mooring buoys and have their identifying letter on the side. If a Mark is missing, you should be able to pick an alternative course or area to sail in or lay a temporary mark.

If there is a Mark missing, please let the Race Committee know so it can be replaced for subsequent races.

The course MUST NOT take the fleet through the moorings i.e. keep the fleet to the west of a line between A & R.

If there isn't a laid mark directly to windward for the first beat lay a temporary mark but when laying marks make sure if a falling tide there will be sufficient depth for rounding throughout the race, ensure sufficient room for a multitude to round safely.



As we use Average Lap times, if you lay a Triangle/Sausage then each LAP will be a Triangle/Sausage and racing cannot finish mid-way through a LAP i.e. after the Triangle.

Set a course length that is suitable for the PREDICTED wind strength and direction. The first leg should be a beat.

Cats will appreciate a much longer course in a breeze

Make use of the Yellow Pillar marks "1", "2", "3" & "4" to set shorter courses for the slower classes. Prepare course display, double-checking that rounding sides of marks are correctly displayed – NO LOOPING OF MARKS! Red background – round to port, Green background – round to starboard.



Temporary Marks:

1 - Outer windward mark

2 - Inner windward mark

3 - Other laid course mark

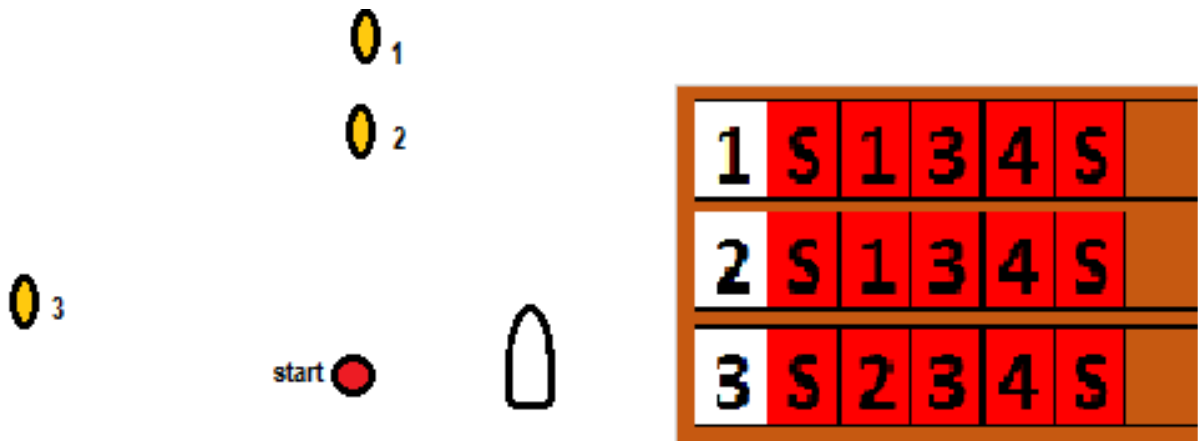
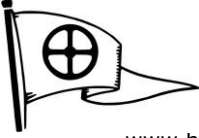
4 - Leeward mark

Discuss choice with ARO. Tie the board on the side of the Champ that people will continue to sail past once racing i.e. same side as the start buoy.

Notes To Aid Race Officers

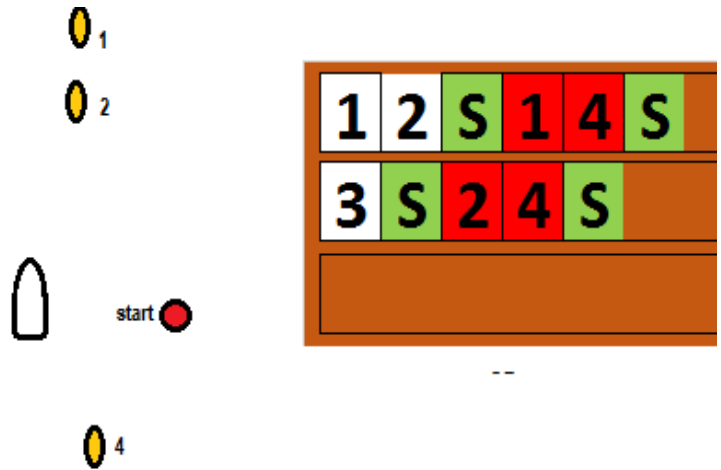
- 1 All fixed marks are designated by LETTERS as shown on the Course Card published on HSC website
- 2 Temporary Marks (usually Yellow Sausage Marks) are Numbered Marks as below:
 - 1 Outer Windward Mark.
 - 2 Inner Windward Mark (used for novice or for slow handicap).
 - 3 HSC other laid mark (often used as Gybe Mark).
 - 4 Leeward Mark
- 3 General convention, particularly for windward to leeward courses is to leave marks to Port.
DO NOT HAVE DIFFERENT CLASSES GOING IN DIFFERENT DIRECTIONS AROUND THE SAME MARK.
Each Letter/Number is painted on a Red or Green background to indicate which side of the dinghy it is to be left to while rounding.
- 4 The START MARK (usually a red spherical mark but can be a vacant mooring) is a mark of the course indicating both the start and finish of each round and is to be shown on the course Board.
- 5 Black Letters on white background are used indicate the course for each class. Classes will be detailed in the Notice of Race (NOR).
If two classes are sailing the same course both Class Numbers can to be displayed on the same line.
- 6 Course board to be displayed prior to Warning Signal

EXAMPLES OF COURSE BOARDS

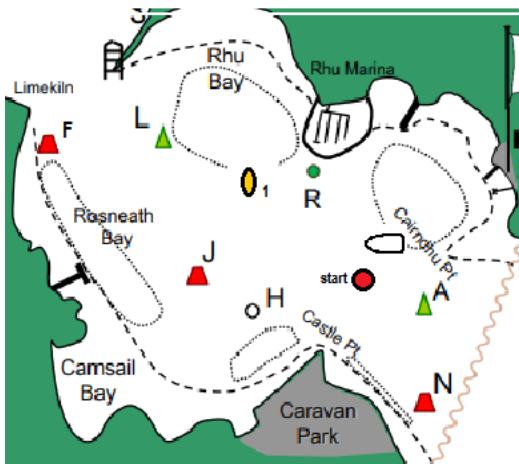


Triangle course using temporary marks with shorter course for novices

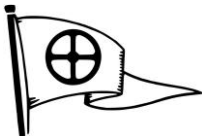
+++++



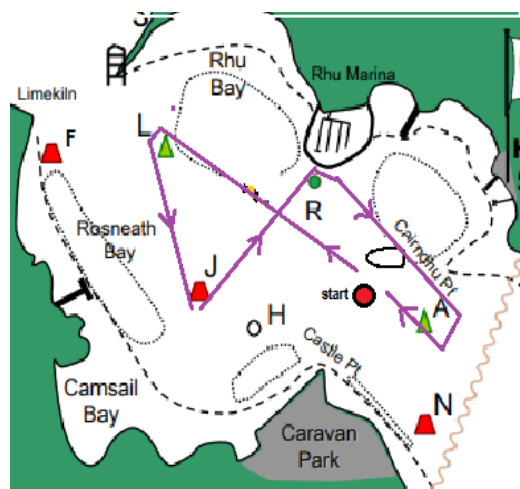
Windward Leeward with
Note Start Mark to Stbd end of line



1	S	F	J	H	A	S
2	S	L	J	H	A	S
3	S	1	H	S		



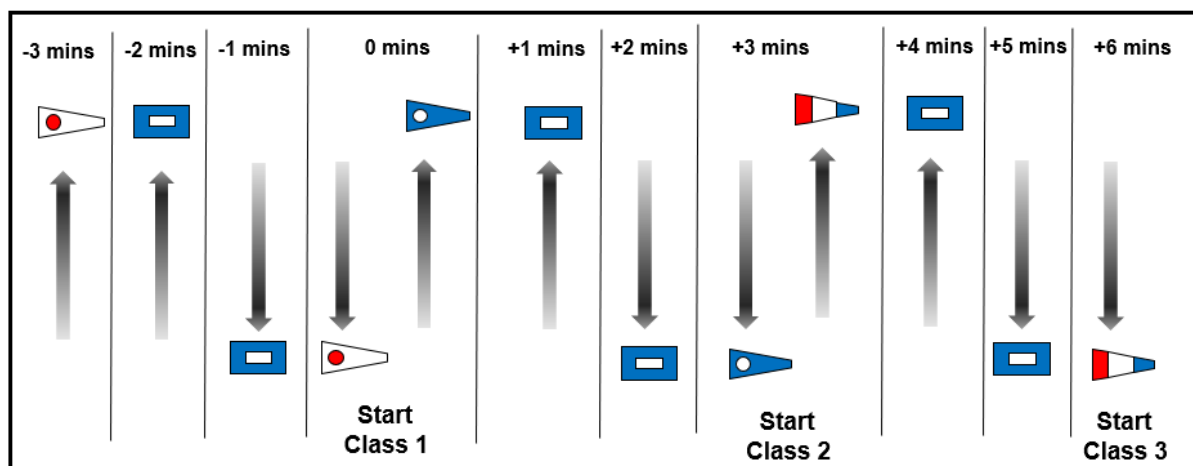
Strong wind out of the narrows. Extended course for Class 1 (Cats) and shorter courses for both other Classes.



Complex course with both port and stbd rounding

Preparing The Flag Sequence

3-2-1-go-2-1-go-2-1-go i.e. a flag movement and sound signal every minute (9 mins in all)



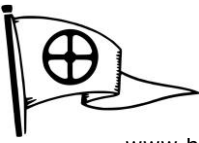
Why do we use this? To get everyone away in the shortest time so that fast boats are coming back through the line while slow boats haven't started. A lap may only take 15 mins.

Getting Started –

Start Line: A RO must use his/her judgement to a) decide the length of the start line; b) how much bias is necessary - usually set it at 90 deg to the prevailing wind; c) postpone the start e.g. organisation not ready, wind too strong or too light. However boats not arriving in time is NOT a reason to delay

Start line Length: A good rule of thumb is 6m x the number of boats starting.

[A start line shall be of sufficient length that it provides fair and even opportunities at the start for all boats and is safer than a short start line. The



rule of thumb is "Average length of a boat in the class x (1.2 to 1.5) x number of boats".]

For club dinghy sailing a reasonable average length is 4.2m. that means the rule of thumb is 6m x the number of boats starting.

Before The Warning Signal –

Ensure:

- Start buoy laid (Orange buoy with "START" stored in Champ);
- The Orange (on station) burgee is flying – it fits in the tube on the Framework

After The Start: Race Control

To remain in control regularly check:

- ☞ SAFETY – The weather conditions – the crews can handle stronger wind conditions, rescue craft are still in operation, rescue crews are aware of the boats appearing to be in trouble and IMPORTANTLY priority is given to PEOPLE not boats.
- ☞ RECORDING OF BOATS – Ensure boat times are recorded at the end of each lap, keeping track of the leaders in each fleet and the tail-enders.

Shorten Courses: The Method

The most important thing is knowing when to finish the race. The position of the leading boat must be known. If the race is a close one, with the leader covering the second boat, it is essential that the boats all see and hear the shortened course signal as this may affect their tactical sailing to the finish line. The flag "S" is flown when the leader rounds the penultimate mark before the shortened course finishing line.

Aim for a Race of 40/50 mins

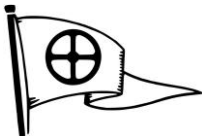
SHORTEN COURSE: The Signal

Just before the leader rounds the last mark before the finishing line (i.e. just before they start the last leg) hoist flag 'S' and blow the whistle twice.

If the wind is very light and the boats are struggling to complete the 1st lap before the time limit, the course can be shortened at any other mark of the course. Use the RIB ideally flying a Blue flag and Flying "S".

Finishing The Race

The race officer has to a) set a finish line (usually the start line); b) have the team ready for the finish - RO with whistle ready and ~~ARO~~ ready to write finish times on the record sheet.



To finish correctly boats must cross the finish line in the direction of the course from the last mark. On finishing the race correctly, the whistle is blown and the finish time recorded.

Hook finishes are not allowed – so make sure your course can't be confused

Time Recording

Use the pre-printed sheets from the clipboard

Mark off everyone who appears at the starting area. Note any boats that Did-not-start (DNS) or On-Course-Side at start (OCS)

Note the Start time for each class & Record times (hh:mm:ss) for every boat at the end of each round

Each race should last 40/50 mins. Remember time limit 30 mins from 1st boat in each class, shorten races accordingly, the RO's aim is to allow all boats to finish, unless last boats are extraordinarily far behind.

Remember to bring the Clipboard pack & radios ashore

Results

Please leave recording sheet on desk in office for Liz to scan and send for results processing, better still photo and send on WhatsApp or email to hsc_results@helensburghsailingclub.co.uk

Finally ...

Above all racing should be fun for all taking part from novice to elite sailor so please set fair courses and be mindful of the weather conditions and rescue resources especially on cold and windy days and not have too long a race or delays between races (on Sundays).

- After the last boat finishes, return the Champ to its mooring, tidy up, **please don't forget the wave pump.**
- **Please ensure the shock cord flag halyards are left loose.**

Good luck and enjoy

Sailing committee contacts:

Gavin Jeffrey	07 540 174 150	Mike Heath	07 949 767 759
Alan Jeffrey	07 905 306 669	Ali Gray	07 899 905 837
James Miller	07 803 178 125	Tim Flatman	07 818 240 362