# DALGETY BAY SAILING CLUB

# RACE OFFICERS INFORMATION

# &

# HANDICAP INFORMATION

# FOR THE 2009 SEASON

## DALGETY BAY SAILING CLUB

## RACE OFFICERS CHECKLIST

The following checklist is written for a normal Sunday or Wednesday race updated to include the multi-start sequence and start timings according to the ISAF RACING RULES OF SAILING 2009-2012.

Additional notes are given in the supplementary notes.

| *TIME* | *NOTE No*. | *ACTION* |
|---|---|---|
| -45 mins | 1 | Check weather forecast. |
| -30 mins | 2 | Check wind direction and strength. |
| | 3 | Set courses on blackboard (**ask the competitors what they want!**). |
| | 4 | Complete race sheet(s) and put out for sailors to sign on. |
| | 5 | Start race control program on race computer. |
| -20 mins | 6 | Check race computer is operating correctly. |
| | 7 | Check **INDIVIDUAL RECALL, GENERAL RECALL** and **SHORTEN COURSE** lights are working. |
| -15 mins | 8 | Check rescue boats/crew are ready and perform radio check. |
| | 9 | Run RACE.EXE program on race computer and enter the correct number of starts. |
| -5 mins | 10 | Start race sequence. |
| 0 mins | 11 | 1$^{st}$ start – normally combined start for Handicap/ Asymmetric. Watch line for early starters and recall if necessary. *NOTE*. This signal is also the Preparatory signal for the 2$^{nd}$ start. |
| +4 mins | 12 | 2$^{nd}$ start (optional) – normally Juniors/ Novices. Watch line for early starters and recall if necessary. *NOTE.* This signal is also the Preparatory signal for the 3$^{rd}$ start. |
| +8 mins | 13 | 3$^{rd}$ start (optional) – not normally used. Watch line for early starters and recall if necessary. |
| During race | 14 | Count boats on water and check against race sheet. Watch fleet for boats in difficulty, especially juniors and check that rescue boats are attending anyone in difficulty. Monitor the weather and consider abandoning the race or launching additional rescue boats if conditions deteriorate. |
| | 15 | Watch for boats retiring or not following the course correctly and note on the race sheet as required. |

| *TIME* | *NOTE No.* | *ACTION* |
|---|---|---|
| During race | 16 | Note the times for each boat on each lap. (This can help to sort out problems later and checks that each boat completes the correct number of laps. |
| | 17 | Shorten course if necessary |
| End of race | 18 | Finish boats using the race computer. (See note for definition of finish line) |
| | 19 | Record the finishing time for each boat. |
| | 20 | Check all boats are safely ashore. |
| | 21 | Work out the results for all starts and complete the race results form. |
| | 22 | Place the race sheet in the Sailing Secretary's pigeonhole behind the bar and pin up the results in the display cabinet in the changing room foyer, opposite the galley. |
| | 23 | Tidy the race box. If the supply of race sheets and results sheets is running low, please inform the Sailing Secretary. |

# *Thank you very much for being race officer.*

## *<u>Supplementary notes for Race Officers</u>*.

1.  The weather can be checked by teletext, telephone, web etc. ([www.bbc.co.uk/weather](www.bbc.co.uk/weather) ) This will help determine if it is safe to sail and what type of course to set. (The forecast can also be displayed on the blackboard.)
2.  No comment.
3.  Always check the marks are in their correct position before setting the course. Common sense is often the best guide. There will be plenty of advice from regular sailors if you are new to this. **If in doubt – ask!**
    There are also a number of course chart recommendations in the race box folder that can be used.
4.  Normally race sheets are required for:
    *   Handicap
    *   Asymmetric
    *   Junior/ Novice
    Ensure that race sheets are fully completed and legible. The information is used to update the overall race results by the Sailing Secretary and the Handicap Officer. It is also used to update the PY numbers etc. If the information is not legible, then points cannot be credited.
5.  The race control program is run by a PC in the Race box. It is permanently fixed in position. If the weather has been cold and damp, the race computer may respond erratically at first, hence the reason to power it up in plenty of time. The program to run is called RACE.EXE and should be visible from the desktop display. Enter the correct number of starts in preparation for the starting sequence.
6.  The operation of the race computer can be checked by starting a sequence and checking the horn/lights operate as expected. (Do this well in advance of the actual start to avoid mass panic in the dinghy park!) The computer display should indicate which lights are lit, and what the next signal will be. Quit the sequence once you are happy that everything appears normal.
7.  No comment
8.  **Racing should not start without a properly crewed and equipped safety boat on the water.  It is the policy at DBSC to use 2 rescue boats as a minimum for club racing.** If the race officer considers it necessary, more of the available RIBS can be used, but only if qualified helms are available. Use volunteers as necessary from the racers to make up crew numbers.  Perform a radio check with all rescue boats once they are on the water. **Remember, rescue boat crews get points for their duty as well as the Race Officer, so they will not lose out in racing points provided their names are on the race sheet.**
9.  The RACE.EXE program runs the start sequence and provides the clock, lap times and finish times for the race. Make sure you are familiar with the controls keys required before starting the race. If in doubt, ask.
10. Start the race sequence by using the appropriate control key. Keep a check on the lights and horn to make sure they are operating correctly. Also watch carefully the pre-start manoeuvres in case of collisions etc which may need to be logged. Start a stopwatch, or note the time as a backup in case of computer problems, or general recalls.
    Start sequence is 5; 4; 1; 0 – this is repeated for each start.
11. **The first start**. Check for early starters.
    Note that the start-line is a transit between the flag-pole at the starters hut and the red & white pole on the shoreline – the pole can be moved to line-up with the outer-distance mark – usually mark 1 (it can be sensible to use mark 9 at very low tides).
    If the boats that are over the line can be identified (normally due to there being a small number), then: turn on the X light; make one additional sound signal; and take a note of the sail numbers of the offenders ('individual recall). Turn the light off when the offenders have recrossed the start line.

If the boats that are over the line cannot be identified (normally because there are a lot of boats over the line) you will have to signal a general recall. Use the light signal and make two additional sound signals. Turn the light off when all of the offenders have recrossed the start line. This class must now restart. Reset the computer start sequence ONE MINUTE after the first substitute light is turned off.

Be ready to add any boats starting but not signed on.

12.  As for 11
13.  As for 11 & 12
14.  Keep a watch on the boats and the weather. Remember you have a better view than boats on the water, so contact rescue boats if you have seen something they haven't.
15.  If a boat fails to follow the course, and doesn't retire you will have to protest the boat, but most will retire without complaint.
16.  Don't worry if the lap time is not spot-on, as this should only be a check.
17.  Use the lap times to judge when to stop the race. Pay particular attention to times for slow boats, and watch out for the wind dying – particularly in an evening race.

    Aim for a race time of 60 – 70 minutes for the first boat on Sunday afternoon, and 50 – 60 minutes on Wednesday evenings. **Note,** the time limit for Sunday is two hours and for Wednesdays, 90 minutes.

    To shorten the course, **the shorten course light** should be turned on and two sound signals made after the first boat has passed the mark before the finish line, and as soon as possible to enable it to realise you have shortened the course.
18.  The finish line is the line between the flagpole in front of the starters box and the mark chosen when setting the course. This will normally be mark 1. **Note:** The rules state that the correct course to the finish line is the direct one from the last mark. Beware of hooked finishes – these are not allowed and cause confusion!
19.  These should be to the nearest second. The race computer will record multiple finishes for your assistance when groups of boats finish within seconds of each other. Record them on the race sheets as soon as possible.
20.  Do watch out for those who do a bit of training, or "go for a play" after the race.
21.  The results formula is given below. <u>**NOTE!!!**</u> The time recorded from the computer is the time from the start of the LAST START. Be careful to add the correct correction to the relevant boats time. I.e. if there are 3 starts the first start (eg asymmetrics) will have started 10 minutes before the time shown on the race computer, and the second fleet will have started 5 minutes before the time shown on the race computer. The third start will not require a correction factor. Be extra careful with classes which suffered a general recall.

$$\text{Corrected time} = \frac{\text{elapsed time in seconds x 1000}}{\text{Portsmouth Yardstick number x number of laps}}$$

Elapsed time = recorded time plus correction factor

E.g.  An asymmetric boat finishes in 58 minutes and 30 seconds with a handicap of 930.

Elapsed time = (58 x 60) +30 + (10 x 60) = 3480 + 30 + 600 = 4110

Corrected time = $\frac{4110 \times 1000}{930}$ = 4119.35 seconds = 73.65 minutes =73 mins 39 secs

The calculator on the race computer will help you work out the results.

Once the race sheet is completed, fill out the results form and post on the notice board in the changing room area.

22. To keep the race results for the series throughout the year up to date, the race sheets are required by the Sailing Secretary and the Handicap Officer. Please place this form in the Sailing Secretary's pigeonhole. It is used to calculate the results for the series and also to update the Portsmouth Yardstick scheme. WITHOUT IT THE RACE WILL BE DECLARED VOID. Pinning up the race results sheet allow people to see how well they did.

23. Please leave the race box as you would like to find it. If there are any problems with supplies of race sheets and results sheets, or any other matter, please inform the Sailing Secretary.