



Bough Beech Sailing Club

Race Officers (RO) Guide

Introduction

This guide is specifically to help RO's at BBSC to run consistent well run races and produce accurate results.

There is a lot of detailed information here please take the time to read it through, it will assist you to run successful races. Please also read the guide to mooring and anchoring the committee boat. Thank you.

NOTE: - Summer racing: - 1st May – 30th September, Winter racing: - 1st October – 30th April. The first 45 minute 'am' races should start on time at 11:00hrs. The separate all in handicap 1hr 'pm' race should start at or after 14:00hrs.

Bough Beech Sailing Club has produced many good sailors over the years. Some have performed on the world stage whilst others simply enjoy racing dinghies in their leisure time at the club. All rely on good race management, this guide aims to assist all Race Officers achieve this.

Objective

To start on time, setting a fair course appropriate for the conditions, laid favouring no particular class of dinghy, using the IYRU procedures to produce accurate results displayed on the results board in the club room and uploaded to the website.

For club Sunday series racing the club rosters a Race Officer (RO) and 2 Assistant Race Officers (ARO). Because of the number of boats racing in the morning both ARO's assist the RO on the committee boat. In the afternoon the RO and 1 ARO run the 'pm' race whilst the 2nd ARO enters the 'am' and once available the 'pm' results into Sailwave and prints them for the club board and up-loads them to the web site.

Race Officers Schedule

Monitor a weather forecast the night before your duty & refresh your memory from this guide, it'll help you plan.

Arrive 2 hours prior to the first start (It's amazing how fast time passes when you've lots to do) Brief & delegate to your ARO's preparation of the sign on sheets which need to go on individual clipboards under the course board in the boat house and lap recording sheets to go out to the committee boat.



Familiarize yourself with the computer and check the series is entered and recheck the forecast, it may have changed.

Average Lap Handicap racing & Class starts

To cater for the handicap fleet and the 3 Laser rigs which race together the club runs average lap racing. This requires a fixed start/finish line laid approximately 1/6 of the way up the beat **which all boats must sail through to windward each lap.** To avoid confusion single class starts are also required to sail through the line each lap.

RO's may use the committee boat and/or the ODM as marks of the course on downwind legs to prevent boats sailing down wind through the line.

Lay the course (best done with the RO on the Safety boat so you get the angles you want) or have a safety boat crew lay the course with appropriate green/red flags in the racing marks (Few safety boat crews understand what you are trying to achieve). Remember all boats must sail through the line to windward. See below for course suggestions.

Position the committee boat approximately 1/6 of the way up the beat with the orange flag hoisted on the fore mast – if anchored use at least 2 x depth of chain to avoid dragging the anchor (or lots more if windy – there is a depth sounder and a guide on committee boat next to the wheel) or use one of the 3 permanent mooring options by simply tying on with the painter.

The start – between the two orange flags.

Re-position the committee boat if necessary for the start line, essential if the SSE – SW wind direction does not suit its permanent mooring. There are suitable alternative small bright ORANGE moorings in the SE corner, suitable for W – N winds & SW corner suitable for E – NE winds. Hence most wind directions are catered for using moorings.

Have the safety boat crew drop the ODM well to windward of the intended final position with its orange flag. Allow it to drift back then have it dragged backwards till in position. There should be approximately 5 degrees of PORT bias / the ODM should be slightly to windward of the committee boat and the line should be 1 ½ X the length of the number of boats racing in the biggest fleet. This spreads the fleet along the line reducing the chance of a premature start hence less work for you. Do not shorten the warp or the ODM will drag

Acusail race timer.

Turning on the **power isolator switch** in the rear starboard bulkhead powers up **Acusail** – then see the **prompt sheet on the committee boats desk to set Acusail to the real time taken from a digital wrist watch. This provides a backup and another source of the time around the boat.**



Sounding Manual Horns

You can sound a manual horn at any point by pressing the RED or REMOTE Horn button. A quick push and release makes a ½ second sound signal a longer push makes a 2 second sound signal.

Attach all the required flags to the correct halyards (**Orange flag** always goes to the top of the main forward mast)

The current start order is Solo / Laser + Laser Radial + Laser 4.7, who average lap race amongst themselves – so need number of laps and finish times recording / Handicap who average lap race – so need number of laps and finish times recording.

Class flags: - Yellow with Solo insignia / Laser pendent / 'H' – Handicap.

Preparatory flag: - At BBSC for club racing we currently use International Code Flag (ICF) 'I' 'round the ends rule or the Black flag.

Open meeting RO's must liaise with the class regards which preparatory signals are to be used, otherwise default to the club practise.

Premature starter's flags – flag 'X' for individual recall / 1st substitute for General recalls ... don't forget mandatory sound signals.

Answering pennant for postponements.

Flag 'S' - the About to Finish Signal raised with 2 sound signals and the class/s flag when finishing (planned & premature)

Second & subsequent starts:-

If there is a second start it follows directly so as the class flag comes down the next class flag goes up and the cycle is repeated.

Once the last start has gone **DON'T FORGET TO CANCEL ACUSAIL** otherwise it continues to sound the cycle confusing everyone.

Commence the start sequence in time for the scheduled starts UNLESS YOU CHOOSE TO POSTPONE. Follow the Acusail guide on the committee boat remembering visual signals are mandatory and sound signals back them up, so ensure the flags are not hoisted after the sound signal.

All 3 Laser rigs (Standard / Radial / 4.7) average lap race together so accurate times must be taken at least when each boats finishes – so record the sail number and write the time alongside.

The Handicap class average lap race - so accurate times must be taken at least when each boats finishes – so record the sail number and write the time alongside.



Lap recording. Record the start time of each race at the top of the lap recording sheet. **Sailwave recognises only sail numbers** so don't record classes. Use a separate sheet for each class. Please **legibly** record each boat round using a new column on the lap recording sheet per lap so each column commences with the race leader – **consistency is important.**

To Finish the Race

At approximately 45min for 'am' races &/ 60min for 'pm' races hoist the 'About To Finish Signal' ICF 'S', with 2 sound signals together with the fleet class/s flag/s you intend to finish as the boat you intend to finish first is between the leeward mark and the finish line.

Be careful not to have another boat between the 1st finishing boat and the line as this will lead to confusion. All following boats for that start are finished as they cross the line.

RECORD THE FINISH TIME AND NUMBER OF LAPS FOR EACH BOAT .
Always use / record real clock time. which is what Sailwave recognises.

The computer will establish the elapsed time and produce a corrected time after applying the boats handicap and number of laps sailed, placing the boats in finishing order.

Class racing – simply record the number of laps sailed & finishing positions.

Input the results – this is the 2nd ARO's 'pm' task - **there is a prompt sheet behind the computer** for entering results / showing 'officer duty average laps' / entering new competitors in a series / printing / publishing to the web site – don't forget to save the results - print and pin the results on the results board under 'Today's Results' and publish them to the web site.

For the afternoon

Liaise with the Lead Trainer prior to laying the 'pm' course. Sunday 'pm' training usually takes place in the SE corner giving easy access to the slip way.

Consider an alternative 'pm' course especially if the wind direction has changed. This might require repositioning the committee boat and the marks. The course board will need amending too.

The afternoon race must not start before 14:00hrs - it is currently a one start 'all in' handicap race of approximately 60 minutes duration – so run as per the Handicap start.

A novice start may be introduced – please liaise with the lead trainer.

At the end of the day – replace all code flags in the flag box and stow the racing mark flags behind the wheel in the cabin. The ODM and its ground tackle are stowed on the



working deck on the committee boat. Lock the cabin, turn off the isolator and replace the stern bird scarer.

The safety boat crew should store the racing marks and their ground tackle ashore.

Direct the 2nd ARO to produce the afternoon's results to place on the results board and web site.

More on Courses

Remember slower boats can race round a large course but faster boats can't effectively race round a small course, so aim to lay a suitably big course using as much of the reservoir as is practical. Set the longest beat possible; **include a run** and a reach or two. Simple **triangles, trapezoids, 'b or p & fig 8'** are common courses; **do not use 'sausage' legs** as they are confusing to manage. Aim to keep windward marks away from the wind shadow under the windward shore and **all marks away from anglers which all boats must keep at least 50m distant and treat as obstructions.**

During the race.

Races run for a duration, **you chose approximately when and who to finish first.** It is important to observe the position of dinghies in the fleet to plan your finishing strategy (in the Handicap & Laser fleet it is recommended the slowest boat is finished first (usually a Topper, Tera or Laser 4.7) – otherwise you'll have a long wait at the end – the Race Management System will allow for the handicap and the number of laps sailed – it is quite normal for a slow boat to sail 2 laps to a fast boat's 5 laps. For fleet racing you finish the leader first when you chose. This allows the RO to manage race durations.

Do not shorten the Handicap fleet when you shorten the Solos because the Handicap fleet end up having a very short race. The leader of each fleet should race for about 45mins each.

Remember, the morning races are approximately 45 minutes for each fleet leader – the afternoon race is approximately 60 minutes for the leader.

For the HANDICAP and LASER FLEET the Portsmouth Yardstick handicapping system is used to race different classes of boat. Each class of boat has a handicap factor which corrects its time to equalise the differences in performance between different classes of dinghy. Sailwave race management on the computer applies the PY whilst the RO/ARO **has to enter the start time of each race, the correct number of laps for each boat and the finish time for each boat.**



Depending on the conditions races generally last for approximately 45 minutes in the morning and 60 minutes in the afternoon for the lead boat and following boats are finished as they pass through the line.

Boats which do not sail through the line are simply not 'lapped' as they haven't sailed the prescribed course.

The faster boats may do more laps than the slower but this is allowed for by the "Race Management System applying the handicap factor" on the desktop in the office.

The Race Officer must record the start time of the race and the finish time and number of laps of each boat. To help plan for the finish and monitor positions – especially in 'capsizing weather' it is highly recommended times are recorded for each boat as it passes through the line on each lap

SAILWAVE - The Race Management System – See prompt sheet on the wall behind the computer.

As with everything, **if in doubt, please ask.**

BBSC Sailing Committee
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