



Wimbleball Sailing Club- Guidance for Race Officers.

Thank you for assisting with the racing program at Wimbleball. We are pleased that people are happy to assist with the smooth running of the racing, for the enjoyment of all. If you are doing your race officer duty for the first time, do not worry; please don't hesitate to speak to one of the more experienced race participants, who will be only too pleased to help. It is always a good idea to talk to the participants anyway to get an idea of what type of race they would prefer- the final decision is *yours*, of course.

NOTE: This guide contains most of the official procedures, along with some simplified suggestions. Remember that this is only club racing, so have fun and don't worry if you get anything wrong.

RACING FORMAT

Throughout most of the year, March till October there are three races per day. One before lunch, and two races back to back in the afternoon. During the winter months there are only two races back to back. Occasionally on days as listed in the blue book there maybe one three hour race, two one and a half hour races or four short races.

PREPARATION.

1. Be aware of the weather forecast for the day. This link is generally accurate

<http://www.windguru.cz/int/index.php?sc=171335>

2. Arrive at least 1 hour prior to the time that racing is due to start.

3. There are several racing formats, the format for the days racing will be indicated in the blue book. The formats are:

- **ODE:** A One Day Event is the standard format outlined in the following guide.

- **Pursuit Racing:** This involves the boats being released from the start at different times based on a handicap. The start process is as below but on the final “start” signal a series of numbered boards (found in the race hut) are turned every minute, the boards are numbered for each minute, and each competitor will pass the line as their dedicated start number comes down. As the last flag (H) is taken down 0 should be turned down and 1 should be revealed.

At the finish the race officer must go on the water in a safety boat and record the positions of all boats after the period of the race, generally one hour. Each boat will receive a ring on the bell as their position is recorded

Both formats use a handicap system to provide fair mixed fleet racing. There are two methods of handicapping; the method for a days racing will be listed in the blue book. The two formats are:

- **PH:** Personal Handicap’s are somewhat like a golf handicap calculated on previous performances by a club official, this format provides close exciting racing, giving less experienced sailors an equal chance of winning.
- **PY:** The Portsmouth Yardstick is the standard handicap for the boat, it is calculated from results from club mixed fleet racing results nationally. It provides fair mixed fleet racing.

4. The Race Officer’s equipment is stored in the cupboard within the clubhouse.

You will require:

- A Radio (do a radio check before you leave for the race hut)
- Three Race Forms
- A Summary Sheet
- The Bell
- Key for Race Hut
- Stop watch
- Pens
- Calculator
- A racing watch of your own is helpful!

5. Place an Entry Form on the table inside the clubhouse with the ice box for entry fees. Remind competitors to sign the form and pay before the

race. Ensure that the details for the type of racing are noted in the relevant sections on the form.

6. You should talk to the DCM to get an update on conditions on the lake, the weather forecast, new hazards, other activities taking place on the water, suitability of racing marks, rescue boat coverage etc. The DCM is responsible for deciding if conditions are suitable for racing, they may choose to cancel the event.

7. Decide on the course for the race (see below). Once you have done this, display the course outside the clubhouse on the wooden map stored in the entry hall of the club. You should aim to have completed this about 30 minutes before the start, but keep under review if conditions are changeable.

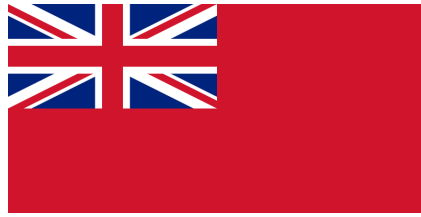
8. Before heading off to the race hut you should brief the racers. Ring the bell, competitors will gather on the benches. Your briefing should include:

- The expected weather conditions
- The intended first course
- The racing format (Pursuit, ODE, PY, PH)
- The amount of races

THE START LINE.

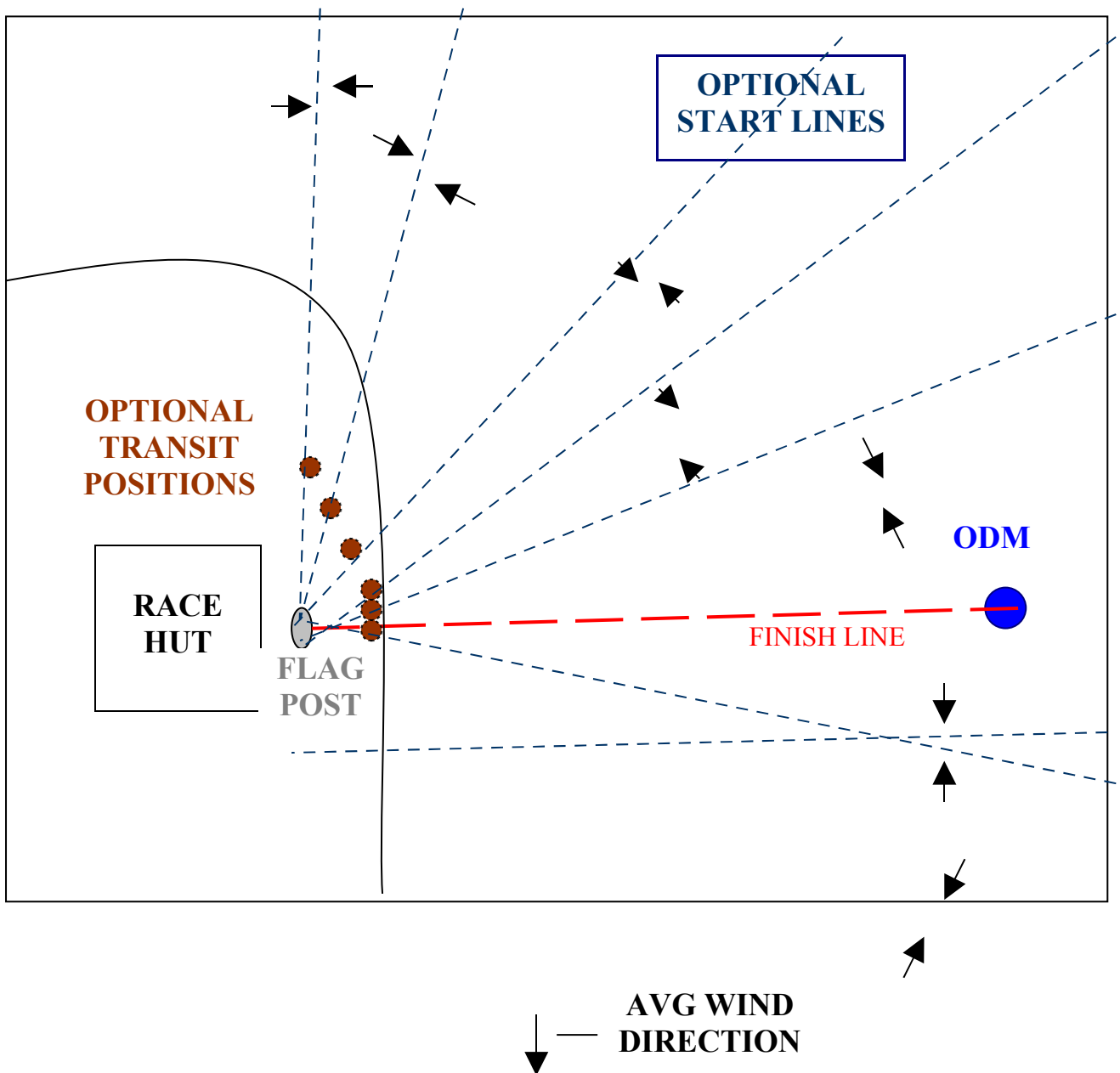
9. The position and direction of the start is up to you. Ideally, the start line should be perpendicular to the wind direction with the first mark of the course being upwind. If you can't achieve this, don't worry, but set a start line that is long enough for the competitors to approach safely off the wind. If you've had to set an off the wind start, try to include an upwind leg early on in the course.

10. The start line is set using a transit between the flagpole and a triangular post at the waters edge. This post can be moved to provide a line that is perpendicular to the wind. On arriving at the start hut put up the ensign on the yard arm, this will give you a good idea of the general wind direction.



ENSIGN

11. In front of the race hut is a large blue drum, this is the ODM (Outer Distance Mark), all boats must start in-between the shore and the ODM, between each lap the boats must also pass inside of the ODM.





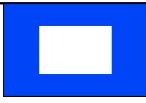
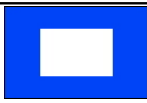


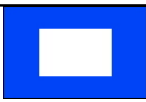





THE STARTING SEQUENCE.

12. Before starting the race display the course, using the red (pass to port) and green (pass to starboard) boards. Place a board in front of the course indicating the amount of laps (black with white numbers).

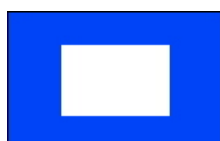
13. Take the necessary flags out of there pouch and attach to the relevant halyards, test that each flag goes up prior to beginning the start procedure.

The starting sequence is as follows:

Time from Start (Minutes)	Sound Signal	Flags UP/Down	Flags Showing
5	RING BELL 	 UP	
4	RING BELL 	 UP	 
1	RING BELL 	 DOWN	
0 GO!!!	RING BELL 	 DOWN	NONE



FLAG H



FLAG P

Individual Recall .

As you start the race look down the line. If a boat is over the line at the START, make a second sound signal at the start and hoist flag `X`. The onus is with the infringing dinghy to return to the pre-start side of the line, however, for club racing it's a good idea to try to let the boat know that she was over the line to prevent her sailing the course only to be disqualified! If possible shout the offending boats number and class across the line instead of hoisting the flag. For example “ SUPERNOVA 389, YOU WERE OVER THE LINE!!!”



FLAG X

General Recall.

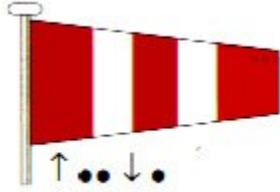
If too many boats are over the start line for you to be able to identify the culprits, make two additional sound signals and hoist Flag `First Substitute`. You'll need to restart this race. When you are ready, make one sound signal to lower Flag `First Substitute`; one minute later, start the sequence again with the Warning Signal. Alternatively to using the `First Substitute` flag, just ring the bell continuously and shout that you intend to restart.



FIRST SUBSTITUTE

Postponement.

To postpone the start of a race (due to lack of wind etc.), hoist Flag `Answering Penant` with two sound signals. Once you are ready to start the race lower this flag and give one sound signal. One minute later, start the sequence again with the Warning Signal. Alternatively inform the fleet in your briefing that you intend to postpone, begin the start procedure when all boats are at the start and the conditions are suitable. You may wish to wait at the club house until conditions are suitable, before you go to the race hut inform the fleet you intend to start.



ANSWERING PENANT

THE COURSE.

14. The choice of course is entirely the decision of the Race Officer but here are some guiding principles to be applied where possible and appropriate:

- make the start to windward if possible.
- include a reasonable amount of windward legs – don't set a course with no beat.
- try to vary the legs of the course so that all classes can sail in their 'best point of sailing' ie. include upwind, downwind, close reach, broad reach – you won't always be able to achieve all of this!

Before setting the course have a look around the lake, and look to see which marks are suitable for the conditions. In light winds avoid areas with little wind and in heavy conditions avoid marks that are suffering strong gusty conditions, ask the safety boat to check where you can see.

- aim to make the length of the Race around 1 hour.
- have the fleet return through the Start / Finish line during the race so that you can easily shorten the course if the wind drops or your time estimate was wrong. You can achieve this by setting a short course but requiring multiple laps.

Notes:

- *you can always shorten a race, but you cannot lengthen a race.*
- *Choose a different course for each race, this will make it more exciting for the racers.*

Course Suggestions

<i>Wind Direction</i>	<i>Start Line Position</i>	<i>Courses</i>	<i>Laps</i>
S / SW	Between flag post & ODM	1,6,8,ODM	3
		/ 1,2,6,Y,7,ODM	3
		/ X,4,6, ODM	4
N / NE	Between flag post & ODM	10,9,Z,6,X,ODM	2/3
		8,5,6,X,ODM	4
		7,Z,6,Y,4,X, ODM	3
W	Between flag post & ODM	Y,5,Z,6,X,ODM	3
		Y,6,Z,7,X,ODM	3
E	Between flag post & ODM/ Triangular transit further to right	5,6,4,X,ODM	3
		4,Y,5,6,X,ODM	3
		6,7,5,X,ODM	3

Note: Be aware that suggestions above will only work if the wind is exactly that direction, so if you do choose a course ask an experienced racer if the course is suitable.

Shorten Course.

15. You can shorten the course at any stage of the race, but you should only do this as the first boat is approaching what you now want to be the last mark of the course before the Finish. To shorten the course, hoist Flag `S` with two loud sound signals. (you could ask the rescue boat to inform competitors of your intentions, if they are not otherwise engaged).



FLAG S

THE FINISH.

16. The most common approach to finish a race is to use a line between the flag post and the ODM.

However, if the wind falls off you can finish the race between a safety boat and a mark on the course.

17. As a competitor crosses the finish line (that's any part of the boat or equipment in its normal position) make one sound signal. You'll need to record (accurately) on the race sheet:

- the sail number of the boat.
- the type of boat.
- the elapsed time since the race start in hh:mm:ss.

You must also record lap times every time the boat starts a new lap. These are required to calculate personal handicaps.

It is advisable to finish slower boats early so you will not be delayed between races. To do this simply ring the bell as they pass through the line; make sure they know they have finished.

NOTE: If you finish a boat after fewer laps than the rest of the fleet, ensure that you extrapolate the results. So if a boat finishes after two laps and the fleet finishes after three, simply divide the result to find out a single average lap time, and times by the amount of laps.

RESULTS

18. After each race you should have a completed race sheet with the entrants, their lap times and their finish times. You must now work out the results using the entrants handicaps that will be found on the entry sheet. Use the formula on the back of the calculator, this calculation will provide the corrected times.

A low scoring system is used, give the quickest corrected time 1 point, second place 2 points and so on. If for any reason a boat did not make the start, or finish the race give it the total entrants for the event plus one point. So if twenty people enter the event, a retired boat will receive 21 points for that race.

Discards

19. Enter the completed scores onto the summary sheet. When there are three races, the highest score for each boat is discarded, when there are

only two races both scores count. After making the relevant discards, the two best results are added up. The sailor with the lowest score wins.

Drawing Results

20. If two helms happen to draw there is a set method to break the draw. Firstly each boat's race scores shall be listed in order of best to worst, and at the first point(s) where there is a difference the tie shall be broken in favour of the boat(s) with the best score(s). No discarded scores shall be used.

If a tie remains between two or more boats, they shall be ranked in order of their scores in the last race. Any remaining ties shall be broken by using the tied boats' scores in the next-to-last race and so on until all ties are broken. These scores shall be used even if some of them are discarded scores.

Disqualification and Protests

In general the racing rules are policed by the racing fleet. We do not generally use a formal protest system but if a boat has breeched a rule and took no exonerating action (turns), he should inform the race officer of his retirement from that race. If a protest is registered you should seek advice from an experienced racer.

The race officer should disqualify boats that have not followed the course, failed to start (by being over the line) or have not stayed within the ODM when going through the line between laps. DSQ Boats will receive a point for each competitor in the series plus one.

THE PRIZE GIVING

21. After each day of racing the race officer will have a prize giving, Depending on entrants you may award the top four places. Use the bell to announce the prize giving. Call out the top four helms and crews, calling the winner out last. Ask the DCM to sort out adequate bottles of wine for the prizes. Place the results into the result tray in the club house.

WELL DONE, YOU HAVE COMPLETED YOUR DUTY!!!

