



West Kirby Sailing Club

Race Officers Guide 2019



Introduction

Thank you for giving your time to do a club race officer duty.

These notes are intended as a guide to assist in running the racing as efficiently as possible, to the maximum enjoyment of yourselves and competitors alike. It is intended to provide a plain-language guide to the procedures used for standard races at the club. As such, it is not intended to be a complete and definitive document. It is unofficial and shall not be referred to in any protest situation. For official wording you should refer to the general sailing instructions for club racing which is available in your club handbook.

As a reminder, a nominated Race Officer has:-

- a. The responsibility (under Rule 2) for doing the duty as set out in the Handbook; or providing a replacement and
- b. The Authority (under Rule 3) of the Sailing Committee in all matters except for deciding Protests and Cancelling Races

We hope you find this guide useful, and any suggestions for items that need to be included in future editions should be sent to us.

Hon. Sailing Secretary

Contacts

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Before your Duty

- Get yourself some helpers and make sure that all your team are aware of the dates and times that they need to be available.
- Contact the rescue duty boat/person to make sure they are organised. Contact the club captain or Boatman who will advise who is doing that day.
- Preliminary check on weather forecast (see below)
- Obtain the Log from in the Starters Room hanging to the right as you go in.

Please ensure you collect the Tidal Log as it has the Key to the ARK on it.

Before the Start

Make sure you arrive in plenty of time. For tidal sailing about 3 ½ hrs before high water is sufficient. On the lake arrive at least 45 mins before the advertised start time. This will give you sufficient time to collect the latest weather forecast, equipment and discuss with the class captains any issues with racing that day.

Postponement

If you consider the conditions too severe, or the forecast too poor or other circumstances, which could make it unsafe to sail (e.g. inadequate rescue cover), consult with the Boatman, and speak to Sailing Sec or Vice Commodore and Class Captain - then make your own decision.

What you need to consider

- Wind Strength and maximum gusts
- Amount of safety boats you have compared to number of boats sailing (it is common on windy days to have at least 1 safety boat to 10 dinghies)
- The ability of the sailors on the water. (Speak to the class captain who will discuss this with the sailors concerned)
- Weather forecast

If you are ashore you should get the Answering Pennant and code flag 'A' from the starter's room and raise these on the main mast. These should remain up until the advertised start time then should be returned to the starter's room. (Normally hanging on a hook on the left hand door frame inside the Starters room – please put back there even if wet)



If you are out on the water or on the promenade and the start is going to be delayed (e.g. lack of wind, lack of safety boats, some of fleet still aground on moorings!), then you should raise the answering pennant and make TWO sound signals.

This should be lowered with ONE sound signal ONE minute before the next starting signal.

Equipment Needed

Tidal Starting	Dinghies(Lake)
<ul style="list-style-type: none"> • Flag Roll – confirm if on the Dinghy Start Boat. • Horn - 5 Minute Autohoot (Dinghy) Or Tidal Horn for use on the Ark • VHF Radio • Stop Watch • Pens and Pencils • Rough Pads & Clip Board • Club Handbook • Lifejacket / Buoyancy Aid <p>The following is on board the Ark:</p> <ul style="list-style-type: none"> • Flag Roll • Course Number Boards 	<ul style="list-style-type: none"> • Club Burgee • Flag stand • Class Flag(s) • Code Flag “P” • Code Flag “X” • Code Flag “1st Substitute” • Code Flag “Answering Pennant” • Code Flag “S”(Board) • Code Flag “Q” • Course Boards • Stop Watch • Pens and Pencils • Rough Pads & Clipboard (as nec.) • 3 Minute Autohoot • VHF Radio if there is a safety boat launch • Club Handbook

Additional equipment you may wish to consider:-

Personal	Larger or special events
<p>Sun cream / screen seasickness tablets paracetamol insect repellent shackle key duct tape memo recorder batteries pencils, pens burgee cotton wind indicator neck towel fingerless gloves woolly hat, baseball cap recording sheets & plain notepad</p>	<p>clipboards (2) Rule Book SIs for the event Extra VHF radio Mobile phone binoculars gas air horn mouth-blown horn whistles (2) anemometer hand-bearing compass GPS complete flag set (including orange, black, red, green & blue) waterproofs buoyancy aid snacks (food & drink)</p>

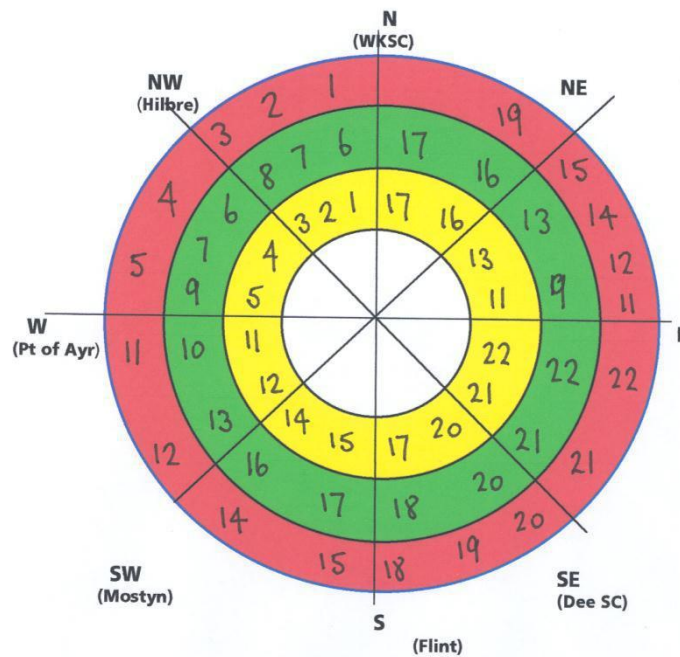
Setting the Course

Tidal Sailing

This chart will help you in selecting the course for that day when on the Ark.

WEST KIRBY SAILING CLUB TIDAL COURSE CARD ISSUE 3

COURSE SELECTION



Course Selection

Course selection is the responsibility of the Race Officer (who should consult the Boatman when necessary) and the above suggestions are for guidance only.

Wind Strength

Inner Circle (Yellow)	Light Winds	0 – 5 knots
Middle Circle (Green)	Gentle to Moderate Winds	5 – 15 knots
Outer Circle (Red)	Fresh to Strong Winds	15 – 25 knots

Starting Lines

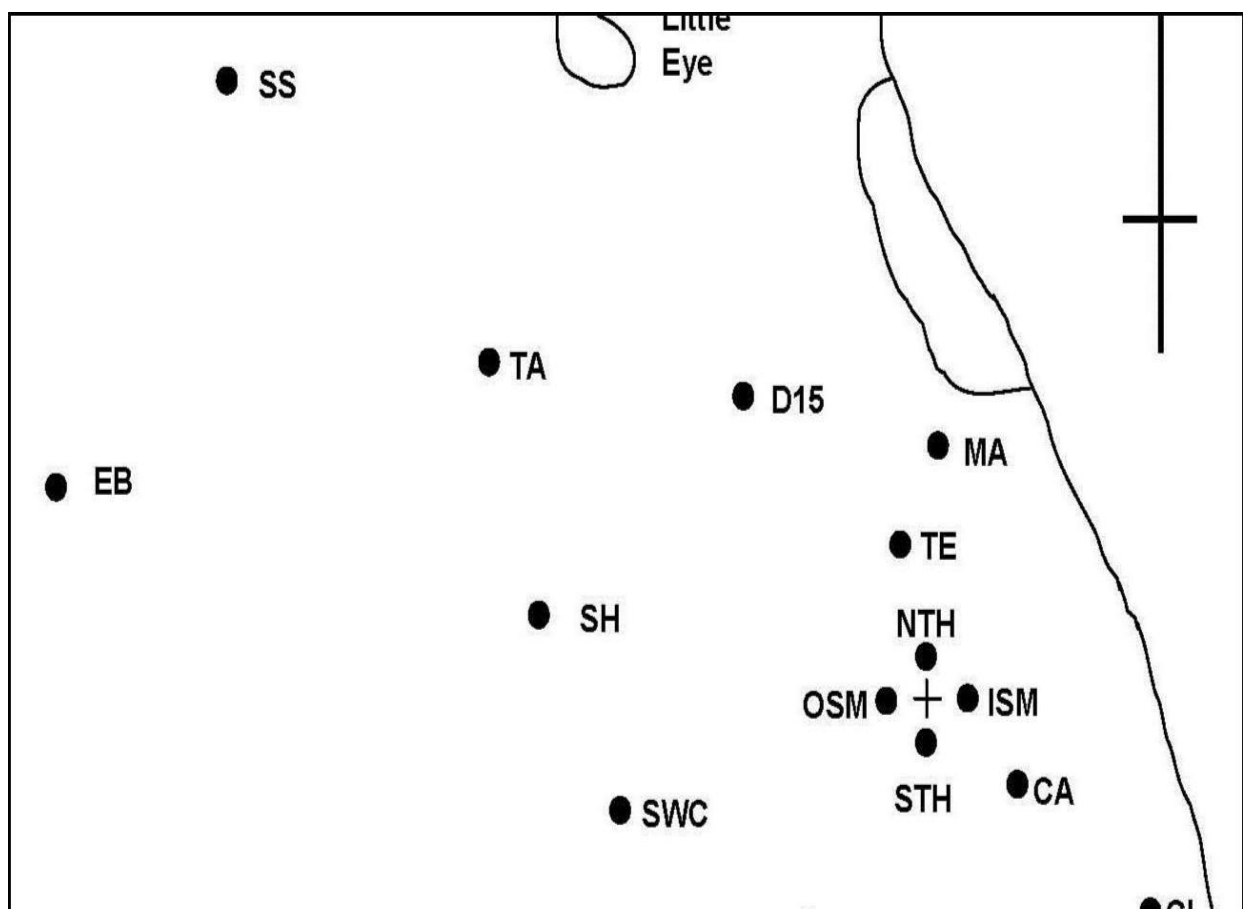
Where possible, courses should be chosen to give a windward start, although a running start is also acceptable (consult the course suggested for the opposite wind direction).

Reaching starts should be avoided if at all possible.

Setting the Start Line

This is one area that often gets commented on by competitors. Your aim is to make the line as fair as possible to all competitors so that there is not too much bias on one end of the line. The aim is to get the line as close to a right angle of the wind as possible allowing for the strength of tide and wind. The first leg of the course should preferably be to windward.


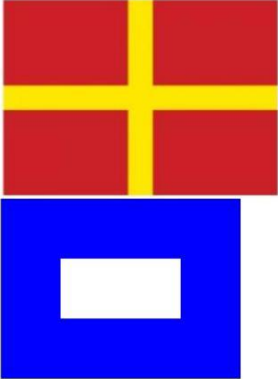

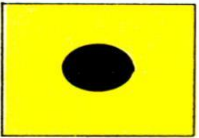
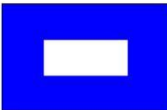





The race course that you select will indicate which of the four distance marks you will be using. They are shown on this chart below.



Starting Sequence

Tidal Racing

Tidal races will be started with intervals between starting signals being 5 minute. This is an example of the starting sequence for the Falcon Class(Code flag R) with the Hilbre Class(code flag I) being given their warning signal at the start.

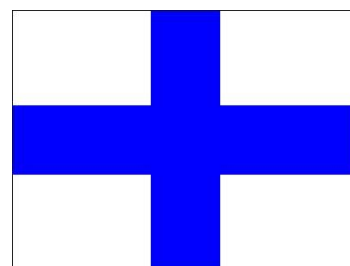
				
			 ↓	 ↓
Signal	Warning	Preparatory		Start
Time	5 Minutes	4 Minutes	1 Minute	0 Minutes
Sound Signal				
Description	Code Flag "R" raised accompanied by one sound signal	Code Flag "P" rasied accompanied by one sound signal	Code flag "P" lowered accompanied on one sound signal	Code flag "R" lowered and code flag "I" raised accompanied by one sound signal

Boats that are Over the Line – Individual Recalls

If a boat is over the start line you should sound an additional sound signal and raise code flag “X”

This should be lowered when all the boats have returned or for not longer than 4 minutes.

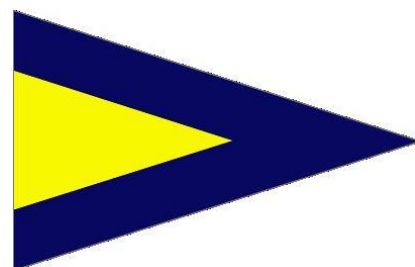
Boats should be recorded as OCS (On Course Side) on the results sheet. You should continue to include them within your written results in case there is a dispute when coming ashore and the offending boat requests redress. However you should make it clear on the final copy that they were over the line.



Improper Starts – General Recalls

If there are boats over the line and you can't identify them all you may decide to restart the entire race.

This should be done by raising the 1st Substitute flag accompanied by TWO long sound signals.



The recalled class may be restarted immediately or after the last class within a sequence.

The next warning signal should be made 1 minute after lowering the 1st substitute accompanied by ONE sound signal.



During the Race

You should record the positions of the boats after each lap. You should also record the time of rounding for the 1st boat and last boat, so you can work out how many laps to send them.

For handicap races you need to record the length of time of racing. On the starting signal you should start another stop watch and record the total elapsed time for each boat. It is important that you identify the classes of every boat. If you are unsure ask someone. Some classes use different sail sizes and unless you are familiar with them they can be difficult to identify, e.g. Laser and Laser Radials.

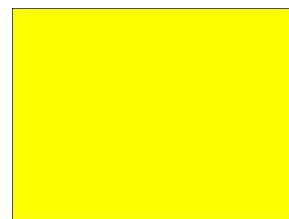
Length of Race

Tidal Racing

You can comfortably sail until at least 1 hour after high water. You will normally get between 2.5 and 3 hours of racing on the tide. However you must keep a close eye on the tail enders to make sure that they do not hold up your second race.

Early termination of racing

If you consider a race to be concluded but not all the competing boats have finished. You should raise code flag “Q” and make ONE sound signal. Boats not finished should be recorded as retired. (RTD)



Shortening Course

Course shortening is done by raising Code Flag S, together with the appropriate Class Flag(s) and making 2 sound signals. This is traditionally when the leading boat in the race has just rounded the last mark.



Shortening may also be effected at any rounding mark of the course by positioning a Committee Boat (e.g. RIB), flying a Blue Flag and code flag ‘S’. The Committee Boat should be positioned on the side of the buoy that the boats would normally pass if they were continuing the course and square to the general direction from the previous mark thereby creating a Finishing Line.

***** PLEASE TRY TO MAKE THE FINISH FAIR AND THE DIRECTION TO PASS THROUGH THE LINE OBVIOUS *****

The shortened course flag (S) and the class flag may be raised (along with making the 2 sound signals) at any time prior to the leading boat crossing this line. However, good practice would suggest that adequate time is given to allow boats to cross this line without major course changes.

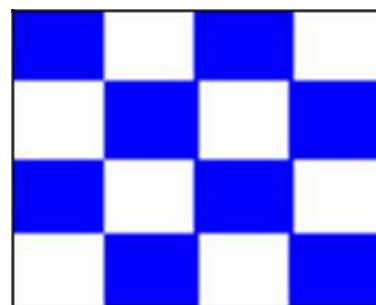
On the lake races are “Open ended” in other words there are no fixed number of laps. It is up to the race officer to decide when to shorten the course. This should be done when boats have rounded the marks which have been highlighted on the course cards in bold and underlined.

Abandoning a Race

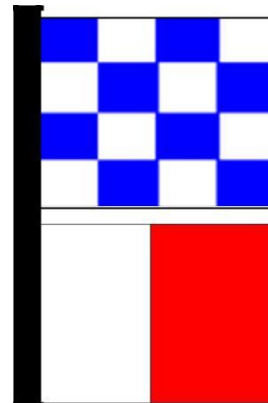
The race officer may abandon a race at any time by making THREE sound signals and flying flag N.

Examples of reasons races are abandoned could be (watch stopped, course problems).

This should be lowered ONE minute before the next starting signal accompanied by ONE sound signal.



If you need to abandon a race and send the fleet ashore then you should raise flag N over flag H accompanied by THREE sound signals. It would be advisable when on the tide to also broadcast this on channel 37(M) so all the safety boat crews are aware of your intentions.



Finishing the Race

As the boats cross the line give the first 3 in each class a quick sound signal. Record the sail number and the elapsed time of Finishing (handicap races).

When all boats have finished take the shortened course flag down (if being used) and start the next race or start to pack up.

Please ensure that all kit is put away and halyards are firmly secured. Lock the cabin. **If anything was missing or has been damaged please contact the Official Starter as a matter of urgency.**

Recording the Results

Write up results and post in the correct slot in Club foyer. You should also put a copy in the box in the race officers cupboard. This is just in case one goes missing.

It is important to make sure that what you write is correct. If a result is recorded wrong it is up the competitor and the race officer to inform the sailing secretary of the correct result as soon as possible after the results have been posted.

If there are any **Protests** and you are given the Protest Form, sign it with date and time - and pass to Sailing Secretary/assistant sailing secretary or any Flag Officer.

Finally

Your final duty of the day is to lower the club burgee and ensign off the main mast. (This remains up if the ensign is at half-mast).

Dutyman

You will be emailed 7 days and 3 days before your race officer duty to remind you. If you haven't let us know your current email address you need to do this as soon as possible.

The dutyman system allows you to swap your duties with other people. All the information is available on the dutyman website.

Tidal Course Card

WEST KIRBY SAILING CLUB TIDAL COURSE CARD 2012 (EFFECTIVE APRIL 2012)

1	ISM(S)	MA(P) CL(S) CL(S)	SH(S) SWC(S) OSM(P)	TA(S) D15(S)	ISM(P) ISM(P)
2	ISM(S)	D15(P) D15(P) SE(P)	SH(P) CA(P) ISM(S)	CA(P) OSM(P)	ISM(S)
3	ISM(S)	D15(S) MA(P) CL(P) TE(S)	CL(P) SH(P) ISM(S) CA(S)	ISM(S) STH(S) ISM(S)	
4	ISM(S)	TA(P) SWC(S) CA(S)	CA(S) TE(P) GU(S)	OSM(P) D15(P) MA(S)	ISM(P) ISM(P)
5	ISM(S)	TA(P) CL(P) D15(P) CL(P) TE(P) CA(P)	OSM(S) ISM(S) OSM(S) ISM(S) OSM(S) ISM(S)		
6	OSM(P)	SS(P) SH(P) TE(P)	OSM(S) GU(P) SWC(P)	ISM(S) CA(P)	ISM(S)
7	ISM(S)	SS(P) SC(P) TE(P) CA(P)	OSM(S) ISM(S) OSM(S) ISM(S)		
8	ISM(S)	HE4(P) CL(P) TE(P) SC(P)	OSM(S) ISM(S) OSM(S) ISM(S)		
9	OSM(P)	EB(P) CL(P) TA(P)	SWC(P) ISM(S) OSM(S)	NTH(P)	
10	NTH(S)	EB(P) SH(P) SWC(S)	TE(S) GU(P) TE(S)	NTH(S) OSM(P) ISM(P)	
11	STH(P)	SH(P) TA(P) CL(S) SH(P) CA(P)	SWC(P) ISM(P) OSM(P) STH(S) ISM(S)	NTH(P)	
12	NTH(S)	SH(P) D15(S) CA(S) TE(P)	CL(S) ISM(P) SH(P) SWC(P)	GU(S) OSM(P) CL(P) STH(S)	OSM(P) OSM(P)
13	STH(P)	D1(P) SC(P) SH(S) CL(S)	NTH(P) OSM(P) NTH(P) OSM(P)		
14	STH(P)	SWC(P) MA(S) CL(S) SWC(P)	NTH(P) ISM(P) OSM(P) NTH(P)		
15	STH(P)	SWC(P) D15(P) CA(P) TE(P)	CL(P) SH(P) ISM(S) SH(P)	ISM(S) OSM(S) STH(S)	
16	STH(P)	SWC(P) MA(S) D2(P) TE(P)	D3(P) ISM(P) NTH(P) SWC(P)	NTH(P) STH(S)	
17	STH(P)	D2(P) D15(S) SWC(P)	NTH(P) MA(S) STH(S)	OSM(S)	
18	OSM(S)	GU(S) SE(S) CL(S)	SH(S) SWC(S) OSM(P)	D15(S) TE(S)	OSM(S) ISM(P)
19	OSM(S)	GU(P) MA(P) SH(P) TE(S)	ISM(S) OSM(S) GU(P) ISM(P)	OSM(P)	
20	OSM(S)	SE(P) MA(P) GU(P) SC(P)	ISM(S) TA(P) STH(S) ISM(S)	TE(S)	OSM(S)
21	ISM(P)	CL(P) CL(P) TE(P)	TE(P) ISM(S) CA(P)	SH(P) GU(P) ISM(S)	STH(S)
22	OSM(S)	SC(P) TE(P) CL(P) TE(P) CL(P) TE(P)	ISM(S) OSM(S) ISM(S) OSM(S) ISM(S) OSM(S)		
23	ISM(S)	TELL(P) CA(P) 4 LAPS	OSM(S) ISM(S)		
24		AS DISPLAYED ON THE COMMITTEE BOAT 4 LAPS			

Key to Buoys

X	Flagship	CA	Cawdy	D15	Dry 15	SC	Sally's Cottage	TA	Tansky
OSM	Outer Start Mark	CL	Cliff	EB	East Bar	SE	South End	TE	Tell
ISM	Inner Start Mark	D1	Dee No 1	GU	Gut	SH	Shell		
NTH	North Start Mark	D2	Dee No 2	HE4	Dee HE4	SS	Seldom Seen		
STH	South Start Mark	D3	Dee No 3	MA	Marine	SWC	South West Corner		

WEST KIRBY SAILING CLUB TIDAL COURSE CARD 2012

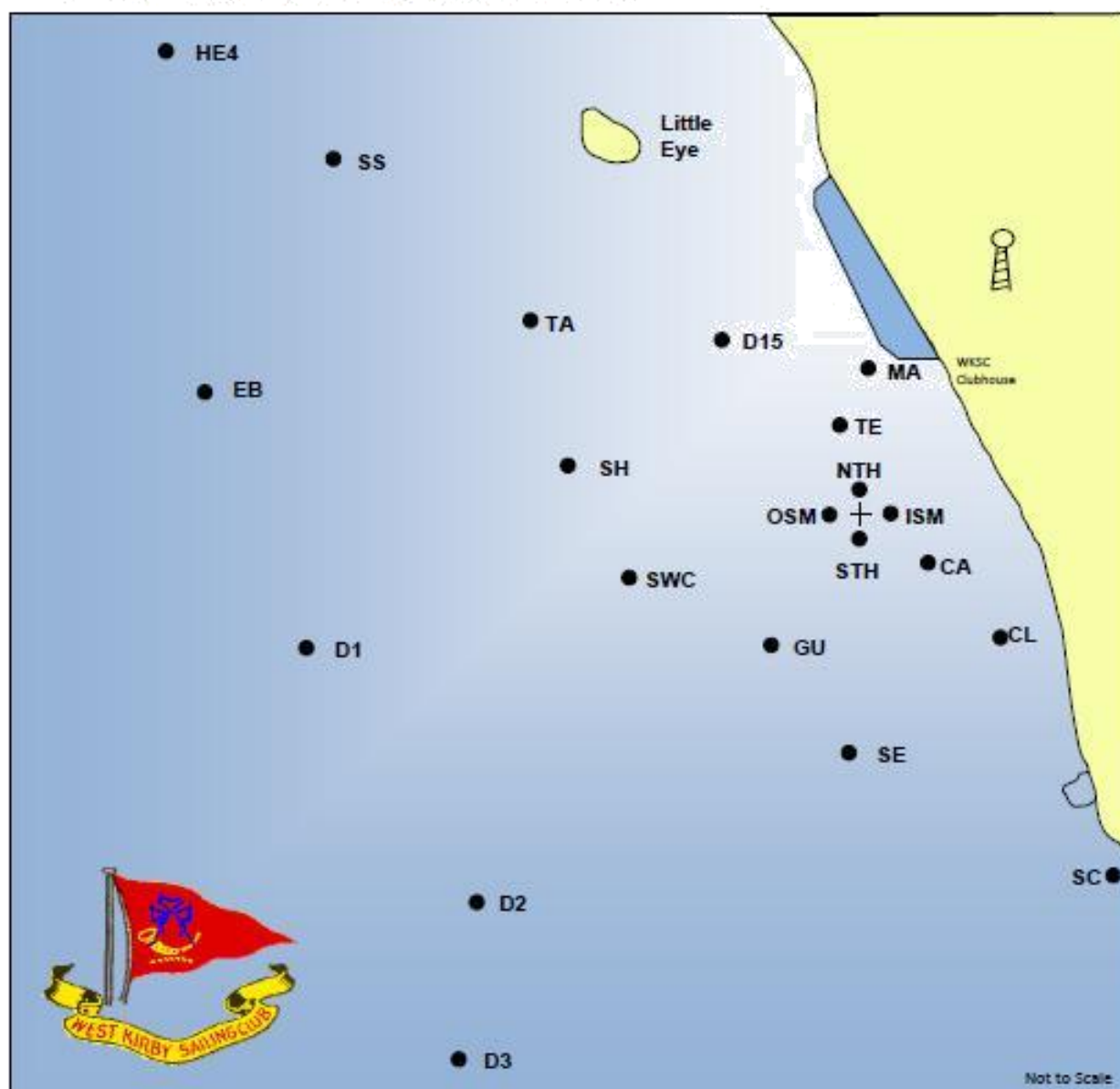
Starting Lines: Start between the Mainmast of the Flagship, flying the Club burgee, and the Starting Mark indicated, in **bold**, at the beginning of the course to be sailed.

Finishing Lines: Finish between the mainmast of the Flagship, flying the Club burgee, and the last mark of the course or between the mainmast of the Flagship and the last mark of a lap if a shortened course has been signalled.

Courses: Read from left to right. Each lap of the course is shown on a separate line. The last mark of each lap is highlighted in the course in **bold type**, and should be passed in the direction which is indicated on the course card. After a shortened course has been signalled, a class will continue to sail the course until they next pass through the Finishing Line at which point they will finish. In addition, the Race Officer may, at his entire discretion, decide to shorten a race at any other mark of the course. In that case the Finishing Line will be between the staff of a boat flying a blue flag and the nearby rounding mark, leaving the rounding mark on the side indicated in the course. There will be no "hook" finishes.

Starting Marks: North Mark (NTH - yellow), South Mark (STH - red), Outer Start Mark (OSM - orange), Inner Start Mark (ISM - green)

Marks of the Course: Where any of the Starting Marks are marks in the course then boats must pass between them and the Flagship. The Flagship will be WKSC Ark.



Notes