

NETLEY SAILING CLUB (ASA)

GUIDELINES FOR RACE OFFICERS 2009/2010

1. Before leaving home get a weather report and tide predictions from www.sotonmet.co.uk. Good sources for wind forecasts are www.xcweather.co.uk and www.windguru.com.
2. Arrive at the club at least an hour before the start and report to the Officer of the Day (OOD). They should already have unlocked but check with them that the safety boat shed and fuel cabinet are open. Unlock the committee room and race box and collect a VHF radio from the cabinet in the bar cellar room.
3. Assess the wind conditions – racing should not be started in winds of less than 5 knots. If the wind speed exceeds 20 knots carry out a racing risk assessment (see separate sheet)
4. Refer to the sheet “Guidance on Racing” as this will indicate the type of race that is required.
5. There is a low cabinet in the committee room in which you will find all of the equipment that you need. The autohoot is in a black case and this should be connected to the horn once it has been mounted on its brackets above the balcony.
6. Check that the wooden flag boards on the front of the race box are in the lowered position and that no flag boards have been left displayed on the wall at the back of the balcony
7. The signing on sheets are in the cabinet and one should be prepared and placed on the table next to the notice boards. Make sure you include the date, start time and who is doing duties so that they can be allocated their average points.
8. Using the file from the cabinet select a course that suits the wind direction and conditions. This should be posted on the course board 30 minutes before the start with the maximum number of laps. Aim for a race duration of 45 – 60 minutes for the first boat unless the racing guidelines say otherwise
9. Instruct the rescue boat crew on marks to be laid and guide them using the radios. Check that marks are secure and not drifting.
10. Once the start mark is laid (**do not use the pylon**) line up the transit poles using the string in the roof of the race box.
11. The starting sequence is 5 : 4 : 1 start and the flags are explained on a separate sheet. Please note the General Recall procedure which should only be used if you are unable to identify every boat that has started prematurely.
12. The autohoot is started by turning the switch clockwise. It will then give sound signals at 5, 4, 1 and 0 minutes. Make sure you turn it off after the start or it will start a new sequence. Additional sound signals are made by pressing the red button.
13. After the preparatory signal collect the signing on sheet. Once everybody has started cross check that everybody who is racing has signed on.
14. At the end of each lap record each boat passing through the line. This will help decide how long to keep the race going, identify whether fast boats have lapped slower ones and will also help to resolve any subsequent queries.
15. When you decide to end the race identify the boat that you want to finish first. As this boat approaches the line raise flag S onto the wall behind the balcony with two long sound signals. If practical ask the safety boat to stand by the line displaying a flag S as it is often difficult for competitors to hear these signals.
16. As each boat crosses the finish line, record their time, **even if you believe they have not completed the race correctly**. The difference between the start and finish times is the Elapsed Time which should be in seconds.
17. The slower boats may have done one or two laps less than the fast ones and their elapsed times should now be adjusted to represent the times that they would have taken had they completed the same number of laps. So if the fastest boat has completed 5 laps and the slowest boat 3, the elapsed time of the slowest boat should be multiplied by 5 and divided by 3.
18. Calculate the Corrected Time for each boat = $\text{Elapsed Time} \times 1000 / \text{Portsmouth Yardstick}$. The boat with the lowest corrected time is the winner
19. Display the white copy on the notice board and send the pink copy to the Results Secretary using the stamped addressed envelopes that are in the cabinet
20. Ensure that the safety boat has returned to shore with the marks. Liaise with the OOD to check that the boat shed and petrol store have been locked.
21. Replace all of the equipment in the cabinet and lock the race box. Lock the committee room and return the keys and the VHF radio to the OOD.